

## JOB DESCRIPTION

### GENERAL INFORMATION:

**Title:** Highly Specialist Occupational Therapist (Respiratory Medicine)

**Grade:** Band 7

**Job base:** Royal Brompton Hospital (RBH) / Guy's and St Thomas' Trust (GSTT)

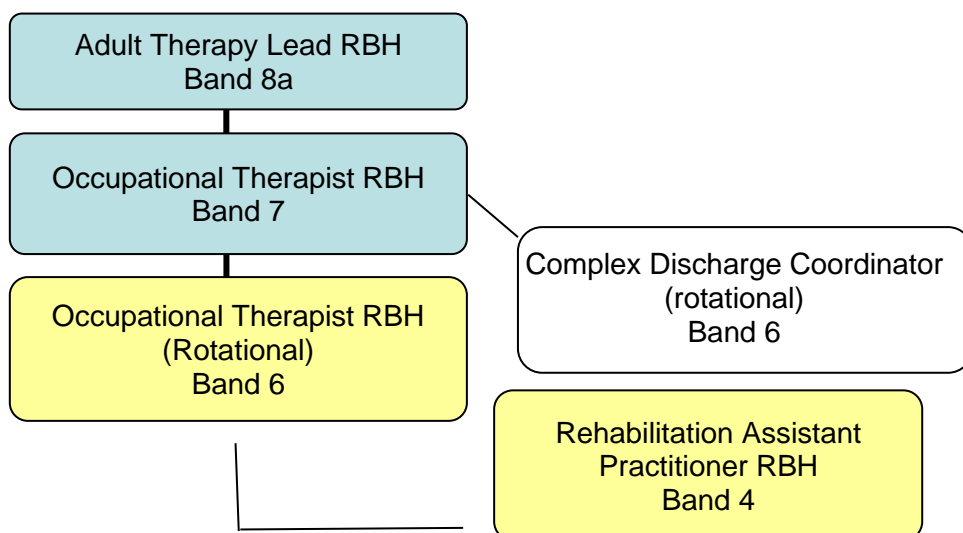
**Responsible for:** Senior and Junior Occupational Therapists and support staff

**Accountable to:** Therapy Lead – Adult Lung Team (RBH) + Trust Head Occupational Therapist (GSTT)

**Hours:** 37.5 hours per week

**Work Pattern:** 0.9 WTE RBH 0.1 GSTT

**CRB checks:** CRB - enhanced 





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**Job summary:** To provide a high quality, expert occupational therapy interventions to a specialist caseload of in and outpatients including, high dependency environments, inpatient wards and outpatient services post-polio syndrome (PPS), including Pulmonary Rehab (PR) at Royal Brompton and Lane Fox Unit at St Thomas's Hospital.

- To provide highly specialist Occupational Therapy interventions using advanced clinical reasoning, critical thinking, reflection and analysis to support assessments using a client centred approach to adult respiratory patients within the service.
- To be a key senior member of the Adult Lung Therapies Team at RBH.
- To provide clinical support to Occupational Therapy Services, at GSTT, on a periodic basis and utilise this as an opportunity to develop and receive peer support and clinical supervision from the wider OT team at GSTT.
- To assist junior staff in the management of complex cases requiring advanced clinical reasoning.
- To lead and advise on clinical Occupational Therapy developments within the service.
- To manage a caseload of patients with highly complex needs, using evidence-based and client-centred principles to assess, plan and implement interventions demonstrating high-level problem solving and clinical reasoning skills.
- To be responsible for the maintenance and development of own Continuing Professional Development and identifying and contributing to the evidence base of Occupational Therapy.
- This post may require you to act as the Professional Lead for the Occupational Therapy service. With the support of the Therapy Leads, as Professional Lead for OT to ensure the continuing professional development and overall performance of all Occupational Therapy staff in the surgical, cardiology and respiratory teams.
- To provide leadership for staff, through regular supervision and annual appraisal. To assist junior staff in the management of complex cases requiring advanced clinical reasoning.
- Contribute to the maintenance and development of the Occupational Therapy Service in conjunction with the Therapy Leads for adult and paediatric critical care at RBH.
- To play a major role in the continuous development of the service as a member of the Occupational Therapy team and as a potential member of a range of Trust quality/process improvement project groups.

- This post will at times be required to support the Band 7 Critical Care Occupational Therapy Team as required.

### **Main tasks & responsibilities:**

1. Receive referrals from adult respiratory medicine wards, and document all referrals in accordance with departmental and professional standards.
2. To lead and provide clinical support to the COVID-19 survivor clinic
3. Prioritise all new referrals to ensure that the response time reflects the departmental standard.
4. Assess all newly referred patients within the time frame specified, and keep the ward and multidisciplinary team (MDT) updated of the progress towards discharge.
5. To be responsible for providing the most complex individual and group client centred assessments to Pulmonary Rehabilitation (PR), Post-Polio Syndrome and Respiratory patients.
6. To manage the most complex cases addressing the occupational performance skills, patterns, contexts and activity demands in collaboration with patients and carers.
7. To undertake Occupational Therapy specialist multi-needs assessments using complex and advanced clinical reasoning demonstrating critical thinking, reflection and analysis to develop individual and group goal and task oriented treatment plans.
8. To carry out specialist complex, physical and functional assessments and treatments using dexterity, co-ordination, manual and sensory skills to facilitate and promote functional independence.
9. Prepare and disseminate reports and data including highly sensitive information regarding clinical examination and prognostic indicators for functional performance to vulnerable patient groups.
10. To act as a source of clinical expertise and advice providing clinical leadership within Post COVID recovery, PR and Respiratory team and a resource for other teams as appropriate.
11. To develop collaborative treatment plans with patients, carers and colleagues both in the hospital and patient's home environment, demonstrating ethical clinical reasoning and problem solving techniques to determine agreed outcomes across health and social care.



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12. Be able to adapt treatment programmes according to the patient's medical progress. This will involve following the patient between the critical care and high dependency unit to the wards.
13. To assess and treat patients on the neurological pathway following the NICE guidelines for Stroke as well as the Trust and departmental standards.
14. To ensure safety for self and others during all occupational therapy interventions in hospital, on home visits and appropriate environments.
15. Liaise with Social Services, District nursing teams and community therapy teams to ensure rehabilitation packages and equipment are in place.
16. Complete transfer and discharge summaries for all patients being transferred to other hospitals or home in order to provide continuity of care.
17. Follow the infection control guidelines when issuing and retrieving equipment and providing other interventions to patients in isolation due to infective pathogens.
18. Provide informal support and counselling to patients and their families and liaise with Psychology and Psychiatry support as appropriate.
19. Conduct home assessments, if indicated, liaising with hospital and community professionals. Arrange access and home visits with the community team should it be impossible to conduct a home visit due to geographical location.
20. Work alongside MDT colleagues and other rehab and therapies services to ensure services are delivered at a high and consistent quality
21. To maintain high professional standards, continuously promoting and developing quality improvements appropriate to the needs of the Occupational Therapy Service and profession.
22. To be responsible for clinical and managerial caseload management ensuring clinical governance, quality assurance and Occupational Therapy professional standards are met.
23. To undertake complex risk assessments and to advise others in determining appropriate management specifically relating to moving and handling, safe use of equipment, pre-discharge access visits and home assessments ensuring safety during Occupational Therapy interventions both in hospital and the patient's home.

24. To understand and apply national guidelines and legislation relating to health and social care in Occupational Therapy practice.
25. To take a lead in developing and implementing clinical training programmes and in-service training for Occupational Therapy staff and other professionals.
26. To support and advise occupational therapy colleagues in the assessment and treatment of patients with PR, PPS and Respiratory Disease
27. To act as a link with community colleagues as appropriate, establishing effective working relationships with the Integrated Respiratory team and British Polio Fellowship.

### **Managerial**

1. To operationally lead and manage designated Occupational Therapy Staff, providing effective guidance, supervision and performance management including the education and management of students on practice placements.
2. To comply with relevant legislation such as Health and Safety, Medical Devices and Data Protection Act in particular relation to provision of hoists, related accessories and manual handling equipment.
3. To be responsible for development and co-ordination of respiratory training for all Occupational Therapy staff. This will include keeping up to date records of staff competency.
4. To comply with recording and reporting in accordance with departmental and service standards ensuring that all staff complete risk assessment documentation for assessment and prescription of hoists including recommendations and re-assessment as indicated.
5. To contribute to the Trust's, Directorates and Teams Clinical Governance and Quality assurance programmes, setting and monitoring practice standards within the Occupational Therapy Service and in liaison with interdisciplinary colleagues.
6. To inform the Occupational Therapy Service of changes in Clinical practice which may influence Occupational Therapy Service delivery, business planning and strategic reviews to support the delivery of the annual Occupational Therapy plan, meeting agreed objectives.
7. To ensure accurate and up to date records of all professional judgements, decisions taken, related statistical information are kept and reported in accordance with Occupational Therapy policies.



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8. To participate as required in the recruitment selection and induction of Junior Occupational Therapy Staff.
9. To participate in the operational planning and implementation of policy and service development within Occupational Therapy and respiratory leading on delegated projects.

### **Communication**

1. To articulate and work to the value base and principles which underpin Occupational Therapy practice representing the unique role of Occupational Therapy in relation to interdisciplinary working.
2. To use effective interpersonal skills to communicate complex and frequently unwelcome news regarding prognosis where agreement and co-operation is required and where there are barriers to understanding such as vulnerable and at risk patients.
3. Utilise formal and informal reporting mechanisms including electronic reporting to ensure effective communication across health and social care.
4. Use effective interpersonal skills to encourage patients and carers active participation in the Occupational Therapy process.
5. Use verbal and non-verbal communication to receive and disseminate complex clinical information in all therapeutic, educational programmes and professional contexts acknowledging sensitivity and utilising approaches appropriate to the complexity of the context or culture.
6. Maintain confidentiality consistent with Trust and Service policies.
7. Act as an advocate on behalf of patients and carers by adopting a client centred approach to support meaningful participation in life roles.
8. To maintain and develop professional communication links across health and social care including representation at multidisciplinary collaborative forums and networks.
9. To utilise advanced communication skills acting as a prime educator of other professionals including Doctors, nurses, qualified and unqualified AHP's and students on own area of clinical expertise and on the role and scope of Occupational Therapy.

### **Professional Development**



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1. To maintain professional status and competence at a Senior level taking responsibility for keeping own knowledge and skills up to date by engaging in and directing continuous professional development and lifelong learning.
2. To actively participate in internal and external post registration education programmes.
3. Use supervision monitoring and performance development plans to promote clinical and personal effectiveness of self and others.
4. Share expert acquired clinical knowledge and skills with colleagues and peers both at a local and national level.

### **Research Audit and Quality**

1. To commit to evidence based practice by leading and contributing to audit projects and research opportunities relevant to Occupational Therapy within the Respiratory, Pulmonary Rehab and Post Polio Service.
2. To participate in Therapies Directorate research forum and activities to develop research knowledge and skills base.
3. To lead and develop designated Occupational Therapy Service audits reporting findings and actions at local and directorate levels.

### **Policy development**

1. Update the departmental guidelines for Occupational Therapy within respiratory medicine as necessary.
2. Assist in writing new departmental guidelines under the supervision of the Therapy Leads.
3. Participate in departmental and Trust audits.

### **Service development**

1. To participate in and represent the occupational therapy service at meetings as required e.g. staff meeting, interdisciplinary meetings, special interest groups, national and international meetings relating to intervention and treatment of heart and lung disease.
2. To be responsible for expanding, promoting and evaluating new and innovative therapy approaches in the areas of respiratory medicine and outpatients services within OT.



### **People management**

1. Supervise Band 6 Occupational Therapists and work collaboratively with them and senior OTs in the Trust.
2. To mentor, clinically supervise and appraise occupational therapy assistants and occupational therapists regularly, ensuring that their yearly appraisals are conducted and reviewed 6 monthly in accordance with Trust policy.
3. Provide daily informal support and guidance to occupational therapy assistants and senior and junior therapists.
4. To supervise at least 2 fieldwork placements for Occupational Therapy students each year.

### **Resource management**

1. To be responsible for identifying and researching independence equipment requirements, and ensure that all equipment prescribed or used is optimal for the individual patients clinical need.
2. In liaison with the support staff, maintain an adequate stock of independence equipment for all the wards.
3. Advise the wards on the equipment needed for patients' safety within the ward environment.

### **Information management**

1. To maintain daily statistical records in the computer statistics package RATAR, and assist in formulating statistical reports.
2. Complete departmental records for all patients, collating demographic information from the PAS system.

### **Further sections**

1. Undertake an educational role by providing teaching to occupational therapists and other relevant disciplines (both hospital and community services) about occupational therapy core skills, techniques and roles.
2. Commitment to planning, attendance and teaching on OT education and training programmes.
1. Facilitate team education and development to encourage team members to participate actively in education and training for personal, professional and managerial development.





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2. To abide by the Trust's core behaviours for staff and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety policies.

### **Other duties**

1. To undertake any other duties commensurate with the grade as requested.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.**

## **ADDITIONAL INFORMATION:**

### **Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

### **Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Infection control**

To ensure that infection prevention and control is an integral part of service delivery

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Risk management**



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All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment in accordance with the Trust's conflict of interest policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private interest and your NHS duties.

### **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

### **CRIMINAL RECORD BUREAU CHECKS**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **Core behaviours for all Trust staff:**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance



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- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality
- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

**Confirmed as accurate by post holder:.....**

**Date:**

**Confirmed as accurate by manager:.....**

**Date:**