

AFC Reference:	COMM/0218
Job Title:	Specialist Occupational Therapist
Band:	6
Division/Service:	Community
Accountable to:	Operational Business Manager
Responsible to:	Team/Service Manager

Job Outcomes:

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.

Job Purpose:

To utilise developed specialist knowledge to provide the professional contribution within designated Occupational Therapy Services and to assist in the organisation, development, co-ordination and evaluation of the Occupational Therapy Service in conjunction with the Clinical Principle Occupational Therapist and relevant Team/Service Manager.

The post holder will contribute to an environment that works with local services to provide evidence based assessment and delivery of care, using the Model of Human Occupation, and within the context of Effective Care Coordination. They will continue with their own

professional development and assist with that of other OT staff. They will be required to have a flexible approach to working hours to ensure that the needs of their clients are met.

CLINICAL – Shared Team

Work in a professional and collaborative manner with the multi-disciplinary team.

Where required, to be involved in the multidisciplinary team duty system and undertake duty assessments as necessary.

Fulfil the care-coordinator role under ECC framework, including planning and coordinating Case Conferences/Reviews.

Ensure intervention is provided in a range of settings suitable to meet the needs of clients.

Provide information, education and support for family members, carers and other relevant professionals

Participate and promote positive intra-agency working.

Participate in case load supervision to monitor the standards of service user care and ensure record keeping is in accordance with Professional and Trust standards.

Participate in regular clinical supervision with Clinical Lead Occupational Therapist, as per Trust policy.

Contribute to the development and implementation of integrated care pathways, including appropriate service user assessments/referrals and models of care.

Contribute to client related developments and therapeutic interventions carried out by the whole team e.g. cognitive behavioural therapy, psycho-social interventions.

Compile and maintain effective client records and record outcome measures in conjunction with clients and in accordance with Professional and Trust policies, procedures and standards.

Participate in the induction, training or education of a variety of staff, students or volunteers attached to the team/service.

CLINICAL – Occupational Therapy Specific

Undertake occupational therapy assessments, addressing occupational performance and skill deficits in areas of self-care, productivity and leisure.

Plan and implement individual and/or group interventions, using selected and graded activity to develop the client's skills in identified areas of deficit.

Undertake comprehensive risk assessment with clients, and record the rationale for therapeutic risk taking in the OT care plan.

Provide specialist reports to inform statutory bodies i.e. Mental Health Act Commission.

Undertake specialist assessments, and compile OT reports, on behalf of the MDT to inform interventions, diagnosis and outcomes for clients with complex needs.

Contribute to ongoing monitoring and evaluation of the occupational therapy process in line with sound evidence based practice.

Provide advice on issues related to ADL for other professionals and carers.

Work closely with OT colleagues from other clinical settings / teams, providing individual and peer group support.

MANAGERIAL / PROFESSIONAL LEADERSHIP

Assist in the organisation and planning of OT service delivery e.g. OT recruitment panels, ensuring OT staff/service cover

Provide professional advice as required, for performance management of OT staff e.g. competency monitoring.

Participate in Serious Untoward Incident investigations/reviews as required

Deputise for the Clinical Lead Occupational Therapist, as required.

Contribute to the writing and implementation of practice guidelines, policies and procedures, and use specialist knowledge to propose service changes.

Contribute to staff participation in the formulation of new ideas/suggestions to improve service user care and service delivery.

Ensure the principles of Clinical Governance are incorporated in service delivery by maintaining a high quality service based on agreed clinical standards.

Contribute to the strategic development of the OT services

Manage and prioritise designated occupational therapy referrals according to need, risk and service capacity.

Provide specialist professional/clinical leadership to occupational therapists and support staff

Liaise with and develop effective working links with the wider multi-disciplinary team.

Attend professional meetings as required.

Maintain an effective supervision structure, and provide professional supervision for designated OT staff, addressing clinical, personal and professional issues.

Assist in the induction of OT staff to the service.

Participate in the performance monitoring of services in accordance with national and local targets.

Provide statistical information on workforce and service user activity as required.

Be responsible for the care, maintenance and monitoring of equipment used by clients and bring any defects or deficits to the attention of the appropriate authority. E.g. ADL equipment

Ensure requirements for health and safety and safe working practice are met through formal and regular risk assessments and communications as required. E.g. Cascade of HSA alerts.

Assist in the maintenance and updating of the unit's equipment inventories and service schedules. Ensure regular servicing, maintenance, repair or replacement as required adhering to Health & Safety, COSHH and Medical Devices Agency regulations

Generic Responsibilities for all staff:

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.

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- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.
- Attend a one day Just and Learning & Civility and Respect training work shop
- Be an ambassador for Just & Learning and Civility & Respect following the training
- Positively advocate the just and learning culture within your team
- Be a confident supporter and implementer of the Trust CARES Values including Civility & Respect within your team.
- Support their team/services to create a positive environment for Just and Learning Culture
- Participate in Just and Learning Culture events.
- Bring Just and Learning Culture updates/information to the attention of team members and other MCT colleagues they work with.
- Support and encourage the sharing of concerns about the safety and quality of care with senior leaders with the aim of improving safety and quality.
- Actively participate in creating an open culture within your team so that concerns and difficulties can be discussed safely and respectfully.
- Speaking up in the event that they are exposed to incivility between colleagues in the workplace #iwillspeakup.
- Listening and understanding others who have concerns and taking a collaborative approach to work towards a solution to improve civility and respect.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> • Relevant professional OT qualification • current HPC registration 	<ul style="list-style-type: none"> • Fieldwork Educators certificate • Post graduate accredited study e.g. PSI, CBT, MSc in relevant health studies.
KNOWLEDGE/EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience in relevant health settings • Supervision of staff • Effective team working within a multi-agency framework • Experience of service development • Experience using both group and individual treatment skills • Demonstrate experience of problem solving approaches • Audit and research practices relevant to clinical area • Assisting with effective budgetary management • Evidence based and experience of reflective practice • Recovery Model of Care • Model of Human Occupation • Safe Guarding Children • Mental Health Act 1983 • Mental Capacity Act • Effective Care Coordination • Relevant national policies and guidance • Up to date clinical knowledge relevant to the care environment 	<ul style="list-style-type: none"> • Post graduate clinical experience, within mental health services. • Wider range of statutory and non-statutory services • Risk management training

	<ul style="list-style-type: none"> • Audit and research methods • Vulnerable adults guidelines • Able to discuss/explain specialist OT role • Awareness of own strengths and limitations 	
VALUES:	<ul style="list-style-type: none"> • Continuous Improvement • Accountability • Respectfulness • Enthusiasm • Support • High professional standards • Responsive to service users • Engaging leadership style • Strong customer service belief • Transparency and honesty • Discreet • Change oriented 	
SKILLS:	<ul style="list-style-type: none"> • Ability to utilise assessment skills and tools effectively • Ability to communicate in a variety of settings • Ability to formulate relevant reports • Delegation and coordination • Ability to prioritise and work to deadlines • Mentorship skills • Accurate Record keeping • Flexible approach/ creative thinking • Able to move and handle clients 	<ul style="list-style-type: none"> • Effective leadership qualities • Presentation skills • Ability to network and influence decision making • Team Building skills



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	<ul style="list-style-type: none">• IT skills	
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