

Progression through the

Occupational Therapy Career Grade

Adults and Integrated Care

**Document Control**

The Head of Adults and Integrated Care is the owner of this document and is responsible for ensuring it is reviewed.

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| V0.2 | 14.04.20 | LC/JP | 3 yearly review period / changes in salary scales and inclusion of new all-inclusive rates to accommodate seven day working pilot commencing on 14.04.20 | Trade Unions involved in consultation and implementation of Seven Day Working pilot and agreement of ill-inclusive rates |
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**INTRODUCTION**

This guidance relates to Occupational Therapists and related professions in Adult Social Care. The guide details the criteria and processes to be followed in order to progress through Occupational Therapist and an experienced Occupational Therapist.

All Occupational Therapists need to be registered with the Health and Care Professionals Council (HCPC) to practice. To maintain high standards in occupational therapy practice, therapists need to re-register every two years and complete post-registration training and learning to meet the criteria of re-registration.

In England, the HCPC will carry out audits of a certain number of registrants to establish whether their Continuing Professional Development (CPD) is sufficient to support their continued registration. It is very important that you maintain this as part of your professional development and for future renewal with the HCPC.

The HCPC defines continuing professional development (CPD) as ‘a range of learning activities through which health professionals maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice’. Put simply, CPD is the way professionals continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely.

To meet the CPD standards, you need to:

* Carry out learning activities on a regular basis
* Carry out different kinds of learning activities
* Keep a record in the way that is most convenient for you
* Carry out activities that might improve your practice and benefit those you work with
* Take part in an audit if asked

**Standards of Proficiency**

This guidance reflects the National Standards of Proficiency for Occupational Therapists, which sets out 15 core statements that reflect safe and effective professional practice in Occupational Therapy:

1. To be able to practise safely and effectively within their scope of practice
2. To be able to practise within the legal and ethical boundaries of their profession
3. To be able to maintain fitness to practice
4. To be able to practise as an autonomous professional, exercising their own professional judgement
5. To be aware of the impact of culture, equality and diversity on practice
6. To be able to practise in a non-discriminatory manner
7. To understand the importance of and be able to maintain confidentiality
8. To be able to communicate effectively
9. To be able to work appropriately with others
10. To be able to maintain records appropriately
11. To be able to reflect on and review practice
12. To be able to assure the quality of their practice
13. To understand the key concept of the knowledge base, relevant to their profession
14. To be able to draw on appropriate knowledge and skills to inform practice
15. To understand the need to establish and maintain a safe practice environment

This guidance also makes reference to Key Knowledge and Skills Statements (KSS) which form the basis of our Employee Performance Management (EPM) within Adults and Integrated Care.

Progression between the career grades is characterised by development in terms of:

* Level of confidence, underpinned by practice experience, reflection and deepening understanding
* The increasing ability to work independently and to collaborate on equal terms with members of other professions
* The quality of the judgements made, and the level of ability to explain and justify them
* Efficiency of the work undertaken and the outcomes achieved, including opportunities for preventive work
* The ability to take initiative, form constructive alliances and to act as a change agent
* The ability to engage effectively with situations of increasing complexity and challenge, for example those with:
  + Multi-agency input
  + Complex family / organisational dynamics
  + Serious hostility and conflicts of interest
  + Multiple problems / disadvantages
  + Multiple / significant risk factors
  + Need to take into account the public interest
* The appropriate use of authority and challenge
* The ability and commitment to educate and provide professional supervision to others
* Demonstration of leadership, management and research

The career grade for Occupational Therapists was revised as part of the South Tyneside job evaluation process to provide effective career pathways for Occupational Therapists. There are bars positioned at SCPs 28, 30 and 32.

\*In respect to the COVID-19 emergency period, with effect from 14th April 2020, Adults and Integrated Care have temporarily moved to a seven-day working pilot. To reflect this, we have agreed an all-inclusive rate of pay equivalent to + two SCP for staff working within this pilot.

**Occupational Therapist Career Grade Progression Framework**

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| **Level** | **Job Evaluation Salary Band / SCP – 19/20 (20/21 Pay Award Pending)** | **\*Seven-Day Working Pilot - All Inclusive Rates of Pay from 14/4/20 during period of COVID19** | **Expectations and Eligibility** |
| Level 1 NQOT | SCP 26 – 28 (Bar at 28)  SCP 26 - £30,451  SCP 27 - £31,346  SCP 28 - £32,234 | (AI+2 / 28) - £32,234  (AI+2 / 29) - £32,910  (AI+2 / 30) - £33,782 | Any newly qualified occupational therapists will commence at Level 1 entry level. It would depend upon their experience and the qualifications they bring (assessed at interview) at what SCP they would commence on. (Please seek advice from the Business Change Manager).  A newly qualified occupational therapist worker will be expected to undertake a number of induction activities and complete a portfolio of evidence to be approved at panel at the end of their first 12 months in service. This induction portfolio is based on recognised best practice. If a newly qualified Occupational Therapist has not completed the portfolio for submission to panel after the first 12 months of employment, a written explanation should be attached to the documentation, signed by the staff member and manager and another timescale agreed.  In order to progress through the Bar, at this point occupational therapists should have consistently demonstrated practice in a wider range of tasks and roles, and have become more effective in their interventions, thus building their own confidence, and earning the confidence of others. They will have more experience and skills in relation to a particular setting and user group, and have demonstrated ability to work effectively on more complex situations. They will seek support in supervision appropriately, whilst starting to exercise initiative and evaluate their own practice. |
| Level 2 OT | SCP 29 – 30 (Bar at 30)  SCP 29 - £32,910  SCP 30 - £33,782 | (AI+2 / 31) – £34,728  (AI+2 / 32) - £35,745 | In the role, Occupational Therapists will progress to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding they expect and anticipate, but do not pre-judge the issues that may develop.  They will have greater confidence and independence (whilst accessing support where needed), and use their initiative to broaden their repertoire of responses; they have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice.  Occupational Therapists wishing to progress through the Bar to a Level 3 Occupational Therapist must have completed 2 years of practice post induction and demonstrate the appropriate work based learning which is required to gain occupational therapist progression.  A recommendation for progression should result from a successful review under the EPM framework, when the line manager feels that the required level of professional, behavioural and technical capabilities have been achieved against the Key Knowledge and Skills Statements (KSS) and outlined within our Behaviour Framework – Moving Forward Together, Our Values; Our Behaviour; Our Future.  It is expected that occupational therapists will be able to demonstrate that they have progressed through induction and undertaken further relevant CPD programmes. Furthermore they would need to demonstrate attendance at relevant internal training programmes and have consistently demonstrated that they fulfil the requirements of the Standards of Proficiency and continued to progress against the Key Knowledge and Skills standards.  The progression panel will audit 3 case files, meet with the applicant to review the evidence submitted, alongside an assessment completed by the Operations Manager. They will form a view and make an endorsement. If successful the applicant will progress to SCP 31 and will determine eligibility for support from the council for a Professional Diploma in their specialist area of practice and the APPLE Qualification. |
| Level 3 OT | SCP 31 - 36 (Bar at 32)  SCP 31 - £34,728  SCP 32 - £35,745  SCP 33 - £36,922  SCP 34 - £37,890 | (AI+2 / 33) - £36,922  (AI+2 / 34) - £37,890  (AI+2 / 35) - £38,890  (AI+2 / 36) – £39,880 | Experienced occupational therapists are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads, and offer expert opinion within the organisation and to others.  They chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. They model good practice, setting expectations for others. They start to take responsibility and are accountable for the practice of others, mentoring newly qualified workers, and supervision of the work of junior staff.  Once having progressed through the bar, Occupational Therapists have the opportunity to access further SCP by demonstrating additional competence and capability through their practice and through completion of the following additional academic attainment.  SCP 33 for Completion of APPLE Qualification  SCP 34 for Completion of Professional Level 4 Diploma in their specialist area of practice (equivalent to 120 points)  In order to progress, written evidence of completion from the university board for both qualifications needs to be provided. |
| Advanced Practitioners | SCP 37 - £40,876 | (AI+2 / 39) - £42,821 | Advanced Practitioners are responsible for developing and disseminating specialist practice, process and performance knowledge and skills within the team, providing specialist advice and guidance. They have a leading role to play in mentoring, motivating and inspiring our practitioners to deliver Adult Social Care best practice.  It is expected that Advanced Practitioners are able to demonstrate that they have undertaken further relevant PQ and CPD programmes such as Practice Educator, Approved Mental Health Practitioner and Best Interest Assessor.  Progression to an Advanced Practitioner role is dependent on a vacant post being available and access to the vacancy is by application and recruitment selection only. |

**Progression Process**

The agreed process for progression is through the mandatory supervision process, employee performance management (EMP) and observation by the Operations Manager who should consider whether a person is demonstrating the capabilities of an Occupational Therapist and is therefore ready to move on to demonstrate the capabilities of a Level 3 Experienced Occupational Therapist.

Preparation for Occupational Therapy progression is a part of the Occupational Therapists continuing professional development. CPD is the responsibility of the Occupational Therapist by regularly seeking out and participating in developmental opportunities as their career progresses. The Operations Manager’s role is to support the Occupational Therapist through supervision, employee performance management and to provide sufficient opportunities for development.

**Progression Panel**

Once a line manager feels able to support an Occupational Therapists progression, with the agreement of the Operations Manager the Portfolio for Career Progression should be completed. This requires the Operations Managers support and recommendation and should be linked to the Occupational Therapists EPM.

The progression panel will take place 3 times per year in February, June and October. 2 copies of the portfolio will need to be submitted to the Principal Social Worker 2 weeks in advance of these dates in order that the panel can be convened. The Occupational Therapist and their respective Operations Manager will be expected to attend the panel. The panel will be used to explore the evidence provided by both the Operations Manager and the Occupational Therapist and will consider all the information presented and make a recommendation as to whether the Occupational Therapist is ready to progress to the role of Experienced Occupational Therapist.

The Portfolio for Career Progression will consist of:

* Confidentiality Statement
* Learning Agreement
* Supervision Log
* Key Learning Reflection
* Up to date CPD profile
* 3 Direct Observations of Practice
* Professional Capabilities Reflective Account
* Reflective Case Study
* 3 Case File Audits

Occupational Therapists will be asked to demonstrate how they apply in practice the Key Standards of Proficiency and Knowledge and Skills Statements in Adult Services.

Applicants will be notified of the outcome in writing within 5 working days of the date of the panel. If the Occupational Therapist successfully meets the progression requirements then the Principal Social Worker will notify the HR Employment Team and arrangements will be made to make the necessary salary adjustments. Payment will be backdated to the date of the panel.

If it is determined by the panel that the Occupational Therapist is not yet ready to progress and needs to undertake some additional pieces of work or gain more experience in certain areas of work, the panel will provide a written report. A development plan will be agreed and developed jointly by the Operations Manager and the Occupational Therapist with specific timescales attached. This will be monitored in supervision and it is the Operations Managers responsibility for deciding if and when the Occupational Therapist is ready to re-submit to the next progression panel.

In the event of any disagreement, the Occupational Therapist will have the right to submit their written comments to the Chair of the panel within 10 working days of receiving notification of the results of the panel. A response will be provided in writing within 10 working days.