



University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

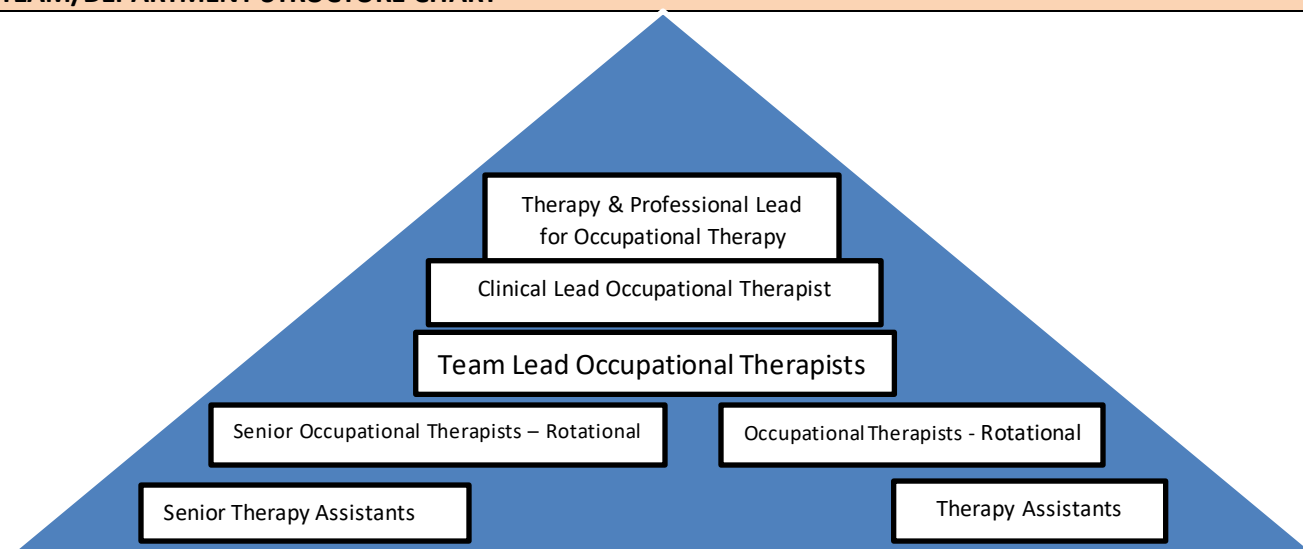
Job Title	Senior Occupational Therapist (Team Lead)
Pay Band	7
Department	Occupational Therapy, Therapies
Division	3
Reports to	Clinical Lead - Occupational Therapy
Professionally Responsible to	Therapy Lead and Professional Lead for Occupational Therapy

JOB SUMMARY

The post holder will be required to:

- Co-ordinate and develop the clinical service in Trauma and provide clinical leadership in liaison with the Clinical Lead for Occupational Therapy and other team leads.
- Lead a clinical team of Occupational Therapists, and influence a positive culture & environment.
- Manage a complex caseload of varying conditions requiring a multi skilled approach, demonstrating specialist expertise and knowledge within the clinical area and supporting staff as required.
- Work closely with the multi-disciplinary team on the in-patient wards, working alongside Specialist Rehabilitation teams (including rehabilitation consultants) with some of the more complex patients.
- To have specific skills in specialist seating & positioning and a broad understanding of the cognitive impact to patients, applying specialist assessment skills as required. Training and development opportunities will be available.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

Highly developed physical skills including dexterity, co-ordination & sensory skills for assessment and manual treatment of patients.

Excellent written and verbal communication skills including an ability to provide and receive complex, sensitive and contentious information.

Autonomous practitioner with the ability to prioritise and organise own workload.

Excellent organisational and time management skills.

An ability to cope with a range of complex options, find solutions, analyse, compare and decide on appropriate course of action.

An ability to work as part of an inter-disciplinary team.

Specialist knowledge across a range of therapy practices, requiring expertise within the field of Occupational Therapy. Comprehensive knowledge of an Acute Health Care Environment.

KEY RESPONSIBILITIES

Clinical Responsibilities

1. To be responsible for the management of a complex caseload.
2. To be responsible for the total OT case management of patients including follow up and onward referral as required.
3. To prioritise patient referrals according to OT clinical prioritisation.
4. To manage the case capacity within the team and delegate tasks accordingly.
5. To be responsible for co-ordinating and developing the clinical service in the clinical speciality in liaison with the Therapy and Clinical Team Leads.
6. Demonstrate clear problem solving ability by assessing and accessing solutions to complex cases requiring a multi skilled approach.
7. To identify tasks suitable for delegation to others and supervise accordingly.
8. To provide needs based client centred assessment and intervention relevant to the individual patient's occupational performance needs.
9. To coordinate and carry out community visits, work or environmental assessments relevant to the patient.
10. To carry out complex assessments of patients and formulate intervention plans.
11. To be familiar with, and use a range of applicable standardised assessments and outcome measures.
12. To interpret assessment results, reporting to colleagues and adjusting intervention plans appropriately
13. To supervise junior staff in the management and organisation of discharges particularly those out of area.
14. To participate in 7 day working when appropriate service delivery allows and commences
15. To provide clinical leadership and support within the wider OT team.
16. To carry out clinical risk assessments as part of intervention to ensure safe management of the caseload.
17. To actively use a problem solving approach to deal with complex issues.
18. To adjust intervention plans in accordance with patient's needs, seeking alternative solutions within time pressures.
19. To have knowledge of the roles of a wide range of health and community colleagues relevant to the specialty.
20. To establish and maintain effective multi-professional relationships with colleagues.
21. To have a sound working knowledge of all Community Services eg, housing, community care, Social Care & Health.
22. To act as an advocate for the UHB Occupational Therapy service within the multi professional team and in the wider community.
23. To engage actively in the evaluation of patient care by discussing knowledgably assessment, evaluations



and progress.

24. To deal with all patient information with respect and sensitivity.
25. To provide and explain complex information on patient care to others.
26. To communicate in a manner which uses tact, empathy & understanding.
27. To ensure that all communications respect culture, disability, age, language and ability.
28. To attend specialist clinics/locations as required.
29. To demonstrate a clear, in depth understanding of conditions, treatment and intervention within a specific clinical area by the management of complex cases.
30. To demonstrate specialist expertise and knowledge within that clinical area.
31. To have a detailed knowledge of relevant specialist services available in the wider community.
32. To refer patients on to specialist services as required.
33. To actively engage in the development & delivery of protocols, pathways and guidelines across the service and the Trust.
34. To explore and establish the evidence base relevant to the specialty.
35. To ensure that practice within the team is supported by an evidence base.
36. To ensure that all clinical intervention is based on the principles of best practice by the pursuit of clinically based research.
37. To use a high level of clinical reasoning skills in the evaluation of assessments and intervention.
38. To practice Occupational Therapy using the client centred model of practice, ensuring that all patient intervention is delivered against a frame of reference and that this is applied within the team.
39. To explore new treatment techniques relevant to the field of work and apply findings to practice.
40. To maintain knowledge of new techniques & developments including links with professional special interest groups.
41. To research, select, use and interpret appropriate standardised assessments & outcome measures relevant to the patient's needs.
42. To support team members in the selection, use and understanding of standardised assessments and outcome measures.

Professional Responsibilities

2. To abide by the Royal College of Occupational Therapists and the Health Professions Council Standards of Proficiency, Conduct of Performance and Ethics.
3. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
4. To assist with teaching student therapists to graduate level on therapeutic skills and knowledge within core clinical areas on a daily basis.
5. Maintain and develop current knowledge of evidenced based practice, developing specialist knowledge of particular conditions and patient types.
6. To regularly participate in the staff appraisal scheme as an appraisee/ appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
7. To attend all mandatory training, as required by Trust Policy.
8. To comply with the organisational and departmental policies and procedures and be involved in reviewing and up-dating as appropriate.
9. To be responsible for the safe and competent use of equipment by patients, and by assistants and student therapists, through supervision of practice. Additionally ordering, monitoring and ensuring



- that equipment use is safe by checking / testing equipment prior to use and maintenance reporting
10. To be actively involved in the collection of appropriate data and statistics for the use of the department on a monthly basis.
 11. To promote and be an advocate for the profession within the wider community by attending meetings and carrying out presentations.

BUDGETARY AND RESOURCE MANAGEMENT

1. To observe a personal duty of care in relation to all resources, equipment and assets encountered in the course of your work.
2. Additionally ordering, monitoring and ensuring that equipment use is safe by checking / testing equipment prior to use and maintenance reporting.
3. To observe a personal duty of care in relation to all resources, equipment and assets encountered in the course of your work.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

1. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of Occupational Therapy, and to ensure a consistent approach to patient care.
2. To assist with teaching student Occupational Therapists to graduate level on skills and knowledge within core clinical areas on a daily basis.
3. Teach, assess and contribute to the performance assessment and appraisal of newly qualified Occupational Therapists and generic therapy assistant staff.
4. To regularly participate in the staff appraisal scheme as an appraisee/ appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
5. Be an active member of the in-service training programme by attendance at, and participation in, in-service training programmes, tutorials, individual training sessions, external courses and peer review.
6. To provide clinical education and training to Occupational Therapy students to graduate level on a daily basis. Provide support guidance and training to therapists and assistants, assessing and evaluating competence.
7. Assist with the supervision and co-ordination of junior staff, students and assistants on a daily basis.
8. Ensure that your own practice and that of staff under your supervision meet the required professional standards of Occupational Therapy practice.

RESEARCH AND DEVELOPMENT

1. Undertake evidence-based audit and research projects to further own and teams clinical practice. Make recommendations to clinical lead/manager of service for changes to practice by the team. May lead the implementation of specific changes to practice or contribute to service protocols.
2. Undertake the measurement and evaluation of your work and current practices through the use of e.g. evidence based practice projects, audit and outcome measures, either individually or with more senior physiotherapists.
3. To undertake as directed the collection of data for use in service audit and research projects, where appropriate. To manage and undertake research into specific areas of clinical practice and/or service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.
4. Be actively involved in professional clinical groups, and other professional development activities.

EFFORT

1. Highly developed physical skills including dexterity, co-ordination & sensory skills for assessment and manual treatment of patients.

2. Resilience to meet the increasing and ever-changing demands of the role.
3. Resilience and emotional intelligence whilst working with unwell patients and anxious patients/relatives and carers.
4. An ability to cope with occasional exposure to distressing/emotional situations.

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

DO NOT AMEND THIS SECTION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: 07/12/2022

PERSON SPECIFICATION

JOB TITLE: Senior Occupational Therapist (Team Lead)

TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS



ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • BSc in OT/ Dip COT • HCPC registration • Evidence of CPD including recent post graduate training relevant to clinical speciality. 	<ul style="list-style-type: none"> • Evidence of leadership training. • Attendance at Clinical Educators Course.
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrates comprehensive clinical experience enabling the post holder to manage a caseload of patients with complex needs in this speciality. • Significant experience of working in an acute hospital setting at band 6 or above within the relevant clinical area. • Experience of team/service development. • Experience of supporting and supervision of junior therapists, student therapists and assistants. • A specialist knowledge across a range of therapy practices, routine and non-routine, requiring expertise within the field of therapy. • Good understanding of working in an acute Trust. • Understanding of current legislation and application to Occupational Therapy. 	<ul style="list-style-type: none"> • Experience of producing reports / data analysis
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Highly developed physical skills including dexterity, co-ordination & sensory skills for assessment and manual treatment of patients. • Excellent written and verbal communication skills including an ability to provide and receive complex, sensitive and contentious information. • An ability to prioritise and organise own 	



<p>workload, demonstrating ability to prioritise clinical and managerial duties.</p> <ul style="list-style-type: none"> • An ability to cope with a range of complex options, finds solutions, analyse, compare and decide on appropriate course of action. • Ability to work weekends as part of a 7 day working pattern (when appropriate service delivery allows and commences). • An ability to work as part of a multi-disciplinary team. • IT skills – computer literate in email, Word & PowerPoint. • Experience of leadership and supervision of staff. 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrate enthusiasm for the specialist area. • Demonstrate a professional attitude. • An ability to cope with moving/manoeuvring patients/equipment on a daily basis. • An ability to frequently concentrate on patient assessments and treatments. • An ability to cope with occasional exposure to distressing/emotional situations. • Demonstrate an interest in developing expertise within the clinical areas. • Demonstrate excellent time management skills. 	<ul style="list-style-type: none"> • Car driver

