



Job description and specification



Perinatal Occupational Therapist Band 7



JOB DESCRIPTION

JOB TITLE: Perinatal Occupational Therapist

BAND: 7

RESPONSIBLE TO: Service Manager/Deputy Manager

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Medical staff, other therapy staff within the organisation Corporate Services – HR, Finance, Training and Development	GP Collaborative Care Social Services Acute Hospital Patients, carers and relatives Regulatory/Professional bodies Private sector providers Voluntary sector providers

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will hold a relevant clinical qualification to degree level or equivalent in Occupational Therapy and work as an occupational therapist within the Perinatal Parent Infant Mental Health Services (PPIMHS) as a Band 7 Senior Community Clinical Lead alongside the Service Manager/ Deputy and within a Multi-disciplinary Community setting.



North East London NHS Foundation Trust (NELFT) has a specialist Perinatal Parent Infant Mental Health Service that provides assessment, treatment interventions and well-coordinated care pathways for parents and their babies experiencing serious emotional and/or mental ill health during the perinatal period (from conception to when a baby is 18 months of age). NELFT covers the London Boroughs of Waltham Forest, Havering, Redbridge and Barking & Dagenham. Maternity Services for the four boroughs are provided by Barking, Havering & Redbridge University NHS Trust (BHRUT) and Barts Healthcare.

The Perinatal/Parent-Infant Mental Health Service liaises closely with adult community recovery teams, home treatment teams, adult psychological services, primary care services and social services within the four boroughs. The clinical team is made up of three groups of clinicians: community clinicians (from different nursing disciplines), psychotherapy/psychology clinicians, and medical clinicians (adult psychiatrists). It is one of the only services of its kind in the UK. The team provides a specialist multidisciplinary service during this crucial period of life. Ample research demonstrates that the perinatal period is a critical time of development for a baby and the baby's parents and siblings. Paradoxically, whilst it can also be a time of heightened risk, parents and babies also respond exceptionally well to treatment offered during this time. This can prevent the emotional ill health of the parents being transmitted into the baby.

As a member of the multidisciplinary Perinatal & Parent-Infant Service, the post holder will work constructively with interagency colleagues to ensure a carefully planned 'safety network' of care is available for parents and babies.

Working as part of a multi-disciplinary team, they will manage a caseload of patients with multiple pathologies/complex neurological needs, using evidence based practise, the principles of occupational therapy practise and patient centred practise, to ensure a high quality service to all those referred to the teams.

They are required to take a lead role in the leadership of junior staff and support assistants, through supervision, training and appraisal.

Key Responsibilities:

To work collaboratively with the Service Manager and Deputy Manager ensuring the provision of a high quality and safe specialist mental health service to parents and babies during the perinatal period.

2. To provide supervision to the Perinatal Parent Infant Community Mental Health Practitioners
3. To provide Clinical and management leadership for the team.
4. To assist with the overall responsibility for assessment and care management of women referred to the service by providing professional leadership and ensuring the promotion of high practice standards and service delivery for service users and their carers.
5. To support the Service Manager/Deputy Manager, and the Consultant Perinatal Psychiatrists with the development of the service, contributing to the planning and development of the service, recommending improvements to policies and procedures, and assisting in the improvement of standards and quality assurance.
6. To carry a full clinical caseload of patients and supporting Service Manager and Deputy Manager with robust decision making of antenatal and post-natal patients throughout their pathway to care / service delivery.
7. To represent the Perinatal Parent Infant mental health Service both within the NELFT and externally with other partnership agencies



Leadership

1. Undertake day to day clinical prioritisation and work planning, for self and that of the service as required to ensure the provision of a high quality service to antenatal and post-natal women in the perinatal period.
2. To participate and take a lead role in the development of an effective team and the development of productive working relationships throughout the Trust.
3. To facilitate the development of a positive and collaborative team culture by taking responsibility for dealing effectively with potential conflict.
4. To maintain good professional standards and deputise for the Service Manager and Deputy Manager of the Perinatal Parent Infant Mental Health Service when required..
5. To advise, encourage and share knowledge utilising the latest research and practice development, through literature, peer reviews and in-service training programme.
6. To be responsible for maintaining own competency to practice through continuing professional development activities, maintain a portfolio which reflects personal development and encourage others to do likewise.
7. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, policies, protocols and NICE guidelines as appropriate.
8. To participate in the audit process, linking in with the clinical governance agenda.
9. Evaluate the quality of own work and make improvements where necessary ensuring all issues and related risks are raised with the Service Manager and Deputy Manager.
10. Report all complaints and or incidents with accordance with Trust procedures and ensure Service Manager/Deputy Manager are informed.
11. To deputise as required for the service/Service Manager/ Deputy Manager in their absence and activity support and be involved with service development.
12. To contribute to designated projects as delegated across the areas of clinical responsibility.
13. To have an awareness of patient metrics and information for example KPI's and CQUIN targets.
14. To provide supervision, advice and guidance to the Band 6 Community Mental health Practitioners and carry out their annual appraisals using agreed appraisal systems
15. To coordinate referrals to specialist psychiatric Mother and Baby Units and liaise and work with the Mother and Baby Units utilised by the Trust.
16. To chair meetings as and when required To oversee the weekly referral meeting, providing direction and advice in respect of new referrals and emergencies
17. To work with the Service Manager and Deputy Manager to meet the performance targets and ensure performance and service delivery information is disseminated as appropriate
18. To chair meetings as and when required To oversee the weekly referral meeting, providing direction and advice in respect of new referrals and emergencies
19. To assist the Service Manager and Deputy Manager to manage the Complaints process and help ensure that investigations are carried out and resolved successfully where possible
20. To have skills in Safeguarding Adults and Children and understand the processes related to each. To lead on Safeguarding Adult cases and investigations, working in conjunction with the Safeguarding teams within each Borough.



Key responsibilities

1. Provide a range of specialist Occupational Therapy assessment of antenatal and post-natal patients, including those with high risk diagnosis and multiple complex safeguarding needs, taking into consideration the patient's physical/cognitive/perceptual skills to identify the patient's abilities and areas of difficulty.
2. To be responsible for organising and prioritising own caseload in the day to day allocation of work, whilst being able to work flexibly to meet the needs of their patients, their relatives and carers and the service.
3. To deputise when required in the absence of the Service Manager/ Deputy Manager and delegate appropriately to junior and senior staff as appropriate.
4. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
5. To be responsible for providing accurate records of information required by the Trust for audit purposes.
6. To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register.
7. Provide specialist clinical advice to other team members on the suitability of various assessments and intervention methods where appropriate.
8. To take a lead role in the education, supervision and training of members of staff.
9. Act at all times as a role model for Occupational Therapy, raising the profile and value of the role.

Leadership

21. Undertake day to day clinical prioritisation and work planning, for self and that of the service as required to ensure the provision of a high quality service to antenatal and post-natal women in the perinatal period.
22. To participate and take a lead role in the development of an effective team and the development of productive working relationships throughout the Trust.
23. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
24. To maintain good professional standards of behaviour and appearance.
25. To advise, encourage and share knowledge utilising the latest research and practice development, through literature, peer reviews and in-service training programme related to Perinatal Parent Infant Mental Health Service.
26. To be responsible for maintaining own competency to practice through continuing professional development activities, maintain a portfolio which reflects personal development and encourage others to do likewise.
27. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, policies, protocols and Nice guidelines as appropriate.
28. To participate in the audit process, linking in with the clinical governance agenda.
29. Evaluate the quality of own work and make improvements where necessary ensuring all issues and related risks are raised with Manager. To be familiar with Rio electronic system, risk assessment, clustering and care plans are in place from the time patients are assessed.
30. Report all complaints and or incidents with accordance with Trust procedures and ensure Manager is informed.



31. To deputise as required for the service/Team Lead in their absence and activity support and be involved with service development.
32. Lead on or contribute to designated projects as delegated across the areas of clinical responsibility.
33. To have an awareness of patient metrics and information for example KPI's and CQUIN targets.

Clinical Skills

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. Provide a specialist Occupational Therapy assessment of antenatal and post-natal patients, including those with multiple complex Safeguarding cases, taking into consideration the patient's physical/cognitive/perceptual skills to identify the patient's abilities and areas of difficulty with bonding issues.
3. Have specialist knowledge in order to carry out OT assessments and interventions in both one-to-one and group sessions, underpinned by relevant theoretical approaches whilst ensuring regular evaluation of the care plan.
4. Assess patient understanding of suggested occupational therapy management programme, gain valid informed consent and to have the capacity to work within a legal framework with patients who are unable to consent to treatment.
5. Continuing evaluation and reassessment of patient progress and the altering of treatment programmes if required of own caseload and of others as appropriate.
6. To be responsible for maintaining accurate and evaluative / comprehensive patient records in accordance with the Service / organisation standards on record keeping, and in line with BAOT standards of practice.
7. To take a lead role in the guidance of student Occupational Therapists to adhere to best practice.
8. Work with others to establish a service which facilitates the patients' timely discharge from the service.
9. Ensure treatment offered is based on the best available evidence for effectiveness in the specialist area where it is applied.
10. Work within Trust clinical guidelines and HCPT/BAOT professional guidelines to monitor own and others quality of practice.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. Responsible for maintaining accurate and comprehensive patient records, in line with professional standards of practice and within the parameters lead down in Trust Record Keeping policies and Information Sharing Protocols.
4. Keep a record of equipment issued and returned, as required by the various suppliers and departmental procedures.
5. Participate in general clerical duties, administrative tasks and organisation of the service as required.
6. Responsible for own time management and monitoring of others through supervision.



Communication

1. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within and outside of the Trust.
2. To be able to communicate information of a sensitive or complex nature, or information that may be perceived as unwelcome to a patient and their family/representative regarding; their mobility, expectations of rehabilitation in their home following births.
3. To anticipate barriers to communications and resistance to change and to be able to manage these effectively, liaising and seeking appropriate support as required.
4. To have a wide range of knowledge in approaches to communicating and managing patient care.
5. Communicate agreed treatment/care plans to other colleagues and partnership agencies and liaise with them at formal and informal meetings.
6. Provide written and verbal reports as required at any stage in the treatment process.

Training

1. To lead in the education, appraisal, supervision and training of more junior members of staff, support workers and rehabilitation assistants.
2. To ensure own continued professional development and support a culture of lifelong learning in self and others.
3. To undertake, and assist, in the planning of own mandatory training and workshops.
4. To actively participate and undertake a regular appraisal, developing a personal development plan in conjunction with your supervisor.
5. To lead and participate in the in-service training programme through, co-ordination of, attendance at, participation in, in service training programmes.
6. To be robustly involved in Perinatal Service Accreditation and peer reviews set out by the Royal College of Psychiatrist
7. To take part in Sustainable Transformation Programme – 5 Year Forward Review Plan and aware of National Health Service England (NHSE) plans and work in conjunction with Care Quality Commissioners ensuring PPIMHS is meeting all targets set by NHSE and adhering to changes and maintaining progress of the service.

For HR Use Only:

Date of template:

Version:

For Manager Use Only:

Date last reviewed: **Insert date job description approved by panel**

Date to be reviewed: **Insert date job description to be reviewed by manager**

Signed:..... **Dated:**

(Manager)

Signed: **Dated:**.....



(Employee)



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Personal Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Degree or Diploma in Occupational Therapy	✓		Application Form
Current HCPC Registration	✓		Application Form
Evidence of Continuous Professional Development	✓		Application Form
Member of the COT or specialist neuro interest group		✓	Application Form
Experience			
To have a minimum of 3 years' experience of working as an OT with mental health experience	✓		Application Form Interview
Experience of working in community mental health setting	✓		Application Form Interview
Evidence of post graduate training in mental health conditions		✓	Application Form Interview
Experience of MDT working	✓		Application Form Interview
Knowledge			



An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Demonstrate specialist clinical knowledge and experience in the field of perinatal mental health and ability to adapt to various settings	✓		Application Form Interview
Current trends in service provision	✓		Application Form Interview
Understanding of OT processes, models and evidence based practice	✓		Application Form Interview
Work to HCPC Codes of Professional Conduct	✓		Application Form Interview
Knowledge of equipment and adaptations	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Advanced clinical reasoning skills – ability to decide and establish appropriate action in allocation of workload and other clinical decisions	✓		Application Form Interview
Effective communication skills	✓		Application Form Interview Assessment
Organisational skills: To be innovative and work on own initiative and prioritise own workload	✓		Application Form Interview
Time management skills – ability to prioritise and implement management strategies for self and others	✓		Application Form Interview
Leadership skills	✓		Application Form Interview
Evidence of		✓	Application Form



involvement with Audit and research			Interview
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area and across the boroughs	✓		Application Form Interview
Team Worker: Able to work effectively and flexibly in a team and variety of environments	✓		Application Form Interview

