

JOB DESCRIPTION

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| JOB TITLE: | Occupational Therapist – Community Mental Health Team, Mental Health Care of working age adults |
| BAND: | Senior OT Band 6 |
| 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

- To provide high quality evidence based and person-centered Occupational Therapy service to adults with mental health problems living in the community.
- 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.
- To work as a member of a multi-disciplinary team, to assess and treat people with mental health support needs and their carers.
- To be responsible, where locally agreed, for the care coordination of an appropriate caseload that reflects the need for specialist O.T skills. This may include setting up social care packages and provision of clinical supervision as required.
- 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.
- To work in collaboration with the Head 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.
- The post holder will provide leadership, advice and support and clinical supervision to the OT team as required.
- To develop and maintain links with relevant statutory and non-statutory agencies with particular reference to day care services, user led initiatives, voluntary bodies and work, training and education services.

MAIN DUTIES AND RESPONSIBILITIES

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| Patient Care | <ul style="list-style-type: none"> • To empower and educate Service Users in relation to their holistic health and well-being (including social inclusion, health promotion and rehabilitation) in order to enhance quality of life and prevent relapse. • To assess Service Users' mental state and identify any significant risk factors pertaining to community integration and undertake risk assessments with other health professionals. • To manage difficult clinical situations arising from working with Service Users with emotional and behavioural needs. • To evaluate effectiveness of therapy interventions in conjunction |
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| | <p>with Service Users/carers, other professionals etc.</p> <ul style="list-style-type: none"> • To promote and apply evidence based practice to service delivery. • To be aware of users' & carers' cultural & ethnic needs when developing programs of care. • To follow the Trust and OT service policies and procedures and the College of Occupational Therapy professional standards in clinical practice. • To promote and apply equal opportunities and anti-discriminatory interventions that respect the Service Users' customs, values and spiritual beliefs at all times. • To attend meetings within the CMHT service; contribute Service User related information at clinical meetings. • |
| Clinical | <ul style="list-style-type: none"> • As a member of the multi-disciplinary team, to manage a Service User case load as defined by the service. • To be familiar with and complete CPA documentation for Service Users referred and be involved with joint working with members of the multidisciplinary team. • To apply specialist clinical knowledge and skills in both one-to-one and group interventions with Service Users who have complex needs to enable them to live as independently as possible in the community. • To undertake specialist assessments of daily living skills to ascertain level of functional ability, risk factors, level of support / accommodation needs to aid planning of community care plans. • Where locally agreed, to take responsibility as care coordinator using CPA procedures and guidelines, for a defined case load of Service Users belonging to the CMHT and those whose needs can be best met by the specialist skills of an O.T. • Where locally agreed, to undertake social care reviews, develop and implement packages of care for allocated cases and present to a funding panel if required. • 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. • To participate in the Duty Rota System within the community mental health team, as appropriate and where locally agreed. • To define and prioritize the needs of Service Users using a needs led, person centered approach. • To plan intervention in conjunction with those involved in the Service User's care; ensuring regular evaluation of the care plan. • To prescribe remedial and adaptive equipment where indicated and prepare relevant reports. • To produce clinical reports on a regular basis and disseminate to Service User /carers and others involved; professionals, agencies etc as appropriate. • To attend clinical meetings/ ward rounds/ CPA meetings, and |

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| | <p>contribute clinical information on the Service users progress to other OT and MDT professionals.</p> <ul style="list-style-type: none"> • To produce clinical reports on a regular basis and disseminate to Service User /carers and others involved; professionals, agencies etc as appropriate. • To represent OT services in CMHT services to address the issues of providing an integrated MDT service. • |
| Administration | <ul style="list-style-type: none"> • To support the Head OT to ensure that own and others' documentation and patient records are recorded and stored in line with Trust and RCOT guidelines. • To collect OT and other relevant statistics submitting them as per service requirement. • To ensure compliance with information governance is maintained. • To carry out administration tasks as required for the smooth running of the service. |
| Management | <ul style="list-style-type: none"> • To implement all Trust and local policies. • Adheres to the Royal College of Occupational Therapists' Code of Ethics & professional Conduct and Professional Standards for OT practice and to ensure that other accountable staff comply with these requirements. • Prioritise caseload in response to Service User needs and the changing demands of the service. • Exercises clinical professional judgement in complex clinical cases and refers to the team manager or Head OT when necessary. • Makes decisions independently in terms of day-to-day management of the service or in collaboration with team manager or Head OT. • To develop culturally sensitive OT services responsive to the ethnic diversity within the directorate. |
| Human Resources | <ul style="list-style-type: none"> • To contribute to the training and development of OT's and other disciplines by providing advice on the role of the OT in a community and in-patient settings. • To contribute to organizing local induction for new OT staff within the service. • To provide professional and clinical supervision for unqualified OTs within the CMHT (ensuring the implementation of appraisal) as required. • To act as practice placement educator for students on placements. • To ensure continued personal and professional development for supervisees is met through training and educational opportunities. • Ability to manage frequent highly distressing clinical interactions with Service Users 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. Service Users home, community venues, public transport etc.) whilst ensuring safety of self, Service User and members of the public. |
| Performance and | <ul style="list-style-type: none"> • To keep abreast of new developments and research in O.T. in mental |

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| Quality | <p>health.</p> <ul style="list-style-type: none"> To contribute to the setting of quality standards of professional practice for the OT role within the CMHT. To contribute to activities related to clinical effectiveness via audit, research and evidence based practice. To maintain Continuing Professional Development (CPD) and a personal CPD portfolio. To ensure supervisees maintain their CPD and professional portfolio. To ensure own development through regular participation in the supervision process. To lead in audits in relation to service evaluation and review. To work in collaboration with the manager of the CMHT & Head O.T. to identify and implement practices and procedures for the OT role in CMHT services. To actively encourage user involvement in service development and ensure that service provision meets their needs and those of their carers. Together with the Head O.T. to contribute to the development of the CMHT Occupational Therapy services. |
| Financial and Physical Resources | <ul style="list-style-type: none"> To implement policies and procedures for the safe use of therapeutic stock and equipment in line with health and safety requirements. |

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:-

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| 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> |



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| 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 is 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> |
| General Data Protection Regulation (GDPR) | <p>To maintain the confidentiality of all personal data processed by the 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 | 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. |
| Service User and Carer Involvement | 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. |
| Personal Development | 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. |
| Quality Improvement | The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance. |

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| Professional Standards | To maintain standards as set by professional regulatory bodies as appropriate. |
| Conflict of Interests | 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. |
| Risk Management | 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. |
| Personal and Professional Development/Investors in People | 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. |
| 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:</p> <p>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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| ACCOUNTABLE TO: | Lead Occupational therapist |

| ATTRIBUTES | CRITERIA | ESSENTIAL/ DESIRABLE | SELECTION METHOD (S/I/T) |
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| Education/ Qualification/ Training | Diploma or degree in Occupational Therapy | E | (S) |
| | State Registration | E | (S) |
| | Member of the British Association of Occupational Therapy | D | (S) |
| | UK Driving license with access to a car | E | (S) |
| | Fieldwork Education training | D | (S) |
| Experience | Demonstrable experience highly related to the clinical field | E | (S/I) |
| | Experience of CPD and role development activities | E | (S/I) |
| | Experience of staff supervision | E | (S/I) |
| Knowledge and Skills | Applied social, health and medical sciences required for the practice of Occupational Therapy including psychology, anatomy, physiology and sociology | E | (S/I) |
| | Applied psychological perspectives relevant to OT in mental health including behavioural, cognitive, psychoanalytic and humanistic perspectives | E | (S/I) |
| | The impact of mental health difficulties upon occupational functioning (self-care, productivity and leisure) and performance components (i.e. inter and intra personal, cognitive, physical) | E | (S/I/T) |
| | The theory and practice of occupational therapy including occupational science and holistic models of OT practice | E | (S/I) |
| | Clinical skills in order to carry out OT interventions (e.g. psychotherapeutic, interactive and activity based | E | (S/I/T) |

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| | <p>interventions, cognitive behavioural interventions, psychosocial and psycho-educational interventions)</p> <p>Theoretical and working knowledge of holistic models of OT practice and skills in group work, teaching and counselling.</p> <p>Current legislation and National Guidelines and their application and be able to impart this to others</p> <p>working application of risk assessment issues and its application to practice</p> <p>equal Opportunities related to staff and Service Users</p> <p>research and auditing</p> <p>the needs and rights of service users and / or carers in planning and service development</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>(S/I)</p> <p>(S/I)</p> <p>(I/T)</p> <p>(I/T)</p> <p>(S/I)</p> <p>(I/T)</p> |
| Other | <p>Capacity to undertake physical skills required, facilitating a wide range of activities both on a one-to-one and group basis, including using equipment as required.</p> <p>Mental and emotional effort required to undertake intense concentration required for clinical consultations and interventions on both a one-to-one and group basis</p> <p>Mental and emotional effort required to undertake intense concentration for holistic formulations; report writing etc. with frequent interruptions</p> | <p>E</p> <p>E</p> <p>E</p> | <p>(S/I)</p> <p>(S/I)</p> <p>(S/I)</p> |

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