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| **Title:** | **Head Occupational Therapist** |
| **Hours of work:** | **XX hours per week** |
| **Department:** | **Occupational Therapy** |
| **Accountable to:**  **Professionally Accountable to:** | Hospital/Service Manager  Clinical Lead OT; Regional Director of OT |
| **Responsible for:** | **Delivery of Occupational Therapy** |

**AIM:** To provide leadership to and management of the occupational therapy department, taking overall responsibility for the quality of service delivery, patient outcomes and being wholly responsible for service development

**KEY RESPONSIBILITIES**

**Professional Practice**

1. Autonomously complete the occupational therapy process for a highly complex client group:
   1. hold a small clinical caseload and utilise highly specialist clinical skills and decision-making to assess, implement and evaluate care
   2. Implement specialist group and individual treatments to achieve therapeutic goals
   3. Using evidence practice and recognised outcome measures, evaluate progress and adjust future intervention accordingly
   4. Report on progress in a timely and professional manner, in difficult and complex situations, sharing and defending own viewpoint succinctly and appropriately in a range of situations.
2. Assume professional accountability and responsibility for service delivery within the OT Department.
3. Be accountable for the overall management of complaints and/or conflicts within the OT department
4. Contribute to strategies and practices that promote service users’ and carers’ rights and participation, in line with their choices, and support others to do so.
5. Actively listen to and seek the views of others to facilitate shared ownership of decision-making.
6. Share and defend own viewpoint
7. Think critically and reflect when making professional judgments, including those in more complex and unpredictable contexts, guided as necessary by peers and more experienced colleagues.

**Facilitation of Learning**

1. Create 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 cohorts from a range of groups to learn and use new techniques
4. Develop and evaluate educational resources (e.g. for students; individuals in our care)and new methods of delivery
5. Supervise, mentor and educate others (including students)
6. Proactively participate in regular supervision/mentoring and reflective practice, consolidating your knowledge, skills and attitudes, and identifying your and others’ learning needs.
7. Create opportunities for self and others to work across practice and education settings (e.g. student selection, placement, curriculum development, teaching, assessment)
8. Contribute to and co-create professional networks to promote the exchange of knowledge, skills and resources
9. Encourage learning by challenging complacency and actions which may not be in the interest of the public and/or service users.

**Leadership**

1. Provide innovative leadership to promote the profession; formulate and lead on the achievement of setting department objectives in line with service line objectives
2. Take overall responsibility for service and team performance, potentially across multiple service lines, with support from clinical leads as required.
3. Manage own workload, within complex and changing systems, acting as a role model for others
4. Monitor workloads, critically reviewing skill mix and building a business case where needed
5. Manage a delegated department budget, reporting updates or concerns in a timely manner to the service manager
6. Lead on the recruitment of staff/students/volunteers, with support from clinical lead OT as required
7. Provide operational leadership for quality improvement and service development projects, in conjunction with stakeholders
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 the planning, development and evaluation of the Occupational Therapy Department within the service, completing audits and research as appropriate.
2. Maintain and develop links with others working in the area of specialism regionally and nationally, proactively supporting, developing and implementing best practice.
3. Lead funding proposals, and/or contribute to larger proposals with more experienced colleagues.
4. Translate, apply and disseminate evidence to inform practice, in a range of situations.
5. 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.
6. Create a culture which supports others to engage in research and service improvement
7. Contribute to the development of guidelines and policy at a local, regional and/or national level with more experienced colleagues.
8. Contribute to peer review processes, e.g. journal reviewer, conference abstract reviewer, scientific programme committee, etc.

**Key Performance Indicators:**

1. All patients routinely receive OT Care Plan targets, written professionally with SMART outcomes
2. The OT process occurs in a timely fashion (subject to a fully recruited department) for the whole service (assessment, intervention, meeting participation, record-keeping)
3. Vacancies are advertised within 5 days of resignation
4. All OT staff receive detailed OT Department induction
5. Quality improvement is evident through timely response to audit outcomes
6. Supervisions and appraisals occur within expected timeframes for the whole department
7. At least 20% of OT time is spent in assessment/intervention (direct & indirect) with individuals

**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: Head Occupational Therapist (Band 7)

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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 * Masters Degree * Doctorate | Application/CV |
| **Knowledge** | 1. Highly specialist 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. Highly specialist knowledge of the area of specialism; clinical skills in assessment and intervention 3. Microsoft Office tools and good working knowledge of information technology. 4. Highly specialist knowledge and critical understanding of Occupational therapy and occupational science 5. Critical awareness 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 complex 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 4 years’ experience post-qualification, including 2 years practising at a senior level (Band 6 equivalent) 2. At least 12 months’ experience working within the area of specialism and using evidence-based practice 3. Experience of leading a team 4. University and education involvement, including facilitation of student placements 5. Working without close supervision, being responsible and accountable for workload. 6. Supervising, mentoring/teaching others 7. Proactive participation in supervision and reflective practice 8. 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: …………………………