

Job Description

Title: Team Lead for Acute neuro Team - Occupational Therapist

Band: 7

Staff Group: Allied Health Professionals

Reports to: Therapy Clinical Pathway Lead for OPM and Neuro -B8a

Job Purpose:

- To provide OT professional leadership to the Acute Neuro Team (ANT).
- To be a clinical expert in the field of acute neuro.
- To ensure the smooth, effective and safe delivery of therapy within ANT
- Provide clinical expertise, specialist advice, training and support within ANT, the therapy department and to the wider multi-disciplinary team
- Act as a lead for the specialist area, developing the service (in conjunction with the Therapy Clinical Pathway Lead for OPM and Neuro, other Therapy Team Leads and the MDT)
- Ensure service delivery is evidenced based or follows local / national best practice where evidence base is not available.
- In conjunction with the Therapy Clinical Pathway Lead for OPM and Neuro and Therapy Team Leads, ensure clinical governance targets are met, including the development of clinical standards and protocols, research, and clinical risk management.
- Take the lead role on Clinical Audit and Direct Observations of Practice (Clinical Supervision) to both monitor and ensure the overall quality of the service provision, and to ensure quality and clinical standards are met

In addition, the post holder will:

- Work with other Therapy Team Leads to support the continued development of a culture that supports and facilitates cross-boundary working across registered therapy professionals.
- Demonstrate a flexible approach to working and undertake weekend and Bank Holiday as required within the service, with an active role in managing the rota.

Key Responsibilities

Professional/Clinical

- To accept clinical responsibility for a designated caseload of patients and ensure a high standard of clinical care for the patients under your management and those of more junior staff, using resources effectively to manage competing priorities and demands across the team and wider service.
- To undertake comprehensive specialist therapy assessment of patients, including those with a complex presentation, using investigative and analytical skills and with a holistic approach. To interpret and analyse clinical and non-clinical facts to recommend and implement the best course of intervention and determine safety for discharge.
- To demonstrate advanced clinical reasoning skills and knowledge with documented process. To monitor, evaluate, and modify treatments and interventions with measured progress and ensuring effectiveness of therapy input.
- To gain informed consent prior to treatment and have the ability to work within the legal framework with patients to provide appropriate intervention and care to patients who lack capacity to consent to treatment

or to make specific decisions in a manner which supports their best interests, and to recognise and take appropriate action in relation to the Mental Capacity Act (2005) when the need arises.

- Delivery of evidence-based care which is both individualised and personalised through holistic needs assessment, planning and evaluation of care, and treatment to patients who will frequently have complex presentations requiring specialist neurological rehabilitation.
- Ensure the goals and objectives of interventions are clearly developed in conjunction with the patient and where appropriate carers, through clinical reasoning and where appropriate these can be assessed using recognised outcome tools.
- Communicate complex patient related information effectively to ensure collaborative working with other members of the multi-disciplinary team across health, social care and voluntary sectors to ensure the delivery of co-ordinated patient focused care.
- To provide highly specialised spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals to promote an understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient care.
- To use highly specialist Occupational Therapy skills in the delivery of clinical care to assist with meeting the Trusts priorities and objectives.
- Develop new skills in response to emerging knowledge and techniques.
- Work across professional boundaries using creative reasoning and problem solving.
- Use creative reasoning, experience and vision to advance care.
- Demonstrate high level clinical technical and audit skills through breadth and depth of knowledge.
- Demonstrate continuous evaluation of practice and make changes where appropriate.
- Initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical area, sharing and disseminating knowledge with colleagues.
- To provide independent specialist neuro Occupational Therapy advice to colleagues working within the MDT team, as well as other clinical areas when appropriate.
- Undertake risk assessment and manage and document risk. Advise senior and junior staff in appropriate therapeutic management of patients in relation to risk.
- Be professionally accountable for standards of practice within the clinical team to the Therapy Clinical Lead for Acute Neuro

Quality and Service Development

- Identify local, National and professional drives for change, keeping abreast of current development and legislation in the specialist area the team cover.
- Monitor the day-to-day pressures on time and resources and have a solution focussed approach to ensure quality is maintained during periods of unplanned / unexpected pressure.
- Ensure staff are skilled to provide the most appropriate and focussed care and management for the teams' patient group.
- To be actively involved, working with other Therapy Team Leads in Acute Stroke to analyse appropriate data and statistics, providing monthly reports to Therapy Clinical Lead for Acute Neuro and Head of Therapies to support effective performance management reporting.
- Ensure the quality and service improvements link with the Trust aims as part of the overall clinical strategy.

Management and Leadership

- To be a lead specialist Occupational Therapy resource in acute neuro, using highly developed clinical skills, theoretical knowledge and relevant practical experience and to be able to supervise, assess and mentor the team to assure good clinical practice within the team.

- Be responsible for the effective case-load management of a complex caseload individually and within team and allocation of work to senior and junior staff, support staff and students. This will require an overview and re-allocation of workload daily due to changing priorities, in order to support delivery of key quality and performance targets.
- Lead on the development of a clinical network within designated clinical area/pathway supporting delivery of best practice and relevant clinical guidelines.
- Support the development of a continuous improvement culture through actively adopting the Trust's Practice Improvement Methodology in the redesign of clinical care pathways.
- Ensure that the entire team is focused in the same direction and understands the scope of the team and individual role.
- Act as a role model, demonstrating high standards of care and providing clinical leadership to others.
- Act as a role model for excellent advanced communication skills, leadership behaviours and expertise.
- Provide clinical leadership at team level to ensure the delivery of high quality, cost effective care.
- Embed patient and public involvement within the sphere of practice.
- Lead and actively participate in multi-professional meetings acting as patient advocate and representing therapy views.
- Lead on the implementation and monitoring of adherence to relevant clinical guidelines.
- Be responsible for the clinical supervision of more junior Occupational Therapy staff, support staff and other members of the MDT to ensure there is effective assessment, care planning and review of agreed goals/outcomes, promoting multidisciplinary and interdisciplinary working at all times.
- Work with the Therapy Clinical Pathway Lead for OPM and Neuro on the recruitment, selection and retention of staff.
- To undertake delegated responsibilities to support the Therapy Clinical Pathway Lead for OPM and Neuro in day-to-day service operation, evaluation and development.

Personal and Professional Development

- Take personal responsibility for life-long learning and personal development and actively engage with all learning and development opportunities.
- Maintain your own development portfolio.
- Maintain professional registration with Health & Care Professions Council (HCPC) through competency to meet HCPC and RCOT standards.
- Participate in your own annual development review and supervision, undertaking post-registration training related to area of work as required.
- In line with the Trust's commitment to Clinical Governance, to participate in clinical audit and evaluate your own clinical effectiveness.

Administrative/Communication

- Communicate complex and sensitive information independently and autonomously to patients, carers and staff. This will include communicating diagnoses, gaining consent, and breaking bad or unwelcome news.
- Independently use a wide range of verbal and non-verbal tools to communicate effectively with patients in order to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating e.g. patients who have dysphasia, visual or hearing impairment, behaviour difficulties.
- Frequently, competently and autonomously manage potentially stressful, upsetting or emotional situations in an empathetic manner both with patients, the team members and colleagues.
- Maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements and ensure team is compliant with documentation.
- Co-ordinate and produce reports as required within your area of clinical expertise.

- Motivate and empower team & others through experience and post graduate training to develop verbal and non-verbal communication skills.
- Resolve verbal complaints and be well versed with the Trust's formal complaints procedure.
- To be a lead and role model in team communication by being approachable and able to manage change, conflict and challenges with clear, fair communication skills.

Education

- To lead on developing Occupational Therapy skill training packages for other Occupational Therapists in neuro and stroke and other members of the MDT.
- Provide specialist education and training to other professionals involved in patient care.
- Take responsibility for student learning as required.
- To ensure Occupational Therapy team members are competent to meet Trust's mandatory training requirements.

Research and Audit

- To work with other Therapy Team Leads and the Therapy Clinical Pathway Lead for OPM and Neuro to undertake measurement and evaluation of ANT and current practices using; evidence-based practice projects, audit and outcome measures, either individually or with other clinical specialists or managers.
- To lead and participate in appropriate work-related research/evaluation projects and to be aware of current research relevant to the specialty.
- Evaluate the effectiveness of the service through clinical audit providing reports to demonstrate improvements are implemented and re-audited.
- Collate and record qualitative and quantitative data to provide evidence of outcomes and quality through audit.

Trust Organisational Expectations

The post holder will:

- Demonstrate own activities and workplace routines to new or less experienced employees.
- Proactively and positively contribute to the successful overall performance of the Trust.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
- Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
- Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
- Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
- Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
- Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.

- Challenge poor practice that could lead to the transmission of infection.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.

Shared Core Functions

- Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
- Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
- Ensure that approved budgets are spent effectively and in accordance with agreed procedures.
- Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated.
- Build and sustain effective communications with other roles involved in the shared services as required.
- Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims.
- Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
- Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues.
- Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
- Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
- Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives regarding issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Limits of Authority

- May not dismiss or suspend staff under the disciplinary procedures.
- May not take annual leave without prior agreement of the manager.

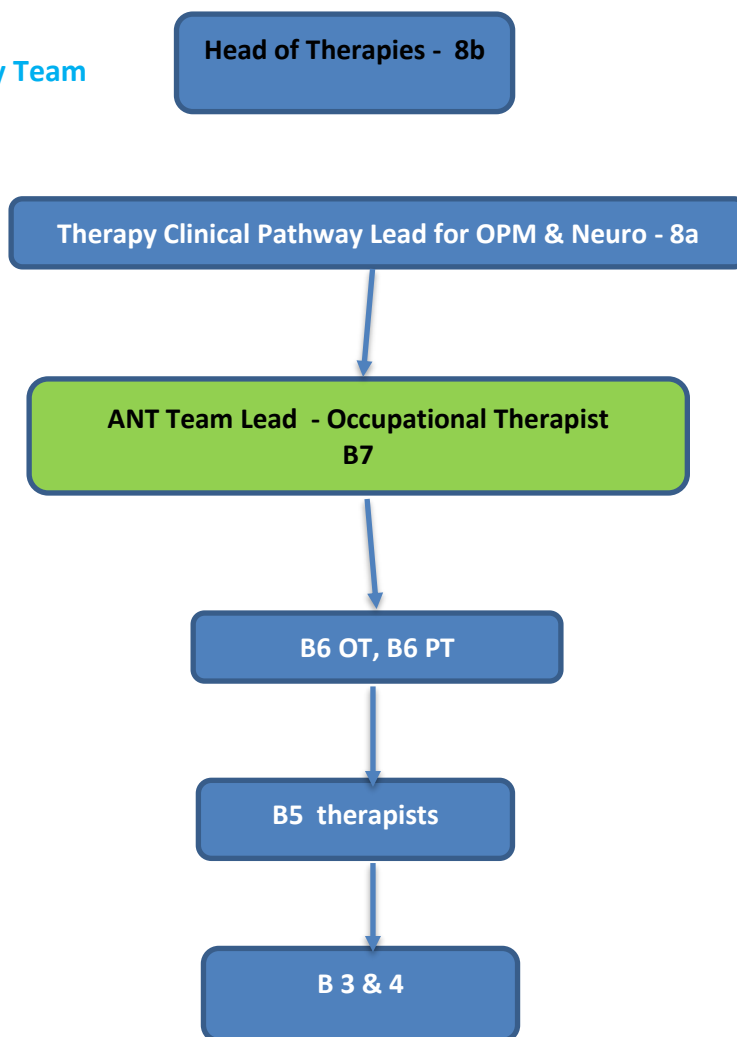
Job Holders are required to:

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998,

including the responsibility to ensure that personal data is accurate and kept up to date.

Organisational Chart

Organisational Chart for B7 Occupational Therapy Team Lead for Acute Stroke



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



Please click [here](#) for further information on the Management Essentials programme.



Please click [here](#) for further information on the Leadership Insights programme.

Person Specification A = Application, I = Interview, P = Presentation	Essential or Desirable Criteria		Assessment Method			
			A	I	P	
Criteria						
Education and Qualifications						
Degree/Diploma in Occupational Therapy	E		✓	✓		
HCPC Registered	E		✓	✓		
Evidence of CPD (portfolio)	E		✓	✓		
Member of RCOT		D	✓	✓		
Member of Specialist section within professional body		D	✓	✓		
Evidence of post graduate training/qualification relevant to clinical area	E		✓	✓		
Experience						
Experience of Audit	E		✓	✓		
Experience of presenting complex data to a range of different audiences	E		✓	✓		
Experience of working with regional/national networks		D	✓	✓		
Acute hospital experience 2 years minimum		D	✓	✓		
Experience of supervising and mentoring junior members of staff and pre-registration students	E		✓	✓		
Experience of providing clinical/professional leadership to junior members of staff	E		✓	✓		
Experience of working collaboratively with across teams		D	✓	✓		
Ability to lead and influence change	E		✓	✓		
Knowledge						

Sound level of theoretical profession specific knowledge	E		✓	✓		
Sound knowledge of the multi-disciplinary team	E		✓	✓		
Sound knowledge of interventions relevant to clinical area	E		✓	✓		
Key Skills						
Ability to work autonomously and as part of a team	E		✓	✓		
Leadership and motivational skills	E		✓	✓		
High level of clinical reasoning	E		✓	✓		
Ability to present information in logical concise manner	E		✓	✓		
Standard key board skills & the ability to use IT packages such as Word, Outlook, Power point & Excel	E		✓	✓		
Aptitudes						
Recognition of own limitations	E		✓	✓		
Assertive, confident and approachable	E		✓	✓		
Strong belief in CPD and Reflective Practice	E		✓	✓		
Seeks and uses professional support appropriately	E		✓	✓		
Demonstrates enthusiasm	E		✓	✓		
Demonstrates empathy, respect and concern for others	E		✓	✓		
Other						
• Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	E			✓		
• Able to demonstrate behaviours consistent with the Trusts Values and Behaviours	E			✓		
• Be prepared to work across sites as and when required	E			✓		
• Professional appearance & behaviour	E			✓		
• Good previous attendance record	E					
• Satisfactory enhanced DBS check against vulnerable groups barred lists	E					DBS

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name: Kath Lake

Date: 13.3.25

Signature: *Kath Lake*