

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

JOB DESCRIPTION

Job Title:	Occupational Therapist
Pay Band:	Band 6
Responsible to:	See attached
Base:	See attached
Hours:	See attached

Job Purpose

To provide and supervise the delivery of high standards of occupational therapy to service users in accordance with up to date evidence based professional practice and AWP policies. To provide leadership for junior staff and students on fieldwork placements. To participate in the planning development and evaluation of OT services within a designated area/team.

AWP Recovery Statement

We in AWP place recovery and reablement at the heart of our service. Therefore we all demonstrate the recovery principles of:

- Hope
- Partnership
- Maximising opportunities every day, in all that we do.

Patient Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly the Trust's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with our Trust.

Living our Values – Shared Statement

In all your contacts with our stakeholders, your behaviours should reflect whole heartedly the Trust's PRIDE values:

Passion: Doing my best all of the time

- Everything I do is in the interests of everyone who uses our services
- I am positive and enthusiastic in my work
- I am receptive to new ideas and service improvements
- I actively seek opportunities to learn and develop

Respect: Listening, understanding and valuing what you tell me

- I show compassion and kindness at all times

- I am a team player and support my colleagues
- I listen carefully and communicate clearly
- I respond positively to differences of opinion

Integrity: Being open, honest, straightforward and reliable

- I encourage and value feedback from others to help me develop
- I try to always do what I say I will do
- I am open and honest about when things have not gone well
- I raise concerns and report incidents that arise

Diversity: Relating to everyone as an individual

- I try to listen without judging
- I respect other people's culture, beliefs and abilities
- I actively take account of the needs and views of others
- I understand and support the benefits that diversity brings to my team

Excellence: Striving to provide the highest quality support

- I set high standards for my work and personal conduct
- I plan my workload and deliver on my commitments
- I make best use of available resources
- I put forward ideas to improve the quality of services

Organisational chart:

See attached sheet

Dimensions:

Budget Managed: £

Number of staff responsible for:

Number of sites working across:

Key Result Areas

1. Clinical Practice

To carry out clinical practice within designated clinical areas ensuring that high quality evidence based occupational therapy assessment, treatment planning, interventions and evaluations for service users are provided. With the aim of enabling service users to achieve their maximum level of function and independence, this will include:-

- a) Undertaking a comprehensive person centred occupational therapy assessment and prepare treatment plans in consultation with the service users.
- b) Implementation of treatment and rehabilitation programmes.
- c) Evaluation of the effectiveness of therapy provided in partnership with service users.
- d) Ability to implement research based practice.

- e) Provide leadership to junior, unqualified staff and students.
- f) Ability to undertake risk assessment and develop risk management strategies for individual service users; CPA/SAP to people who present with mental health problems.
- g) Ability to undertake risk assessment and develop risk management strategies for groups and a variety of activities.
- h) Demonstrate a working knowledge of the key elements of relevant mental health legislation.
- i) To apply a high level of understanding of the effect of disability and provide training and advice on lifestyle changes and adaptations to the service users social and physical environment.
- j) To assess the occupational needs of a defined service user group and establish and evaluate appropriate treatment programmes.
- k) To be able to act as a care coordinator under the CPA policy.

2. Education and Health Promotion

To use own skills, knowledge and resources to provide learning opportunities for staff and promote positive attitudes towards mental health, this will include:-

- a) To be responsible for the supervision and written assessment of OT students on practice placement within the Trust.
- b) Support the provision of an appropriate learning environment for students' novice practitioners and new team members as directed.

3. Continuing Professional Development Objective

To maintain and develop professional knowledge skills and expertise to ensure that therapy reflects best practice remains evidence based, is current and responsive to meet changing service user and NHS needs to include:-

- a) Abide by the Code of Ethics and professional conduct for Occupational Therapists and HPC standards.
- b) To take responsibility for post registration education and for continuing professional development as outlined in HPC standards.
- c) To receive clinical/professional supervision in accordance with Trust supervision policy.
- d) To access management support from the posts line manager.

4. Service Overview and Planning

To contribute to the development and planning of services specific to the post's designated areas. This will include:-

- a) Contribute to the planning and development of clinical services, including the review of team establishments, grade mix and skill mix and to be actively involved in the recruitment, selection and interviewing process.
- b) To have a say in clinical policy development and clinical governance functions, working collaboratively.

5. Finance and Workforce

To play a role in making best use of available workforce and material resources and contributing to provision of best therapy possible. Follow Trust and Service Policies relating to the security of the building/clients, to ensure safe practice and protection of clients, staff, visitors and members of the general public, this will include:-

- a) Play a part in the service provision that is both safe and therapeutic within span of knowledge.
- b) Coordinate the day-to-day activities of junior staff and students where applicable.
- c) To be responsible for maintaining resources and delivering a service within financial constraints.
- d) To provide people management function to identify staff for the designated areas, including the development and implementation of regular appraisal and performance management systems. Maintain accurate records.

6. Record Keeping and Administration

To maintain high standards of record keeping and associated administration in accordance with AWP Trust Policy and local joint arrangements and professional guidelines, this will include:-

- a) The upkeep of contemporaneous, chronological and accurate mental health records in accordance with relevant COT Guidelines and Trust Policy.
- b) To ensure timely recording of all data required by the Trust

7. Practice Development and Clinical Audit

To contribute to practice development activity and evidenced based mental health occupational therapy this will include:-

- a) To take part in Trust LDU audits as required.

- b) To broaden research and development skills through participation in local/trust/national audit and research projects.

Communications and Working Relationships

1. To form professional relationships with clients and communicate with them in a way that respects their views, autonomy and culture.
2. To form working relationships with the following:-
 - a) Multidisciplinary Team
 - b) Visitors
 - c) Carers and family
 - d) Staff from other areas and Trusts
 - e) Partnership Organisations
 - f) CPA Co-ordinators
 - g) Voluntary third sector organisations

Most challenging part of this role

Trying to plan therapeutic interventions for an ever changing client group. To have exposure to distressed anxious or aggressive service users/relatives and dealing with emotional situations whilst working with service users with barriers to understanding. There will be frequent light physical effort.

Policies and Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet (Ourspace) or from your manager.

In particular, attention is drawn to the Trust's arrangements in relation to safeguarding children and vulnerable adults as well as infection prevention and control.

All employees are expected to be familiar with the Trust's approach to risk management, take a risk management approach to their own work and take responsibility for the management of the risks they own.

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential

Equality and Diversity

Avon and Wiltshire Mental Health Partnership NHS Trust is committed to the fair treatment of all people, regardless of their gender, gender re-assignment, race, colour, ethnicity, ethnic or national origin, citizenship, religion, beliefs, disability, mental health needs, age, domestic circumstances, social class, sexual orientation, ex-offender status, political allegiance or trades union membership.

The Trust requires all of its employees to treat all of its stakeholders including colleagues, service users, carers and their visitors with dignity and respect.

Smoking

Smoking by Trust Staff is not permitted whilst on duty whether that be on Trust premises or grounds or out in the community. Staff must also be mindful of public perception and must therefore not smoke whilst travelling in Trust identified vehicles or when in uniform or can otherwise be identified as Avon and Wiltshire Mental Health Partnership NHS Trust staff.

Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the department. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

Person Specification
Occupational Therapist
Band 6

Essential knowledge, skills and experience

- Qualification enabling registration as an occupation therapist with the HPC
- Practice Placement qualification within one year of appointment
- Post graduate training relevant to mental health
- Documented evidence of continuing professional development
- Extensive post registration experience including within mental health
- Experience of audit procedures
- Specialist knowledge and application of OT assessments and interventions relevant to client group
- Extensive clinical experience including individual and group work
- Understanding of OT outcome measures
- Ability to work autonomously and set own priorities
- Ability to analyse professional and ethical issues
- Supervisory/appraisal skills
- Ability to reflect and critically appraise own performance
- Ability to organise and respond efficiently to complex information
- Computer literacy
- Ability to build effective working relationships
- Detailed knowledge of mental health legislation and current practice
- Detailed knowledge of the principles of clinical governance and its application
- Presentation and training skills
- Knowledge of OT models of practice
- Knowledge and application of standardised assessments
- Commitment to client-centred, non-discriminatory practice
- Commitment to lifelong learning
- State registration with HPC
- The ability to undertake community visits with or without the service user – The therapist will need access on a daily basis to a suitable insured vehicle that will enable flexibility of timing to provide responsive home and community visits
- Ability to undertake light physical effort with the ability to handle moderate weights, e.g. ability to move and handle patients and equipment over distance

Desirable knowledge, skills and experience

- Current UK driving licence