

JOB DESCRIPTION

JOB TITLE:	Occupational Therapist – Community Mental Health Team, Mental Health Care of working age adults
BAND:	Band 5 (development)
DEPARTMENT:	Occupational Therapy
DIRECTORATE:	Bedfordshire and Luton
REPORTING TO:	Head O.T – (Professional and clinical Management) & CMHT Manager (Operational Management)
ACCOUNTABLE TO:	Lead Occupational therapist

JOB SUMMARY

1. To provide high quality evidence based and person-centred Occupational Therapy service to adults with mental health problems living in the community.
2. To provide expert advice to the Community Mental Health Team on Occupational Therapy issues and to raise the profile of Occupational Therapy approaches to care within the Team.
3. To work as a member of a multi-disciplinary team, to assess and treat people with mental health support needs and their carers; involving the care coordination of an appropriate caseload that reflects the need for specialist O.T skills.
4. To manage difficult clinical situations and advise occupational therapy colleagues on working with Service Users with emotional and behavioural needs. The post holder may initiate group activities within the community as necessary.
5. To work in collaboration with the Senior OT in the development of clinical and professional practice and support the implementation of research, evidence based practice, quality standards and audit within the OT service / MDT.

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> To promote OT within the service to staff and clients. <ul style="list-style-type: none"> To be involved in planning and initiating a group programme in collaboration with other professionals geared to the clients' needs. To design culturally and religiously sensitive needs led aims and objectives in collaboration with clients, carers and other agencies. To apply equal opportunities and anti-discriminatory interventions that respect the clients' customs, values and spiritual beliefs at all times. To follow all Trust and OT Service policies and procedures and the College of Occupational Therapy (COT) Professional Standards in Clinical Practice. To encourage user involvement in service development. To attend staff and business meetings within the OT service, relevant MDT meetings and other clinical specialist groups. To actively participate in clinical audits related to service evaluation and review. To participate in the development of culturally sensitive OT services responsive to the ethnic diversity within the borough.
Clinical	<ul style="list-style-type: none"> To prioritise clinical workload as necessary according to individual client's needs and the standards of the OT service. To have a knowledge of clinical skills to carry out OT interventions in both one-to-one and group interventions with clients.

	<ul style="list-style-type: none"> • To use clinical reasoning to assess a client's mental health in the occupational areas of self care, productivity and leisure and the performance components of inter / intra personal, cognitive and physical abilities. • To assess the client's mental state and identify any significant risk factors, both in general and pertaining to community integration with supervision of senior staff. • To undertake assessment of daily living skills to ascertain the level of functional ability, risk factors, level of support / accommodation needs in order to aid discharge planning / community care plans. • To manage difficult situations arising from working with clients with emotional and behavioural needs. • To plan intervention in conjunction with those involved in the client's care, in particular working closely with the ward named nurse system ensuring regular evaluation of the care plan. • To liaise with the appropriate community team and OT in particular to develop innovative ways of facilitating a smooth transition from hospital to community for clients on discharge. • To evaluate effectiveness of therapy interventions in conjunction with clients/carers, other professionals etc. • To apply evidence based practice to service delivery. • To produce clinical reports on a regular basis and disseminate to other involved professionals, agencies and the client. • To make entries in the multidisciplinary notes pertaining to the client's occupational therapy assessment, intervention and progress. • To attend clinical meetings/ ward rounds/ CPA meetings and contribute clinical information on clients' progress.
Performance and Quality	<ul style="list-style-type: none"> • To keep up to date, accurate, written records of the client's treatment and progress and to ensure that own and others documentation is adequately stored in line with Trust and COT guidelines. • To ensure compliance with confidentiality is maintained. • To collect statistics and submit them regularly as required. • To undertake administration tasks as required for the smooth running of the service. • To supply clients and carers with information on the OT service that is accurate and current.
Management	<ul style="list-style-type: none"> • Adheres to the College of Occupational Therapists Code of Ethics & Professional Conduct and Professional Standards for OT practice. • Exercises professional and clinical judgement in routine cases and refers to senior staff when necessary. • Prioritises caseload in response to client need and the changing needs of the service under guidance of the senior.
Human Resources	<ul style="list-style-type: none"> • To ensure own professional development through regular participation in the supervision process and the Trust's appraisal and individual performance review. • To assist with the training and development of OT students on clinical placement when suitably experienced. • To participate in the induction of new staff as required. • To assist the Senior OT to organise and monitor the work of OTAs, technicians and sessional specialists. • Physical skills required to facilitate a wide range of activities both on a one to one and group basis, including using equipment as required. • Ability to manage frequent highly distressing clinical interactions with client's who have serious mental health problems. • Ability to assess and manage exposure to potential hazards including frequent verbal aggression and risk of physical aggression in hospital setting and community settings (e.g. clients home, community

	venues, public transport etc.) whilst ensuring safety of self, client and members of the public.
Research and Development	<ul style="list-style-type: none"> • To keep abreast of new developments & research in OT adult mental health. • To contribute to activities related to clinical effectiveness via audit, research and evidenced based practice. • To contribute to regular Trust-wide Clinical Interest groups. • To maintain Continuing Professional Development (CPD) and keep a personal CPD portfolio. • To ensure own professional development through regular participation in the supervision process, Band 5 Development Programme and the Trust's appraisal process.
Financial and Physical Resources	<ul style="list-style-type: none"> • To monitor the levels of stock and equipment required for departmental needs. • To adhere to policies and procedures for the safe use of therapeutic stock and equipment in line with health and safety requirements. • To be responsible for accurately completing petty cash vouchers related to purchases made for clients' service provision.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..

Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

General Data Protection Regulation (GDPR)	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.</p>
Safeguarding	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
Service User and Carer Involvement	<p>ELFT 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.</p>
Personal Development	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
Quality Improvement	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
Professional Standards	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
Conflict of Interests	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
Risk Management	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
Personal and Professional Development/Investors in People	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

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DIRECTORATE:	Bedfordshire and Luton
REPORTING TO:	Service Head O.T
ACCOUNTABLE TO:	Lead Occupational therapist

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	• Degree or Diploma in Occupational Therapy	E	S
	• Registration with HCPC	E	S
	• Full UK driving licence and use of car	E	S/I
Experience	• Experience of working in a mental health and/or community setting	E	S/I/T
	• Evidence of previous CPD, service development activities and role	E	S/I
Knowledge and Skills	• Understanding of the needs and rights of service users and/or carers in planning and service development	E	I/T
	• applied social, health and medical sciences required for the practice of Occupational Therapy including psychology, anatomy, physiology and sociology	E	S/I/T
	• applied psychological perspectives relevant to OT in mental health including behavioural, cognitive, psychoanalytic and humanistic perspectives	E	S/I/T
	• the theory and practice of occupational therapy including occupational science and holistic models of OT practice	E	S/I/T
	• skills in group work, teaching and counselling.	D	S/I
	• Clinical reasoning skills to carry out OT assessments and interventions	E	S/I/T
	• current National Guidelines and their application	E	S/I/T

	<ul style="list-style-type: none"> • research and auditing • risk assessment and its application to practice • Ability to manage a clinical caseload • Good interpersonal skills enabling therapeutic alliances to be developed with clients. • Ability to apply specialist skills in individual and group based OT assessments, interventions and evaluations with supervision. • Ability to communicate with OT staff and other professionals and agencies • Ability to manage frequent distressing clinical interactions with clients who have serious mental health problems. • Awareness of potential hazards including verbal aggression and risk of physical aggression ensuring safety of self, client and members of the public. • Word-processing/IT skills • Good organisational and time management skills • Ability to reflect on and critically appraise own performance 	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S/I</p> <p>I/T</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I/T</p> <p>S/I</p> <p>S/I</p> <p>S</p> <p>I/T</p> <p>S/I</p>
Other	<ul style="list-style-type: none"> • Ability to take responsibility, work independently and demonstrate reliability • Able to demonstrate a strong professional identity • Self-Motivated, committed and open to new ideas and experiences. • Ability to undertake physical activities required 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>

S: Shortlisting I: Interview T: Test