

Job title:	Advanced Occupational Therapist
Role Profile reference:	PCDH108
Grade:	R
Date:	September 2020
Directorate:	Adult Social Care
Team:	Assessment and Review Team

Job Purpose:

To assess the occupational and functional needs of disabled people in their own home and take appropriate action to enable, influence and motivate them to live as independently as possible in the community, with due regard to statutory requirements, departmental policy, quality of life, good professional practice and budgetary factors.

To provide practice and professional leadership, support and supervision for Occupational Therapists and social care staff in adult care teams.

To uphold standards of practice for Occupational Therapists as defined by the Health and Care Professions Council (HCPC) and in accordance with the Royal College of Occupational Therapists (RCOT).

Advanced Occupational Therapists are expected to provide practice and professional leadership through the development of evidence-informed practice, quality assurance, staff development, knowledge development and management, and will also help to influence and contribute to strategic development in the organisation.

Advanced Occupational Therapist:

Advanced occupational therapists are highly skilled in their field of occupational therapy, are routinely involved in supervision or oversight of others and / or highly specialised practice and / or learning and development. They ensure the integration of professional knowledge, the perspectives of people using services and research / evaluation evidence routinely in their practice and promote this with others. There are three developmental pathways. Occupational Therapists may work in one pathway or across pathways.

Advanced Occupational Therapist Practitioner:

Practice with a specified user group and are recognised for their expertise and excellence, providing leadership, supervision, evidence and professional wisdom to colleagues and other professionals. They often work in situations of very high complexity. They provide constructive challenge to others at all levels in the organisation to enhance practice, procedures and policies, promote innovation and evidence-informed practice, and introduce improved ways of working into their work settings (e.g. knowledge transfer from other sites of excellence). They contribute to knowledge in their field of practice, and make use of sophisticated, critical reasoning. They both model and facilitate reflective practice and the learning of others.

Advanced Occupational Therapy Educators:

At Advanced level facilitate the learning of others (students on qualifying programmes, newly qualified staff members and those undertaking CPD), enabling them to develop their knowledge, skills, values and practice. They support and develop other practice educators in their work and identify and resolve difficult situations in respect of learning and practice development. They positively manage the interface with providers of education and training, and may contribute to arrangements for selection, curriculum delivery, assessment and evaluation. They will be able to draw on highly skilled practice, contemporary research practice and best educational practice. They may contribute to workforce development strategies in the agency.

Occupational Therapy Managers / Team or Practice Leaders:

Will lead, motivate and manage a team (occupational therapists and others) towards excellence, ensuring the service provided is effective, high performing and providing high quality occupational therapy services. They ensure responsiveness to and inclusion of service user and carer views and feedback and ensure dialogue with local communities. They use quality assurance, resources and budgets appropriately, in collaboration with others in their agency and externally. They are knowledgeable about management and leadership within the public sector and in occupational therapy and develop leadership skills relevant for delivering quality in complex service and social systems. They work to create suitable working conditions for occupational therapy. They contribute to the development of practice, procedures and policy and specifically the professional development of the team they lead. They are accountable for the practice of others and provide effective supervision, mentoring and coaching to enhance the quality of practice. They use their occupational therapy capabilities and values in their approach to leadership.

Key Accountabilities:

- To manage an Adult Services caseload made up of mostly highly complex cases to ensure that resources are utilised effectively to safeguard and promote the welfare of service users in accordance with your area of professional expertise.
- To provide consultancy/supervision to a team of Occupational Therapists to provide professional expertise, skills and advice to enable a safe, effective and high quality service that meets existing and new policies, practices and procedures.
- Participate in the planning, prioritising and allocation of work within the team and hold regular mini-supervisions (1:1 or group) to support decision-making.
- Ensure that Occupational Therapy caseloads are of a complexity and number commensurate with the experience, skill and knowledge base of the staff.
- Participate in and where appropriate chair meetings of internal / external partners and other agencies, Best Interest decisions, Case conferences, Discussions on Adaptations etc
- Take a lead role in promoting safeguarding within the team in line with Swindon policy and procedures for safeguarding adults. Perform Investigating Officer and Enquiry Manager role including Section 42 (Care Act) enquiries, as required, usually in complex and / or multiagency working situations as appropriate.
- Manage a small caseload of complex work, using person centred practice principles to assess, support plan and review with the aim of promoting well-being and positive risk taking of individuals.
- Promote, develop and model high quality occupational therapy practice including working within statutory responsibilities, evidence based practice and comply with professional standards required by the Health and Care Professions Council.
- Ability to manage and resolve complex and high-risk situations using negotiations and diplomacy, involving individuals, their families, or staff groups. Where these fail pass to senior managers.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- To contribute to local knowledge (within the team and the service) about universally available services, specialist equipment and adaptations by facilitating outside speakers/internal contacts to improve knowledge within the team.
- Provide professional support to Occupational Therapists, Occupational Therapy Assistant(s), Trusted Assessor(s), Assistant care managers and other team members, including development of skills, knowledge and experience and addressing performance issues.
- To carry out one to one supervision once a month and annual appraisals with allocated staff ensuring that supervision is timely and recorded and that any practice concerns are communicated to senior staff/line manager.
- Ensure that the practice of staff you supervise is in line with current legislation, including The Care Act (2014), The Mental Capacity Act (2005) and The Mental Health Act (1983) and local policies and procedures, as relevant to the role especially in relation to Housing and Manual Handling.

- To have a key role in the recruitment, induction and probation of new Occupational Therapists within the team.
- To participate in Practice Educator training and undertake placement supervision of student occupational therapists when on placement.
- Contribute to and participate in the development of best practice in Occupational Therapy in conjunction with the Lead Occupational Therapist.
- To take the lead in organising and conducting peer group developmental sessions within the team and across teams as required.
- To support the Lead Occupational Therapist and represent and deputise for them as necessary and assist in the investigation and resolution of complaints, responding to comments and recommendations constructively.
- Work in collaborative partnerships with colleagues from the council, health and other stakeholders within the voluntary and community sector which promote well-being, social inclusion and resilience.
- Fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Commitment to anti-discriminatory and oppressive practice.
- Provide statutory support to adults with care and support needs and their carers / families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthens relationships between members of that community and builds social capital.
- Operate within defined budgets for social care and participate in Performance Management reviews, working closely with the leadership team to monitor, analyse and improve team performance.

Supplementary Accountabilities

- Able to demonstrate independent critical judgement, to problem solve in complex and unpredictable situations and to effectively manage conflict.
- Working with older people with short and long term and complex needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, physical and mental health disabilities.
- Able to communicate effectively with people at all levels with positive and person-centred approaches, including via written reports.
- Able to plan, chair and contribute to meetings.
- Ability to use and contribute to supervision / team meetings to promote your own and team development, skills and learning.
- Provide advice and guidance on complex issues which could be contentious and challenging in nature.

Safeguarding:

For all roles within Adult Social Services. Swindon Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

Knowledge and Experience:

- Professional Qualification in Occupational Therapy (Degree or Diploma)
- Registered with the HCPC as an Occupational Therapist.
- Significant relevant professional experience post qualification in a similar work environment.
- Achieved Post Qualification Award eg. Diploma in Management, Best Interests Assessor or equivalent and/or achieved/developed strong professional practice through experience.
- Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the field in the area of specialism.
- Evidence of professional development including contributing to the development and learning of others individually and as part of a team.
- Expert knowledge of social care legislation and policy as it relates to occupational therapists and the wider social care team, including mental capacity and safeguarding adults and ability to undertake consultation role for case holding Occupational Therapists.
- Experience of supporting people through change and developing and implementing practice, policy and other changes.
- Experience of supervision, appraisal and professional development of staff.
- Excellent ICT skills including use of Microsoft applications and specialist systems.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Planning and workload management skills.
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex individual assessments.
- Experience of using professional knowledge to work within referral systems according to established criteria.
- Proven ability to work with challenging individual groups and situations.
- Knowledge of financial assessment processes.
- Excellent interpersonal and communication skills.
- Proven ability to deliver training.

- Accurate record keeping and report writing. Good presentational skills.
- Proven organisational skills including the ability to work under pressure, prioritise your caseload and meet deadlines.
- Good understanding and proven ability to use database information systems.
- Takes responsibility for own professional development and commitment to evidenced based practice, including ability to reflect on own strengths and practice/knowledge gaps.
- Proven skills in safe practice techniques and ability to work to risk assessments.
- Experience in audit and / or engagement in research.
- Experience in monitoring financial spend.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).
- Other specialist knowledge or experience transferable to this role.

Decision Making:

- Demonstrable experience of exercising professional autonomy and effective decision making applying a high level of practice ability in managing a caseload of complex cases.
- Management of own time effectively and prioritisation of own workload tasks.
- Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.
- Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.
- Use initiative to manage responses to complex business / technical issues within the service.
- Contribute to business decisions based on up to date specialist knowledge and analysis.
- Contribute to developing council strategy within the service area.
- Conduct statutory and / or complex / specialist assessments of individuals' circumstances and issues to determine intervention / referral to the appropriate service.
- Work closely with others to clarify changing service requirements. Identify, recommend and support the development and delivery of improvements in processes and procedures.
- Provide financial advice to support service provision and/or individuals.
- Leads on complicated multi-agency working to inform assessment and care planning in order to make a positive difference to adults and their families in complex situations.

Creativity and Innovation:

- Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.
- Creative engagement in a person centred manner to enable problem solving and Care planning to promote the independence of service users and carers and maximise the

outcomes achieved from appropriate resources by creative problem-solving and care planning.

- Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.
- Contribute to long term strategies.
- Provide professional advice regarding assessments or referrals, ensuring interventions are timely and cost effective.
- Manage a complex and varied caseload within a framework of policy and procedures – subject to managerial control and review of results.
- Plan / co-ordinate / deliver training activities which support knowledge sharing both internally and externally, where appropriate.
- Research information to support and develop services for the individual group.
- Prepare standard reports and contribute to reports for court / tribunals as required, representing the service at court / tribunal attendance as required.
- Assess and oversee adaptation work including advice and demonstration of specialist equipment to individuals.
- Following moving and handling risk assessments seek innovative solutions to support person-centred practice and achieve best value.
- In collaboration with the person and their family and where necessary the surveyor design creative solutions to meet the person's needs in relation to major adaptations whilst maintaining relevant legislation and budgetary awareness.

Job Scope:

Supervision and Appraisals of Experienced and Qualified Occupational Therapists (none directly managed)

Support to all other staff

Responsible for monitoring the quality and quantity of the work of supervisees and other staff as appropriate.

Recruitment, Induction and Probation of new Occupational Therapists

Budget and resources:

Responsible for ordering non-stock specialist equipment to the value of £500 from outside suppliers and all stock items from Swindon Community Equipment Stores.

Responsible for signing off specialist non-stock equipment requests by Occupational Therapists up to £1500.

Budget managed by Swindon Community Equipment Stores Manager.

Responsible for signing off recommendations for major adaptations such as Level access showers and Stairlifts. Budget is managed by Healthy Neighbourhoods – Disabled Facilities Grants or SBC Housing depending on tenure of property.

Contacts and Relationships:

- Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional

colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.

- Develop and sustain excellent working relationships with Service Users, Carers, families, and others directly involved with the Service User and members of the general public.
- In particular to maintain excellent working practice with Adult Social Care, Environmental Services, Swindon Community Equipment Services, Housing colleagues and Occupational Therapy colleagues employed by Health.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people, will be dealing with challenging situations where influence could be required.
- Support adults or carers regarding development issues including complex problems.
- Maintaining a clear professional identity and acting as a role model for other staff.
- Contacts will include: colleagues, senior managers, partners, Individuals, members of the public and stakeholders.

Other Key Features of the role:

Please add the names of the employee(s) that do the job and their line manager.	
Employee:	Employee name:
Date:	
Line Manager:	Line Manager name:
Date:	