

**POST:** **OCCUPATIONAL THERAPY LEAD**

**RESPONSIBLE TO:** **Head of Clinical Services**

**RESPONSIBLE FOR:** Occupational Therapy Assistant, Activities Co-ordinators

**ACCOUNTABLE TO:** **CEO**

**KEY RELATIONSHIPS:** Head of Clinical Services, Senior Leadership Team, Departmental and Team Managers, all Multidisciplinary Team Members (including external MDT colleagues), Wellbeing team, Residents, Relatives.

## Introduction

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder’s progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

# Job Definition and Key Responsibilities:

* Lead the professional Occupational Therapy Service and Activities team.
* Lead in the development and evaluation of the Occupational Therapy Service and team members.
* Prioritise assessments, plan and implement appropriate treatment and maintain associated records.
* Contribute to the overall smooth running of the organisation.
* Comply with standards to ensure high quality provision of Occupational Therapy Service.
* Be responsible for the health, safety and welfare of residents/clients and others, including the care/use of equipment provided and/or prescribed.
* Report any problems or concerns to your line manager, and, if necessary, to the clinical staff.
* Comply with all regulative standards and with the Care for Veterans best practice procedures.
* Plan and prioritise own workload; as an autonomous practitioner, taking responsibility for arranging own appointments and coordinating those appointments with the clinical team.
* Be responsible for the supervision of the Occupational Therapy team members and Activities Co-ordinator.
* Be responsible for the assessment, prescription and fitting of equipment, whilst demonstrating an awareness of cost implications.
* Ensure that up-to-date written and electronic records, reports and activity data are maintained in accordance with your professional and Care for Veterans standards.
* Participate in the planning, critical evaluation and audit of clinical pathways and protocols and apply to your professional practice.
* Demonstrate skills and application of learning to manage exposure to unpleasant working conditions e.g. challenging behaviour
* Adhere to the Health Professions Council Standards of Proficiency for Occupational Therapists (2007) and the regulations set out by the Health Professions Council

**Personal specification**

* Hold and maintain HCPC registration
* First-class communication skills with a wide variety of residents, relatives and professional colleagues
* Empathetic towards the needs of others; promotes a positive approach to the care of people with a neuro/physical-disability
* Professional – must remain calm under pressure; preserve resident and organisation confidentiality; display a positive view of individuals’ unique needs and abilities.
* Proactive – able to predict the needs of residents and colleagues and respond effectively to these and aim to find solutions to difficulties that may arise.
* Resilient – able to cope well with a variety of clinical scenarios and conditions
* Reliable – must show high levels of personal commitment to the role, to residents, and to team members
* Accountability – must display awareness for own actions and accountability for them
* Procedural – must display knowledge and commitment to Care for Veterans policies and procedures
* Flexible – to respond positively to the operational needs of the organisation.
* Organisational – able to manage conflicting priorities effectively in order to maintain the service, and the supervision of others
* Satisfactory Disclosure and Barring Service (DBS) check (**enhanced check with adult barred list check**)

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_