

JOB DESCRIPTION

POST TITLE:	Occupational Therapist
PAYBAND:	AfC Band 5
HOURS OF WORK: SHIFT PATTERNS:	37.5 A flexible work pattern will be required to cover seven days with an expectation to cover a 24 hour shift pattern if required
BASE:	Campbell Centre /TOPAS
SERVICE:	Inpatients
DIRECTORATE:	Mental Health Services
REPORTS TO:	Lead OT
PROFESIONAL ACCOUNTABLE TO:	Lead OT
DATE:	March 2022

1.	MAIN PURPOSE OF JOB
	The postholder will be responsible for the assessment of patient need and the development, implementation and evaluation of Occupational Therapy treatment and programmes of care, with emphasis on group and individual interventions and recovery focused care.
	The postholder will take the lead alongside the senior OT in planning a high quality programmes of therapeutic and occupational activities for acute patient care, and be involved in ward based delivery of these as well as in the community, linking with wider statutory agencies and voluntary organisations.
	To educate and supervise qualified and unqualified staff, students, patients and relatives.
	To work as part of the integrated multidisciplinary team, taking on the role of key worker and care coordinator where required
2.	CLINICAL DUTIES
	To work within the integrated care team to encourage effective team working, implementing and maintaining high professional standards of care within the team and acute services.
	As a member of the multi disciplinary team to be responsible for the assessment of need and the planning, implementation and evaluation of individualised care plans.
	To carry out the role of key worker,co-worker to patients (and care coordinator where required)
	To offer both individual and specialist group therapy and to deliver direct patient care, according to individual care plans and in response to identified need. To provide indirect care by supporting, supervising and empowering junior staff.
	To maintain written electronic records of all patient interventions, to record information and write reports as necessary.

	To ensure, through good clinical practices, that all aspects of relevant Mental Health Legislation are being adhered to. In addition, to ensure the requirements of all current legislation are observed.
	To ensure that assessments of patients functional ability are completed using a range of standardised and non standardised tools as required.
	To ensure safe crisis management throughout the span of duty by assessing risks and taking appropriate action.
	To participate in the observations of patients in line with the observation policy.
	To participate in clinical meetings and to lead where necessary handover of care to all staff involved in patient care. This should include support and guidance to junior staff, ensuring that the Occupational Therapy contribution is professionally applied.
	To promote evidence based practice that supports social inclusion and a recovery approach within care planning and the CPA process.

3	PROFESSIONAL
	To develop the role of the OT and always act in a professional manner and as a good role model.
	To work as part of the multidisciplinary team and develop good team working skills.
	To always comply with the code of Ethics and Professional Conduct for Occupational Therapists.
	To actively promote a positive image of mental health care to members of the public, voluntary and other agencies.
	To demonstrate continued professional development in Occupational Therapy and expertise in the area of acute mental health.
	To be responsible for attending and participating in regular supervision, support meetings and professional groups
	To work with colleagues from educational establishments and ensure training policies are adhered to.
	To act as Occupational Therapy representative on committees and working groups as delegated by the Occupational Therapy Lead.
	Keep up to date with mandatory training, including Teamwork Training (Control & Restraint) and Cardio Pulmonary Resuscitation, and ensure skills are used as required.
	Act as a mentor and supervisor to junior nursing staff, nursing assistants and students
4.	MANAGERIAL
	To support the Senior OT in introducing and evaluating new concepts and approaches in mental health care.
	To be supportive to the multi-disciplinary team and encourage effective team working, implementing and maintaining high professional standards within the team.
	To undertake audits/quality assurance programmes as required.

	To contribute towards the improved standards of service by participating in in-service education, case discussions and other relevant meetings.
	To carry out administrative duties as directed, including the collection and submission of timely and accurate data.
	To adhere to all policies and procedures, supporting others to do the same.

5.	PERSONAL RESPONSIBILITY (ORGANISATIONAL EXPECTATIONS)
	In order to fulfill the job responsibilities and the environment in which these responsibilities are carried out the job holder is required to:

	<ol style="list-style-type: none"> 1. Maintain the highest standards of care and service, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole. 2. Be aware of and follow at all times the relevant National and Local codes of practice in relation to their role and function. If you are in a post that requires registration with a professional body, you are required to maintain that registration with the appropriate professional body. 3. Protect the confidentiality of personal information that you hold unless to do so would put any one at risk of significant harm. Keep accurate and professional records and information about staff, patients and clinical care, using the document based and computer based systems in operation in the Trust. Work in accordance with local policies and procedures and the statutory frameworks, which govern confidentiality and data protection, information sharing and disclosure. 4. Take reasonable care of Health and Safety at work for you, your team and others; ensure compliance with health and safety standards and legislation; attend all relevant Health and Safety mandatory training. 5. Take responsibility for attending and participating in all mandatory and essential training to ensure the safe and efficient functioning of the Trust and/or safety and wellbeing of other staff and the patients for whom you provide services. 6. Participate in the appraisal process on an annual basis, as a minimum, in accordance with the Personal Development Review Policy to explore and identify development needs to ensure that you are able to fulfill your job role and meet all objectives set through the process. 7. Be familiar with and comply with, Trust policies for infection prevention and control and hand hygiene in order to reduce the spread of healthcare-associated infections. This will include a requirement to attend mandatory training in Infection Prevention and Control and to be compliant with all measures known to be effective in reducing healthcare-associated infections, including correct uniform and dress code policy, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. 8. Safeguard and promote the welfare of children and vulnerable adults by being aware of and working in accordance with statutory guidance and local policies and procedures and attending training to a level required to ensure that you are competent to fulfill your responsibilities. 9. Not discriminate against patients or staff and to adhere to equal opportunities and human rights legislation; acting in ways that support equality, value diversity and respect human rights 10. Abide by locally agreed policies and procedures and ensure you familiarise yourself with such policies which can be found on the Trust intranet our preferred method of communication. Staff who cannot access the intranet should contact their line manager.
6.	ORGANISATIONAL COMMITMENT
	<p><i>Milton Keynes Community Health Services is committed to providing quality health & social care services, tailored to the needs of individuals, public & private organizations, delivered close to home. Our services are designed to increase well being & provide opportunities for recovery. We want our employees to feel valued, challenged & supported.</i></p>

	<p>Our commitment as an employer & in accordance with the NHS constitution is to provide you with:</p> <ol style="list-style-type: none"> 1. Clear roles and responsibilities and a rewarding job so that you can make a difference to patients, their families and carers' and communities. 2. Personal development, access to appropriate training for your job and line management support to succeed. 3. Support and opportunities to maintain your health, wellbeing and safety; and an environment free from harassment, bullying or violence. 4. A good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. 5. Fair treatment that is free from discrimination. 6. Opportunities to engage in decisions that affect you and the services you provide, individually, through representative organisations and through local partnership working arrangements. 7. Opportunities to enable you to be empowered to put forward ways to deliver better and safer services for patients and their families. <p>(Reference NHS Constitution January 2009)</p>
7.	JOB DESCRIPTION STATUS
	<ul style="list-style-type: none"> • This job description is indicative only and the role will be reviewed at least annually as part of the Personal Development Review process to take account of changing needs /development of the service. • To meet the evolving needs of the organisation you may also be required to provide cover in other areas following appropriate discussion.
	<p>Opportunities to engage in decisions that affect you and the services you provide, individually, through representative organisations and through local partnership</p>

PERSON SPECIFICATION

POST TITLE: **Occupational Therapist**

PAY BAND: **A4C Band 5**

REQUIREMENT FOR THIS POST <i>*Include requirement to meet KSF competencies for the post</i>			HOW TESTED
	Essential	Desirable	

Qualifications	Diploma/Degree in Occupational Therapy	√		Application Form
	Health and Care Profession Council Registration	√		Application Form
	Student supervision/mentoring qualification		√	Application Form
Experience	Varied clinical approaches and clinical skills.	√		Application Form / Interview
	Experience in providing short term individual and group treatments.	√		Application Form / Interview
	Core skills, assessment, treatment and evaluation	√		Application Form/ Interview
	Knowledge/experience of clinical supervision/appraisal.		√	
	Proactive in standard setting and quality issues	√		Interview
Knowledge	Knowledge of relevant models of care and experience in utilising professional approaches.	√		Application Form / Interview
	Good working knowledge of Mental Health Act and CPA	√		Application Form/ Interview
	Knowledge of health and social care services available to people with mental health needs		√	Interview
Key	Excellent problem solving skills	√		Application Form / Interview

Skills/Abilities	Sound theoretical base.	√		Application Form
	Able to select and use appropriate standardised assessments.	√		Application form/Interview
	Able to establish and maintain supportive relationships with colleagues, patients and carers.	√		Interview
	Effective at multidisciplinary working.	√		Interview
Personal disposition	Willing to reflect, develop own skills & knowledge & provide information to others to help their development	√		Interview
	Ability to maintain quality in own work and encourage others to do so	√		Application Form / Interview
	Full driving licence (manual) in order to drive the unit vehicle to access community based activities.	√		Interview
				