

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** Occupational Therapist  
**Job code:**  
**Band:** 5  
**Location:** Honeybourne Recovery Unit  
**Accountable to:** Line Manager  
**Professional accountability – Lead OT/Trust advisor for OT**

### JOB PURPOSE

- Provide specialist Occupational Therapy to service users with severe / complex mental health needs and / or learning disabilities.
- Provide evidence based, occupational therapy assessment and intervention to optimise the service users' ability to engage with their environment in line with the principles of social inclusion and / or recovery
- Contribute to the training and support of primary and secondary health care professionals, social care providers, and families to assist them to better meet the health needs of service users

### DIMENSIONS

- To work in a community based ward for up to 10 working age adults with a primary diagnosis of a severe and enduring mental illness
- To work 37.5 hours per week
- To be based at Honeybourne, but be able to travel when out-reach or in-reach work or therapeutic activity demands

### CORE KEY RESPONSIBILITIES

#### Clinical

- Provide Occupational Therapy assessment and treatment for people who face significant Occupational Performance and environmental challenges as detailed in relevant Integrated Care Pathway (ICP)
- Manage own caseload as delegated by clinical specialist / senior occupational therapist
- Utilise the conceptual framework of the Model of Human Occupation (MOHO) and other evidenced approaches to underpin clinical practice and support clinical reasoning
- Provide specialist assessment utilising MOHO tools and other standardised assessment tools as relevant to client needs commensurate with skills and knowledge
- Ensure that the service user is at the centre of goal setting and treatment formulation, in consultation with significant others as appropriate for each individual
- Continuously evaluate effectiveness of assessment and treatment using appropriate outcome measures

- Assess capacity and gain valid consent to assessment and treatment in line with Trust policy and legislation
- Ensure risks associated with interventions and environment are assessed and managed in collaboration with multi-disciplinary team
- Communicate effectively and maintain productive working relationships with service users, carers, multi-disciplinary team and relevant agencies in order to maximise treatment potential and ensure understanding of risks and benefits of Occupational Therapy
- Apply a range of alternative individualised communication strategies with service users experiencing significant communication difficulties with support from Senior Occupational Therapy colleagues
- Ensure occupational therapy is delivered with sensitivity and responsiveness to the cultural, racial and social backgrounds and expectations of service users and carers
- To prescribe adaptive equipment to enable occupational performance in line with Trust policies with support from senior occupational therapy staff

#### Professional

- Maintain accurate, informative and contemporaneous records of all interventions
- Initiate referrals to other services and provide substantive letters, and formal reports as required within Trust and Professional standards
- Participate and contribute to all service user care planning and review meetings for your caseload
- Instigate / organise and actively contribute to multi-disciplinary, team and professional meetings and forums with support from senior occupational therapy staff
- Maintain, update and record own professional knowledge and skills through continuing professional development (CPD)
- Review and reflect upon own practice and performance through regular clinical, professional and managerial supervision and appraisal in accordance with Trust policy
- Work within and adhere to Trust policies and procedures, ensuring the code of professional conduct is upheld at all times

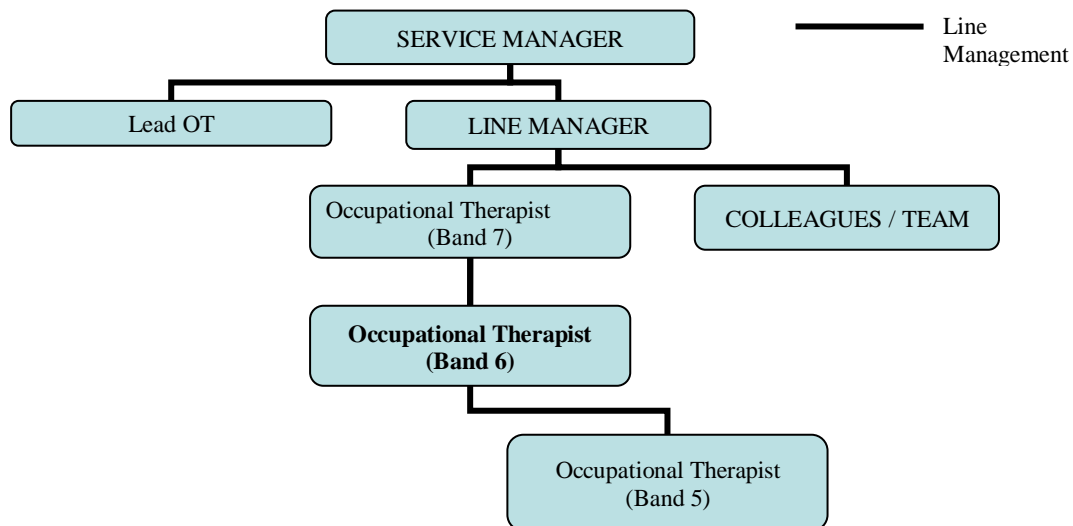
#### Leadership

- Contribute to the fieldwork education of occupational therapy undergraduates and other students
- Contribute to the occupational therapy role in service planning and development of services as required by Team Leader / Lead Occupational Therapist

### **SPECIFIC KEY RESPONSIBILITIES**

- Respond to emergencies as required following training and as described in Trust policies and procedures

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users, carers and significant persons relevant to the service user, occupational therapy leaders, multi-disciplinary and interagency team members, internal and external agencies which may be statutory authorities and non-statutory bodies
- Professional bodies, through membership of specialist sections, special interest groups and working parties as required.
- Other 2gether NHS Foundation Trust staff i.e. HR, Payroll, Estates etc
- Suppliers and manufacturers of specialist equipment / resources.

## EFFORT AND HEALTH & SAFETY FACTORS

- Working alone in community and / or in a restricted environment which may require spontaneous and independent decision making in complex and unpredictable situations
- Dealing effectively with conflict, controversy and confrontation with a risk of verbal or physical violence
- Emotional effort required to contain and redirect severe illness driven behaviour of service users and the subsequent effect on others and / or working a volatile secure environment
- Occasional and considerable physical effort required in supporting service users to engage in treatment / exercise / leisure pursuits
- Regular exposure to dirt, smell, bodily fluids, fleas and lice through the provision of care and potentially the deliberate infection of blood borne diseases
- Use of a VDU on a daily basis

- Regular sustained mental effort required to assess risk, conduct standardised assessments, evaluate results and compose detailed reports

### **MOST CHALLENGING PART OF THE JOB**

- Engagement of patients who may be severely disturbed, display challenging behaviour, who may be de-motivated, have communication difficulties and/or are acutely unwell
- Communication of condition related and / or emotionally distressing information to service users and carers requiring empathy, reassurance and negotiation skills where there may be barriers to understanding
- Management of time and resources
- Managing the expectations of service users, carers, multi-disciplinary team, other services

### **GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES**

The following are applicable to all posts and all employees:

#### **Trust Values**

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

#### **General Duties**

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 demonstrate an understanding and commitment to Trust values and Staff Charter.

#### **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal 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.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

## **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

## **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

## **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

## **Senior Managers**

Under Section 11 of the Children Act, senior managers have a duty to safeguard and promote the welfare of children and young people. There should be a culture of listening to children and taking account of their wishes and feelings (with individual decisions and development of service); effective inter-agency working with awareness of information sharing procedures; safe recruitment and effective Allegations Management procedures in place.

Under The Care Act 2014, there is a requirement to demonstrate compliance with the 6 key principles of the Act: Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability in relation to Safeguarding Adults – Making Safeguarding Personal.

## **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

## **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

## **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

## **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

## **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

## **On Call Rota (Band 8a and above only)**

The Trust provides an on-call rota to ensure that appropriate senior clinical and operational expertise is available on a 24 hours a day, 7 days a week basis, so that significant issues are managed, patients receive continued quality of care and staff on duty out of hours and at weekends have access to the right support at all times. You are therefore required to



participate in the Trust's on-call rota (clinical or operational) subject to an assessment of knowledge, skills and experience. Full training and support will be provided.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Please delete below as appropriate**

#### **Physical Intervention Descriptors**

##### **Working Well Pre-employment Assessment**

**Breakaway** – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

**Positive Behaviour Management (PBM)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

**Prevention and Management of Violence and Aggression (PMVA)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

*Optional paragraph for generic job descriptions only*

*\*Generic job descriptions are a general outline for a given banding for a number of related posts. The detail of how the role is delivered and areas of application can therefore change from post to post.*





## PERSON SPECIFICATION

**Job title:** Occupational Therapist

**Job code:**

**Band:** 5

**Location:** Honeybourne Recovery Unit

**Accountable to:** Line Manager

**Professional accountability – Lead OT / Trust Advisor for OT**

QUALIFICATIONS	Essential	Desirable
<i>E.g. what National Occupational standard applies and are formal qualifications necessary</i>	<ul style="list-style-type: none"> <li>Health Profession Council (HPC) Registration</li> <li>Degree / Diploma in Occupational Therapy</li> </ul>	<ul style="list-style-type: none"> <li>Accredited training in Model of Human Occupation (MOHO), Sensory Integration and other evidenced approaches used relevant to the field</li> <li>European Computer Driving license</li> </ul>

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL	DESIRABLE
<i>Amount of experience should not be expressed in years but instead e.g. as considerable or significant</i>	<ul style="list-style-type: none"> <li><u>Minimum on commencing role</u>, undergraduate placement experience working with service users with severe / complex mental health needs and / or learning disabilities</li> <li>Knowledge and awareness of the needs of people with Mental Health and / or Learning Disabilities, and a commitment to client centred working practices</li> <li>Able to work independently               <ul style="list-style-type: none"> <li>Experience of working in Multi-Disciplinary teams</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Experience in a range of Mental Health and / or Learning disability settings</li> <li>Experience as a Fieldwork educator</li> <li>Experience working with individuals with serious and complex mental health difficulties</li> </ul>

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL	DESIRABLE
<i>Describe other Professional or Specialist knowledge</i>	<ul style="list-style-type: none"> <li>A working knowledge of the Model of Human Occupation (MOHO), and awareness of</li> </ul>	<ul style="list-style-type: none"> <li>Robust knowledge and experience of implementing</li> </ul>

required. E.g. post graduate courses or specialist clinical skills.	<p>other relevant evidence based approaches</p> <ul style="list-style-type: none"> <li>• Able to use Standardised / validated assessment tools in practice</li> <li>• Able to communicate sensitively and effectively with service users and carers including awareness of augmented / specialist communication strategies.</li> <li>• Able to carry out Risk Assessments, taking account of physical, social and environmental issues</li> <li>• Able to demonstrate identification of own development needs, and the effect on practice of continuous professional development (CPD) activity, through a professional portfolio</li> </ul>	<p>MOHO and relevant evidence based approaches</p> <ul style="list-style-type: none"> <li>• Knowledge/ experience of using MOHO assessments, Sensory integration inventories, and other relevant validated assessments and protocols.</li> <li>• Knowledge/ experience/ training/ in using Total communication, Intensive interaction</li> <li>• Range of experience in which risk was assessed including; community settings, independent living.</li> </ul>
---	--	---

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>For any MH/LD Roles only</b></p> <p>Ability to undertake all statutory and mandatory training including (delete/add as appropriate) e.g. Prevention and Management of Violence and Aggression (PMVA)/Positive Behavioural Management (PBM)/Breakaway (subject to Occupational Health clearance)</p>	<ul style="list-style-type: none"> <li>• Able to advocate for service users and report findings of assessment and treatment in informal and formal settings</li> <li>• .Ability to solve problems in complex situations, and take responsibility for seeking help appropriately</li> <li>• Sufficient IT skills to comply with Trust policies and procedures for information management, word process reports, input assessment information, send and receive e mail</li> <li>• Able to contribute to training to carers, staff and others as appropriate to support client and service goals</li> <li>• Interests/ leisure pursuits outside work</li> <li>• Ability to undertake all statutory and mandatory training, including Breakaway</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching on in service programmes, induction for example.</li> </ul>

	(subject to Occupational Health clearance)	
--	--	--

OTHER REQUIREMENTS	ESSENTIAL	DESIRABLE
<i>Include any particular physical skills such as manual dexterity or ability to use specific equipment, any physical demands e.g. driving.</i>	<ul style="list-style-type: none"> <li>• Ability to work flexibly to meet service requirements (cover evenings and weekend sessions)</li> <li>• Ability to keep up to date with the Trust's policies and procedures</li> <li>• Keeping up to date with mandatory training</li> <li>• Full Driving Licence and use of car (or alternative mode of transport) or ability to travel across sites if required</li> </ul>	