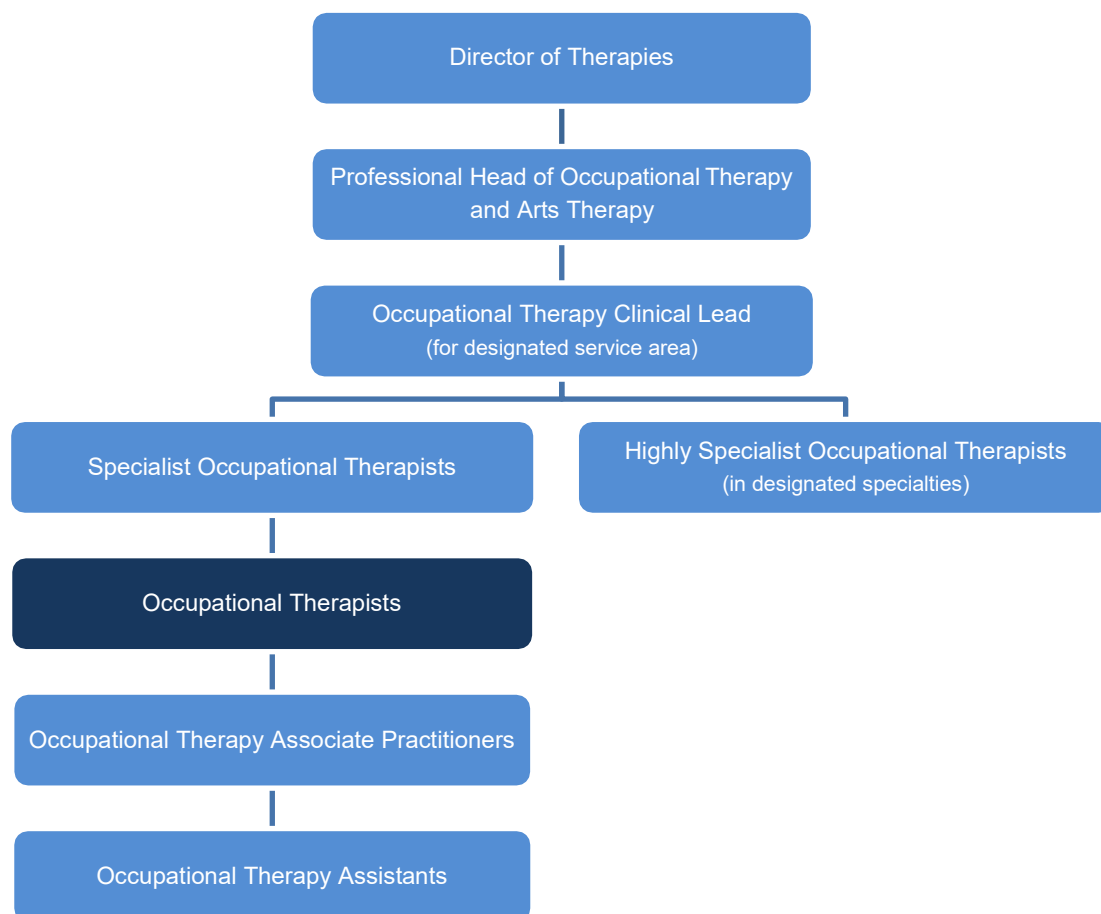


## **JOB DESCRIPTION**

### **Section One**

<b>Job Title:</b>	Occupational Therapist
<b>Band:</b>	5
<b>Service:</b>	As designated (AMH, MHSOP, CYPS, ALD or Forensics)
<b>Professionally Accountable to:</b>	Professional Head of Occupational Therapy and Arts Therapy
<b>Professionally Responsible to:</b>	Supervising Occupational Therapist
<b>Line Managed:</b>	In accordance with locality management structure

### **Professionals Line of Accountability:**



## **2.0 Job Summary**

- 2.1 Professionally accountable for own caseload, working autonomously to deliver occupational therapy in a variety of inpatient and community settings including the service user's own home.
- 2.2 To develop and implement occupational therapy treatment plans and provide advice to service users to enable them to maintain, restore or create a balance between their abilities and the demands of their occupation and environment in the areas of self-care, productivity and leisure. Service users have a range of mental health conditions or learning disabilities.
- 2.3 To work compassionately with service users and carers to achieve identified occupational therapy goals and to promote social inclusion, independence and well-being through a client-centred approach.
- 2.4 To provide the best possible experience for service users, carers and families.
- 2.5 To develop professional knowledge and skills through participation in preceptorship and competency framework to enable the post holder to take responsibility for service users with increasingly more diverse presentations and more complex problems.
- 2.6 To facilitate others in the team to develop competence by providing clinical advice and training to occupational therapy associate practitioners, assistants and students as appropriate.
- 2.7 To be committed to and involved in activities integral to the Trust's Quality Improvement System.
- 2.8 To promote at all times a positive image of people with mental health conditions and learning disabilities.
- 2.9 To promote at all times a positive image of the Occupational Therapy Service and the wider Trust.

## **3.0 Main Duties and Responsibilities**

### **3.1 Clinical Responsibilities, Patient Contact**

- 3.1.1 Accountable for designated caseload, working within an evidenced based occupational therapy treatment plan and care programme approach under the guidance of the supervising occupational therapist. Service users may demonstrate behaviours that challenge and have difficult family situations of relevance.
- 3.1.2 Undertakes occupational therapy assessments, addressing occupational performance and skill deficits.
- 3.1.3 Assesses and manages risk effectively in clinical and community settings including the service user's own home.

- 3.1.4 Works with service users and carers to identify Occupational Therapy goals as part of the overall Multidisciplinary Team plan.
- 3.1.5 Develops and implements individual and/or group interventions, in collaboration with the service user(s) and MDT to achieve therapeutic goals.
- 3.1.6 Uses technical and creative skills to engage service users in therapeutic activities and encourages them in a compassionate manner, to support them in achieving their identified goals.
- 3.1.7 Monitors and evaluates occupational therapy treatment in order to measure progress and modifies treatment plans to ensure effectiveness of clinical interventions.
- 3.1.8 Provides reports on service user progress at clinical meetings and participates in the clinical decision-making process regarding service user care programmes as part of the multidisciplinary team.
- 3.1.9 Provides advice, education and training to service users, carers and other healthcare staff involved in service users' care.
- 3.1.10 Undertakes health promotion activities.
- 3.1.11 Assesses service users for and fits adapted equipment in the home, as appropriate.
- 3.1.12 Acts as lead professional for service users on standard care if no other professional is involved in the service user's care and may undertake care co-ordination for service users on Care Programme Approach where there is an occupational therapy component identified.
- 3.1.13 Responsible for recognising the potential for or signs of service user harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the service user. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- 3.1.14 Demonstrates safe moving and handling of service users, using equipment as required.
- 3.1.15 Demonstrates safe physical interventions in the management of violence and aggression as required.

## **3.2 Administrative Responsibilities**

- 3.2.1 Undertakes administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft Office applications on a daily basis.
- 3.2.3 Uses therapy-specific software packages e.g. MOHOST, OSA, AMPS

### **3.3 Responsibility for Information Systems**

- 3.3.1 Responsible for maintaining accurate and comprehensive service user records using PARIS or other electronic systems approved by the Trust and in accordance with the Trust and professional record keeping standards.
- 3.3.2 Writes letters and reports on service users' progress for distribution to other healthcare professionals.
- 3.3.3 Contributes to MDT reports.
- 3.3.4 Records information required for statistical purposes in an accurate and timely manner.
- 3.3.5 Uses clustering tools and related assessments accurately as a key part of the Payment by results system, where appropriate.

### **3.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 3.4.1 Plans own workload, managing competing demands (e.g. urgent referrals) to ensure care is delivered according to clinical priority.
- 3.4.2 Delegates work to OT associate practitioners and assistants whose competence has been established, whilst maintaining professional accountability and ensuring their work meets required professional standards.
- 3.4.3 Plans, organises and writes session plans for individual service users or groups.
- 3.4.4 May undertake care co-ordination for service users on Care Programme Approach where there is an occupational therapy component identified.
- 3.4.5 Plans training sessions, workshops, seminars and poster displays.
- 3.4.6 Comments on the draft annual business plan for the Occupational Therapy Service as part of the team.

### **3.5 Policy Development**

- 3.5.1 Contributes to the development of policies and procedures in own area as part of the Occupational Therapy Team.

### **3.6 Service Development, Project Management**

- 3.6.1 Participates in continual safety and quality improvement activities as part of the Occupational Therapy Team.

### **3.7 Financial Responsibilities**

- 3.7.1 Monitors stock levels and may raise requisitions for authorisation, to maintain appropriate levels of supplies.
- 3.7.2 Uses petty cash for therapeutic activities as appropriate.

### **3.8 Responsibility for Physical Resources, Estates, Hotel Services**

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- 3.8.2 Responsible for ensuring that staff are competent to use equipment required to undertake the tasks delegated to them.
- 3.8.3 Maintains required standards of infection control.
- 3.8.4 Ensures safe transport and storage of equipment and materials.
- 3.8.5 Ensures own work areas are kept tidy.
- 3.8.6 Uses available resources efficiently and effectively.

### **3.9 Research and Audit**

- 3.9.1 Keeps up to date with new developments in the field, critically evaluating available research and disseminating information to inform evidence-based practice.
- 3.9.2 Maintains a personal professional portfolio of learning activity in compliance with professional body requirements.
- 3.9.3 Demonstrates an understanding of the clinical governance framework and contributes to the setting and monitoring of quality standards for clinical work and implements agreed action plans.
- 3.9.4 Participates in research projects and clinical audits in own work area as required.

### **3.10 Staff Management, Training and Development, HR**

- 3.10.1 Provides training to occupational therapy associate practitioners, assistants and students, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice.
- 3.10.2 Identifies and meets the training needs of carers, volunteers, healthcare staff from other professions and outside agencies regarding occupational performance of service users.

- 3.10.3 Participates in the induction of new staff to the clinical area.
- 3.10.4 In the absence of a more senior therapist, may undertake day to day supervision of occupational therapy associate practitioners, assistants and students including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required.
- 3.10.5 Provides clinical supervision to occupational therapy associate practitioners and assistants.

#### **4.0 Communication**

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Uses appropriate verbal and non-verbal communication methods to ensure effective therapeutic engagement with service users who have a range of cognitive and communication abilities. This requires communicating complex or sensitive information using persuasion, motivation and reassurance to achieve collaborative participation in the implementation of therapy plans.
- 4.3 Communicates information regarding service users' needs and progress positively, compassionately and in a timely manner to carers as appropriate having due regard for confidentiality at all times.
- 4.4 Attends clinical team meetings, providing reports and recommendations on service user therapy as required and contributing to the clinical decision making process.
- 4.5 Ensures that effective communication systems are maintained across the multidisciplinary team and strengthens partnership links with GPs, social workers, community and voluntary agencies.
- 4.6 Participates in professional forums and special interest groups.
- 4.7 Uses a range of communication skills to ensure optimal learning for participants in training sessions or undertaking other learning activities.
- 4.8 Ensures that communication with members of the public is professional and courteous at all times.
- 4.9 Deals with initial complaints sensitively, avoiding escalation where possible.

#### **5.0 Analysis and Judgement**

- 5.1 Used clinical reasoning and analytical skills to identify service users' occupational needs and uses judgement to formulate occupational therapy intervention plans which most appropriately meet those needs.

- 5.2 Analyses service users' responses/progress when undertaking therapeutic activities. Modifies activities to maximise clinical effectiveness according to the particular circumstances at the time.
- 5.3 Uses judgement to provide appropriate advice to other staff.
- 5.4 Identifies non-routine situations and takes appropriate action.
- 5.5 Decides when to escalate issues to a more senior therapist.
- 5.6 Responsible for maintaining appropriate boundaries with service users.

## **6.0 Freedom to Act**

- 6.1 Works within HCPC Code of Professional Conduct and Professional Standards, accountable for own professional practice including work delegated to others.
- 6.2 Works within occupational policies, procedures and protocols, using discretion as appropriate.
- 6.3 Receives regular clinical supervision.
- 6.4 Recognises own limitations and seeks advice and guidance from more experienced colleagues as appropriate.

## **7.0 Personal Responsibilities**

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

## 8.0 **Other Requirements**

- 8.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 8.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 8.3 The post holder may be required to work flexible hours as required by service need.
- 8.4 There may be a requirement to change the job description in light of developing service needs.

## 9.0 **Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree in Occupational Therapy or equivalent</li> <li>Registration with HCPC</li> <li>Willingness to undertake the Preceptorship Programme and Competency Framework (within an agreed timescale)</li> <li>Numeracy, Literacy and ITQ level 2 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Accredited Practice Placement Educator (APPLE)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a variety of occupational therapy practice areas whilst on student placements</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with service users with mental health conditions or learning disabilities</li> <li>Experience of working in a multidisciplinary team</li> <li>Experience presenting to groups</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Professional Code of Conduct and its application to practice</li> <li>Health and Safety legislation and its application in practice</li> <li>Legal aspects of Moving and Handling</li> <li>Clinical Risk Assessment and Management and its</li> </ul>	



	<p>application in practice.</p> <ul style="list-style-type: none"> <li>• Clinical Governance and Clinical Supervision.</li> <li>• Care Programme Approach</li> <li>• Safeguarding and its application in practice.</li> <li>• Understanding of the needs and difficulties of service users with mental health conditions or learning disabilities.</li> <li>• Evidence based practice in mental health or learning disabilities and knowledge of the Mental Health Act and Mental Capacity Act (within an agreed timescale).</li> <li>• Research and development methodology.</li> <li>• Software packages e.g. MOHOST, OSA, AMPS (within agreed timescale)</li> <li>• Understanding of the needs of individuals from diverse social, ethnic and cultural backgrounds</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Communicate complex and sensitive information in a manner appropriate to the individual and situation.</li> <li>• Good observational skills and ability to describe such observations verbally and in writing.</li> <li>• Record keeping and report writing.</li> <li>• Ability to relate therapeutically to the needs of the service user group.</li> <li>• Work collaboratively as part of a multidisciplinary team</li> <li>• Manage own caseload and prioritise effectively</li> <li>• Delegate tasks appropriately</li> <li>• Apply latest research evidence and evaluative thinking in practice</li> <li>• Ability to lead therapy group sessions (within agreed timescales)</li> <li>• Ability to deliver effective teaching and training sessions (within agreed timescale).</li> <li>• Breakaway techniques (within agreed timescale)</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Compassionate in meeting the needs of vulnerable people and their families and carers.</li> <li>• Able to engage with vulnerable people and work effectively in distressing and challenging circumstances</li> <li>• .</li> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently as appropriate to the band</li> <li>• Committed to continual quality and service improvement</li> <li>• Committed to promoting a positive image of people with mental health conditions or learning disabilities</li> <li>• Committed to promoting a positive image of the Occupational Therapy Service.</li> <li>• Self aware and committed to professional and personal development. Able to reflect and critically appraise own performance and accept and respond positively to feedback from supervision</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> <li>• This post is subject to a satisfactory Disclosure and Barring Services check.</li> </ul>	

**JOB DESCRIPTION AGREEMENT** SAHP014: v4: 19 June 2018

**Post Holder**

Sign..... Date.....

Print Name.....

**Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....

### Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

#### Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

#### Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
  - respect – we listen, we are inclusive and we work in partnership
  - compassion – we are kind, we are supportive and we recognise and celebrate achievement
  - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

### Further information

Further information is available at [www.tewv.nhs.uk/about-us/our-journey-to-change](http://www.tewv.nhs.uk/about-us/our-journey-to-change)

There is also further information for colleagues on our internal staff intranet  
<https://intranet.tewv.nhs.uk/our-journey-to-change>