



## Role Profile

<b>Job Title:</b> Advanced Occupational Therapist	<b>Role Profile Number:</b> PCDH121
<b>Grade:</b> R	<b>Date Prepared:</b> September 2021
<b>Directorate/Group:</b> Adult Social Care	<b>Reporting to:</b> Assistant Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To assess the occupational and functional needs of people with disabilities 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 oversee and manage incoming referrals to Occupational Therapy involving quick and responsive decision making, taking responsibility for the waiting lists, leading and motivating a small team, screening and prioritising cases, offering specialist advice, issuing equipment and minor adaptations remotely, demonstrating and using extensive knowledge of the field and relevant services available in Swindon

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 will work within all 4 key Pillars of Practice as set out by the Royal College of Occupational Therapists – Professional Practice, Facilitation of Learning, Leadership and Evidence, Research & Development

*RCOT Career Development Framework: Guiding principles for Occupational Therapy Second Edition. 2021*

**Professional Practice**

Advanced practitioners will routinely implement and continuously review the Occupational Therapy process using advanced decision-making skills. They will work autonomously and as part of a team, understanding and appropriately developing the scope of professional practice to create new ways of working for the benefit of those who access services, their families and their carers.

At an advanced level; assume, where appropriate, professional accountability and responsibility for some aspects of service delivery. Demonstrate an ability to role-model advanced communication skills, including active listening, negotiation, managing sensitive news and justifying own viewpoint. Whilst also, continuously exercising professional judgement to manage risk, including positive risk-taking, especially in complex and unpredictable situations, and support others to do so.

**Facilitation of Learning**

Advanced Practitioners will identify and respond appropriately to the learning needs of self and the wider team through proactive participation in regular professional supervision/mentoring and reflective practice. Support learners and educators to critically consider and use a range of new techniques.

They will advocate for, model, and facilitate the creation of a culture in which everyone is encouraged to reflect and learn (including from mistakes). To receive and give constructive feedback and to learn from and with each other. Act as a role model to inspire, supervise, mentor and educate others (including learners) seeking to instil and develop confidence.

**Leadership**

Advanced Practitioners will recognise and act where performance and practice of self and others should be recognised and celebrated, to facilitate a culture within which people can excel. They will role-model the importance of self-awareness, emotional intelligence and resilience, and engage in courageous conversations when advocating for self and others.

Provide innovative and visionary group leadership. Whilst also, effectively collaborating and developing partnerships with others within and across organisational and agency boundaries, including local community groups and charities, to promote health and wellbeing using occupation.

Routinely contribute to quality improvement and service redesign solutions, using feedback from multiple perspectives.

### **Evidence, research and development**

Advanced Practitioners will make effective contributions to the development and evaluation of guidelines and policy at a local level. Including contributions to research, quality improvement and/or service evaluation projects.

### **Key Accountabilities**

- Manage a small caseload made up highly complex cases, using person centred practice principles to assess, implement and review Occupational Therapy intervention whilst managing time and resources effectively within complex and changing systems.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- 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. This includes monitoring workloads, continuously reviewing relevant skill mix and development, knowledge and experience and addressing performance issues as appropriate.
- 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. Ensuring that Occupational Therapy caseloads are of a complexity and number commensurate with the experience, skill and knowledge base of the staff.
- 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. 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.
- Undertake and advise on complex moving and handling risk assessments, using your expertise to record the recommendations in a format appropriate to the person's and/or carer's needs. Monitoring and evaluating risk and sharing information with the relevant parties including demonstration of recommended techniques.
- To be demonstrate expertise in moving and positioning assessments and have excellent knowledge of seating solutions to enable the person to maintain their independence and safety at home.
- Support formal and informal carers, including providing training on moving and handling equipment to provide them with invaluable skills. Understanding and reacting appropriately to avoid carer

breakdown.

- Assess for, recommend and / or advise on complex minor and major adaptations, in accordance with the Care Act and Housing legislation and guidance to enable accessible environments for disabled adults.
- 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.
- To play a major role in components of the recruitment of staff, learners and volunteers, and to have a key role in the 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. Considering a range of models to deliver safe and effective practice-based learning (e.g. peer-assisted, long-arm, interprofessional, remote/virtual).
- 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.
- Implement practices that promote participation, inclusivity and the rights of people who access occupational therapy services, their families and their carers in line with their choices, and support others to do so. Demonstrate a continuing commitment to anti-discriminatory and oppressive practice.
- Operate within defined budgets for social care and contribute to the effective management of a budget, with authorisation capabilities within a fixed and agreed monetary range.
- Participate in Performance Management reviews, working closely with the leadership team to monitor, analyse and improve team performance.
- Participate in and where appropriate chair meetings of internal / external partners and other agencies, Best Interest decisions, Case conferences, Discussions on Adaptations, Team meetings 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.

### **Supplementary Accountabilities**

- Able to demonstrate independent critical judgement, to problem solve in complex and unpredictable situations and to effectively manage conflict.
- Provide innovative and visionary group leadership to promote the profession, founded on person-centred, compassionate and values-based leadership principles, influencing a cultural shift where needed.
- Working with adults with a variety of 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.
- Advocate for, and facilitate the creation of, a culture in which everyone is encouraged to reflect and learn (including from mistakes), to receive and give constructive feedback and to learn from and with each other.

### **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 & Experience**

- 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 relevant 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).

### **Qualifications**

- Professional Qualification in Occupational Therapy (Degree or Diploma) or equivalent
- Registered with the HCPC as an Occupational Therapist

### **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.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> None</p> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Supervision and Appraisals of Experienced Occupational Therapists and Occupational Therapists (none directly managed)</li> <li>• Support to all other staff</li> <li>• Responsible for monitoring the quality and quantity of the work of supervisees and other staff as appropriate.</li> <li>• Recruitment, Induction and Probation of new Occupational Therapists</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p>	<p>No</p> <p>Responsible for ordering non-stock specialist equipment within a fixed and agreed budget from outside suppliers and all stock items from Swindon Community Equipment Stores.</p>
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<ul style="list-style-type: none"> <li>• Responsible for signing off specialist non-stock equipment requests by Occupational Therapists within a fixed and agreed budget.</li> <li>• Responsible for signing off recommendations for major adaptations such as Level access showers and Stairlifts, within a budget managed by other departments in SBC.</li> </ul>	<b>Asset Responsibility</b>	None
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**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 practices with internal and external organisations including, but not limited to, Adult Social Care, Environmental Services, Swindon Community Equipment Services, Housing colleagues and NHS Occupational Therapy colleagues.
- 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.
- 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.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	