**CYGNET Woking and Woking Lodge**

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| **Title:** | **Deputy Head Occupational Therapist** |
| **Hours of work:** | **40 hours per week** |
| **Department:** | **Occupational Therapy** |
| **Accountable to:**  **Professionally Accountable to:** | Hospital/Service Manager  Head OT; Clinical Lead OT; Regional Director of OT |
| **Responsible for:** | **Delivery of Occupational Therapy within one ward, and overview of service line across both sites, under the direction of the Head OT.** |

**AIM:**

To autonomously provide specialist assessment, analysis and treatment of occupational dysfunction, enabling people to do the things they want, need or are expected to do to support them being well in life. To support the learning of others through supervising, mentoring and coaching, and to lead in a specific area with some responsibility for service and team performance.

**KEY RESPONSIBILITIES**

**Professional Practice**

1. Autonomously complete the occupational therapy process of assessment, intervention and documentation for a specific client group.
   1. hold a caseload and utilise effective clinical decision-making and clinical skills to assess, implement and evaluate care
   2. complete full assessments of patients’ occupational performance including areas of self-care, productivity and leisure
   3. Implement specialist group and individual treatments to achieve therapeutic goals
2. Assume professional accountability and responsibility for the long stay service line under the oversight of the Head of Occupational Therapy
3. Implement practices that promote service users’ and carers’ rights and participation, in line with their choices, and support others to do so.
4. Report on progress in a timely and professional manner, verbally and in writing, in a range of situations, actively listening to and seeking the views of others to facilitate shared ownership of decision-making.
5. Think critically and reflect when making professional judgments, including those in more complex and unpredictable contexts, guided as necessary by peers and more experience colleagues.

**Facilitation of Learning**

1. Support a culture where everyone is encouraged to learn from mistakes, receive and give constructive feedback and learn from and with each other
2. Record relevant continuing professional development to identify the impact and benefit of your learning for yourself and those accessing your services
3. Support individuals/cohorts to learn new techniques
4. Develop and evaluate educational resources (e.g. for students; individuals in our care)
5. Supervise, mentor and educate others (including students) with more experienced colleagues as required
6. Proactively participate in regular supervision/mentoring and reflective practice, consolidating your knowledge, skills and attitudes, and identifying your and others’ learning needs.
7. Proactively seek opportunities to work across practice and education settings (e.g. student selection, placement, curriculum development, teaching, assessment)
8. Contribute to professional networks to promote the exchange of knowledge, skills and resources

**Leadership**

1. Provide leadership to promote the profession, through taking responsibility for service and team performance over the long stay wards within Cygnet Hospital Woking and Woking Lodge
2. Manage own workload, identify priorities and manage time and resources effectively
3. Formulate and influence the achievement of setting specific objectives such as in service development plans
4. Contribute to the effective management of a budget
5. Contribute to the recruitment of staff/students/volunteers
6. Take responsibility for the work of others within a defined scope of practice, with more experienced colleagues as required. This may include the work of newly qualified OTs, OTAs, and/or Activity Coordinators.
7. Review and develop services as part of a team, including contributing to service development targets; audits and responding in a timely manner to regulatory requirements
8. Actively promote the rights and responsibilities for self and others, in relation to professionalism, health and wellbeing in the workplace
9. Effectively use existing partnerships with others across organisation and agency boundaries.

**Evidence, Research and Development**

1. Proactively contribute to and lead aspects of the planning, development and evaluation of the Occupational Therapy service, completing audits and research as appropriate.
2. To maintain and develop links with others working in the area of specialism regionally and nationally, proactively supporting, developing and implementing best practice.
3. Translate and apply evidence to inform practice.
4. Facilitate the involvement of service users, staff and/or students to co-design and co-produce aspects of research and/or service development with more experienced colleagues.
5. Disseminate evidence including effective writing for a range of situations (e.g. audit report; conference abstracts, research papers, presentations) with more experienced colleagues
6. Contribute to the development of guidelines and policy at a local, regional and/or national level with more experienced colleagues.
7. Contribute to peer review processes, e.g. journal reviewer, conference abstract reviewer, scientific programme committee, etc.

**Key Performance Indicators:**

1. 80% of active caseload achieves OT care plan targets
2. OT assessments and outcome measures are completed in time (e.g. MOHOST; DLSOS)
3. 75% of individuals on caseload show improvement in OT outcome measures
4. At least 40% of OT time is spent in assessment/intervention (direct & indirect) with individuals
5. Recording to be at the level of a minimum of one entry per week per individual on active caseload.
6. OT Audit results (documentation, environment, CPD compliance; supervision & appraisal) improve over time
7. A minimum of 2 episodes of university engagement each year (student placement/lectures/career days, etc)

**General:**

1. To maintain registration with the Heath Care Professions Council as an Occupational Therapist
2. To attend for work reliably and punctually and to follow a work pattern as required to fulfil the role, being flexible to the service needs.
3. To actively promote equality, diversity and co-production & challenge unacceptable behaviour and discrimination.
4. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
5. To use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees.
6. To work autonomously, demonstrating effective time management and organisational skills, and proactively seeking out additional support if required.
7. To be responsible for managing own CPD, actively seeking out opportunities and regularly attending CPD events, both internal and external where possible, demonstrating development and self-awareness in critically reflecting on own practice.
8. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
9. To ensure the development of best practice in Occupational Therapy by taking part in regular professional supervision and appraisal (monthly & annually) and maintaining an active engagement with current developments in the field of Occupational Therapy and related disciplines.
10. To ensure the highest standards of clinical record keeping in accordance with professional codes of practice of the Royal College of Occupational Therapy, Health Care Professions Council and Organisational policies and procedures.
11. To maintain up to date knowledge of legislation, national and company policies in relation to the specific client group.
12. Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
13. It is everyone’s responsibility to ensure that everything possible is done to protect individuals in our care from abuse. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

***To be noted:***

The contribution of this role:

* + The way in which this role is carried out will have a direct and highly significant effect on the quality of the entire service provided by the company, and bear directly on how well-equipped teams feel to carry out the jobs they are employed to do.
  + You will therefore be making a very important contribution to other employees, to matters affecting individuals in our care and their experience with us, and to the reputation and achievements of all establishments and the company as a whole.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

**PERSON SPECIFICATION**

**JOB TITLE: Specialist Occupational Therapist**

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|  | **Essential** | **Desirable** | **How Tested** |
| **Training and Qualifications** | * Registered Occupational Therapist with the HCPC * Member of RCOT * Diploma in Occupational Therapy/   Degree in Occupational Therapy   * Post-graduate study | * Postgraduate certificate or diploma | Application/CV |
| **Knowledge and Skills** | 1. Advanced knowledge and critical understanding of the theories and principles about the importance of enabling people to do the things they want, need or are expected to do to support them being well in life 2. Knowledge of the area of specialism; clinical skills in assessment and intervention 3. Microsoft Office tools and good working knowledge of information technology. 4. Advanced knowledge and critical understanding of Occupational therapy and occupational science 5. Advanced knowledge and critical understanding of Adult and social learning theories | * Research approaches, including methods, e.g. audit cycle, statistics, and qualitative data analysis. * Leadership and management theories. | Application/ CV/ interview |
| **Skills** | 1. Communicate in an effective, calm and timely manner in a way that respects the views, autonomy and culture of others. 2. Share information effectively and concisely in a range of situations. 3. Share and defend own viewpoint succinctly and appropriately in a range of situations. 4. Respond constructively to queries and complaints 5. Build therapeutic relationships with complex client group, staff, carers and relevant others 6. Demonstrate a professional approach including emotional resilience and boundary keeping to relationships with staff and patients 7. Organise time effectively, use own initiative and to work under pressure | * Evidence of Leadership and management in previous role * Participation in research and audit * Co-designed/produced aspects of research |  |
| **Experience** | 1. At least 18 months’ experience working as a qualified Occupational Therapist 2. At least 6 months’ experience working within the specialist field 3. Working within this specialism or a similar client group through prior work 4. Working without close supervision, being responsible and able to prioritise workload. 5. Mentoring/teaching others 6. Proactive participation in supervision and reflective practice | * 12 months’ working within the specialism * Experience of supervising/ managing others. * Experience of conducting audits/reviewing service delivery * Proactively sought opportunities to work across practice and education settings (e.g. student selection, placements, curriculum development) | Application/ CV |
| **Personal attributes** | 1. A creative thinker 2. A role model for the OT profession 3. An active listener to the views of others to collaborate on problem solving 4. A team player 5. Able to reflect where performance of self/others should be recognized, reported or improved 6. Demonstrates a person-centred approach 7. Professional credibility 8. Flexible and adaptable 9. Able to reflect on experiences and address needs as appropriate 10. A critical thinker when making professional judgements 11. Actively promote the rights and responsibilities for self and others in relation to professionalism, health and wellbeing in the workplace |  | Application/ CV/ interview |

Signed on behalf of the employer………………………………… Date: …………………………

Signed by employee………………………………… Date: …………………………