

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Occupational Therapist
<b>BAND:</b>	Band 6
<b>DEPARTMENT:</b>	Occupational Therapy team, Services for People who have a Learning Disability
<b>DIRECTORATE:</b>	Luton & Bedfordshire
<b>REPORTING TO:</b>	Head Occupational Therapist – SPLD and Specialist Community MH Services
<b>ACCOUNTABLE TO:</b>	Lead Occupational Therapist

### JOB SUMMARY

- To be an active member of the Learning Disability Occupational Therapy Service and Services for People who have a Learning Disability.
- To provide a person-centred Occupational Therapy Service for Adults with Learning Disabilities and complex healthcare needs
- To manage a defined caseload, using evidence based/client centred principles to assess, plan, implement and evaluate interventions.
- To provide leadership, supervision and day-to-day management for other staff within the OT team as designated.
- To regularly supervise OT students on practice placement.

### KEY RESPONSIBILITIES

1. To assist in the co-ordination of the the day-to-day running of the Occupational Therapy service within SPLD and provide a robust delivery of the clinical service
2. To input into OT service planning and development and lead on implementation as appropriate.
3. To develop specialist knowledge and skills in Learning Disability, and to train and educate others in their practice.
4. To maintain positive key relationships with the following:
  - Service users and their representatives.
  - OT service
  - Multi-Disciplinary Team
  - Links with community Teams and other appropriate community agencies.
  - Voluntary and statutory organisations

### MAIN DUTIES AND RESPONSIBILITIES

#### Patient Care

- To contribute to the multi-disciplinary approach and to identify person centred occupational therapy goals.
- To monitor, evaluate and modify treatment for clients with multiple



	<p>needs in order to measure progress and ensure effectiveness of intervention.</p> <ul style="list-style-type: none"> <li>• To demonstrate and apply a broad level of understanding of the effect of disability and recommend adaptations to the client's physical, emotional, sensory and/or social environment.</li> <li>• To ensure maintenance of appropriate clinical records, other professional documentation and user-friendly client information in accordance with Professional and Trust standards.</li> <li>• To develop and maintain high clinical standards.</li> <li>• To liaise with clients' relatives, carers and other agencies as appropriate including developing links with key people in a client's life.</li> <li>• To demonstrate effective communication skills with clients and carers, team members, OT colleagues and other agencies.</li> <li>• To attend professional meetings as required.</li> <li>• To be aware of users' &amp; carers' cultural &amp; ethnic needs when developing programs of care</li> <li>• To promote and apply equal opportunities and anti-discriminatory interventions that respect the Service Users' customs, values and spiritual beliefs at all times.</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>• To select and apply occupational therapy assessments for a designated complex caseload, addressing occupational performance and skill deficits, enabling the client in areas of self-maintenance, productivity and leisure.</li> <li>• To plan and implement individual and/or group interventions, in collaboration with the client, using graded activity to achieve therapeutic goals.</li> <li>• To use advanced clinical reasoning to assess how the Service User's mental health difficulties impact on their function in the occupational areas of self care, productivity and leisure as well as their performance in the cognitive, inter/ intra personal and physical areas.</li> <li>• To manage difficult clinical situations arising from working with Service Users with emotional and behavioural needs.</li> <li>• To evaluate effectiveness of therapy interventions in conjunction with Service Users/carers, other professionals etc.</li> <li>• To promote and apply evidence based practice to service delivery.</li> <li>• To prescribe remedial and adaptive equipment where indicated and prepare relevant reports.</li> <li>• To produce clinical reports on a regular basis and disseminate to Service User /carers and others involved; professionals, agencies etc as appropriate.</li> <li>• To attend clinical meetings/ward rounds/CPA meetings, and contribute clinical information on the service user's progress to other OT's and MDT professionals.</li> <li>• To follow the Trust and OT service policies and procedures and the College of Occupational Therapy professional standards in clinical practice.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To keep comprehensive, up to date written notes and provide evidence-based reports to the MDT as required.</li> <li>• To actively participate in clinical audit, programme review and the implementation and analysis of outcome measures.</li> <li>• To participate in management and administrative meetings as directed.</li> <li>• To assist in organisation and provision of in-service training.</li> <li>• To provide statistical information and outcome measures as directed.</li> </ul>

Management	<ul style="list-style-type: none"> <li>To provide leadership, supervision and day-to-day management for qualified staff within the OT team.</li> <li>To ensure all standards, policies and procedures are adhered to by the service.</li> <li>To regularly be responsible for the supervision of student Occupational Therapists, and/or Band 5 Occupational Therapists as delegated by senior staff</li> <li>To take part in interviewing panels as required.</li> <li>To support, guide and train Occupational Therapy staff.</li> <li>To demonstrate the ability to initiate, plan and implement the induction, training and education of students and other staff in this setting.</li> <li>To exercise good personal time management, punctuality and consistent reliable attendance.</li> <li>To co-ordinate day-to-day activities of junior staff where applicable.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>To contribute to the training and development of OT's and other disciplines by providing advice on the role of the OT</li> <li>To contribute to organizing local induction for new OT staff within the service.</li> <li>To provide professional and clinical supervision for OTs within SPLD (ensuring the implementation of appraisal) as required.</li> <li>To act as practice placement educator for students on placements.</li> <li>To ensure continued personal and professional development for supervisees is met through training and educational opportunities.</li> <li>Ability to manage frequent highly distressing clinical interactions with Service Users</li> <li>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. Service Users home, community venues, public transport etc.) whilst ensuring safety of self, service user and members of the public.</li> </ul>
Performance and Quality	<ul style="list-style-type: none"> <li>To keep abreast of new developments and research in OT in LD.</li> <li>To contribute to the setting of quality standards of professional practice for the OT role within SPLD</li> <li>To contribute to activities related to clinical effectiveness via audit, research and evidence based practice.</li> <li>To maintain Continuing Professional Development (CPD) and a personal CPD portfolio.</li> <li>To ensure supervisees maintain their CPD and professional portfolio.</li> <li>To ensure own development through regular participation in the supervision process.</li> <li>To lead in audits in relation to service evaluation and review.</li> <li>To work in collaboration with the manager of SPLD &amp; Head OT to identify and implement practices and procedures for the OT role in SPLD</li> <li>To actively encourage user involvement in service development and ensure that service provision meets their needs and those of their carers.</li> <li>Together with the Head O.T. to contribute to the development of the SPLD Occupational Therapy service.</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>To be responsible for maintaining stock, advising on resources to carry out the job, including the responsible use of petty cash.</li> </ul>

## 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 post holder.



*We care*

*We respect*

*We are inclusive*

<b>Statement on Employment Policies</b>	
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:-	
<b>Health and Safety</b>	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.
<b>Equal Opportunities</b>	<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>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<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>
<b>No Smoking</b>	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.'
<b>Alcohol</b>	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.
<b>Confidentiality</b>	<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&amp;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

<b>General Data Protection Regulation (GDPR)</b>	<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 &amp; Culture Department.</p>
<b>Safeguarding</b>	<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>
<b>Service User and Carer Involvement</b>	<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>
<b>Personal Development</b>	<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>
<b>Quality Improvement</b>	<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>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<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>
<b>Risk Management</b>	<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>
<b>Personal and Professional Development/Investors in People</b>	<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>
<b>Infection Control</b>	<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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ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Bsc OT or equivalent</li> <li>HCPC registration</li> <li>AMPs trained (with use of up-to-date software)</li> <li>Sensory Integration - level 1 training</li> <li>Full UK driving licence and use of car with business insurance</li> <li>Fieldwork Educators qualification or to complete within 12 months of appointment</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>S</li> <li>S</li> <li>S</li> <li>S</li> <li>S</li> <li>S</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>2-3 years post registration experience as an Occupational Therapist; with some experience of working with people who have a learning disability.</li> <li>Experience of community/lone working</li> <li>Supervision of junior OT staff and/or students</li> <li>Documented evidence of continuing professional development</li> <li>Experience of research/audit</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>E</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Utilisation of relevant OT assessment techniques/tools to assess individual's abilities and difficulties in relation to their desired goals in everyday activities.</li> <li>Application of MOHO; including use of assessment tools</li> <li>Application of a variety of OT treatment modalities to provide specialist intervention to those with LD and complex needs.</li> <li>Relevant post grad training and application of this eg autism, assessment/intervention tools</li> <li>Planning and co-ordination of treatment with designated client group</li> <li>Use of outcome measures</li> <li>Broad knowledge of current best practice in OT and learning disabilities</li> <li>Applied knowledge of relevant National Guidance relating to LD healthcare and OT</li> <li>Ability to integrate theory and practice and</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> </ul>

	<p>demonstrate creative problem-solving processes.</p> <ul style="list-style-type: none"> <li>• Effective written and oral communication skills</li> <li>• Good IT Skills, including use of Word and Microsoft Outlook</li> <li>• Ability to manage own workload and determine priorities</li> <li>• Ability to reflect and critically appraise own performance</li> <li>• Application of Health, Safety and Risk Management policies</li> <li>• Commitment to client-centred, non-discriminatory practice</li> <li>• Applied knowledge of SOVA</li> <li>• Knowledge of local resources available to meet needs of the people who have a Learning disability &amp; complex health needs.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Effective team player</li> <li>• Ability to present a confident professional persona</li> <li>• Ability to work under pressure</li> <li>• Positive attitude</li> <li>• Willingness to work flexibly</li> <li>• Membership of professional body</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> </ul>

S: Shortlisting I: Interview T: Test