

## Job Description

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| <b>Post:</b>           | Occupational Therapist  |
| <b>Band:</b>           | 6   |
| <b>Location/Base:</b>  | Community Mental Health Team  |
| <b>Responsible to:</b> | Team Manager  |
| <b>Main Contacts:</b>  | MDT, Team Manager, Acute Services, Community Mental Health Teams, A&E liaison and Access Services, Service Users and Carers |

## Job Summary

The core purpose of this role is to work within the Community Mental Health Team to embed the Occupational Therapy assessment and intervention pathway across the service within the framework of Model of Human Occupation (MOHO), in collaboration with the wider MDT staff and work towards a recovery focused ethos.

The post holder will function as part of the MDT to deliver the Interventions required to support individuals through the community mental health pathway and equip them with the skills and confidence to enable a safe discharge from the service. This role could also involve crisis work; all aspects of the role will be brief and time limited, but will aim to retain an occupational focus.

The post holder will be highly skilled and competent in conducting OT assessments developing outcome based needs led care plans, facilitating the implementation of the agreed plan of care and evaluating its effectiveness utilising evidence based outcome measures.

The post holder will provide a range of highly skilled interventions that will be delivered on both a group and individual basis and share those skills with other team members.

## Main Duties and Responsibilities

- To be responsible for the assessment treatment and evaluation of patients referred specifically for OT intervention from the Community Mental Health Team.
- Undertake assessment to determine the need for longer term support (e.g. referral on to CMHT) under the Care Act 2014 and Care Programme Approach.

- To work as part of a multi-disciplinary team to, assess, plan and implement brief individualised programmes of care/interventions.
- To assess OT need and plan therapeutic OT interventions using the Model of Human Occupation.
- To deliver a range of therapeutic interventions in line with professional requirements and in accordance with the job specification.
- To write reports using MOHO outcome measures and to ensure up-to-date and accurate records are maintained regarding all patient contact.
- Ensure that outcome measures are evidenced using standardised assessment tools such as OSA, OCAIRS, MOHOST.
- To use a comprehensive range of verbal and non-verbal communication tools to communicate effectively with patients, their carers' and families and colleagues. This may include people who may have difficulties with understanding or communication.
- To manage patient discharge in a safe and timely manner, ensuring liaison with relevant professionals, to ensure that family and carers are, where appropriate, advised of the patients discharge arrangements, with timely completion of documentation.
- To develop partnership working with all relevant agencies/services/individuals to support optimal care for patients
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- Participate in risk assessment and formulation of risk management plans
- Supervise and assess students during placements.
- Provide supervision to staff in the team according to trust policy and standards.

### **Practice Developments**

- To ensure that patients, their families and carers are directly involved in decisions which affect their care.
- To maintain personal contact with patients, their relatives and carers. Being sensitive to their needs for respect, privacy and dignity and to act as a senior point of contact on the ward.
- To initiate patient focussed interventions and developments, which reflect social, cultural and spiritual needs.
- To ensure that high standards of record keeping, patient assessment, care planning, risk assessment and management are delivered in accordance with the Care Programme Approach.
- To lead or participate in programmes of work as required by service.
- To actively contribute to the Trust wide O.T. forum and work stream groups.

### **Organisation and Management**

- To promote the involvement of service users, relatives and carers and advocacy workers in the evaluation and development of service delivery.

- To take an active role in the management of resources as relevant to the post
- To delegate appropriate duties to junior registered and support staff, providing relevant direction and oversight.
- To assist in the investigation of complaints and clinical incidents within the community mental health team.
- To demonstrate a working knowledge and application of Trust Policies, Guidelines and Protocols, actively contributing to their development and ensuring they are effectively delivering a high standard of clinical care.

### **Education, Training and Development**

- To ensure that you fulfil all statutory and mandatory training requirements meeting the requirements of registration with HCPC.
- To promote and maintain high professional standards demonstrating a commitment to CPD and adhering to the code of ethics and professional conduct.
- To participate in clinical / professional and managerial supervision and provide practice / clinical supervision to designated registered and non-registered staff within the community mental health service.
- To participate in the Trust appraisal process.
- To support the acute services manager in the development, organisation and delivery of training specific to the service.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

### **General Duties of all post holders**

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

### **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities

- The post holder must comply with and support the development of the performance standards within the service / department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

### **Equality and Diversity & Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

### **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009."

### **Professional and Personal Development**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis,

so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Confidentiality and Information Governance**

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

## **Health & Safety at Work**

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

## **Infection Control**

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.