

Working for North London Mental Health Partnership

The partnership between **Barnet, Enfield and Haringey Mental Health NHS Trust (BEH)** and **Camden and Islington NHS Foundation Trust (C&I)** is going from strength to strength since it was originally established in 2021 forming the **North London Mental Health Partnership**.

Why choose to join the Partnership?

- We believe that by working together, our two Trusts can achieve more for the residents of North Central London and our patients than we can by working apart.
- Deliver the best care using the most up-to-date practise in supporting those with mental health illnesses.
- Transforming and creating a positive environment for our service users, staff and visitors.
- Creating and working together to become a great place to work for all our staff.
- We offer flexible working, a wide range of health and wellbeing initiatives, NHS Pension and so much more.
- Generous Annual Leave Allowance
- NHS Discounts in a large variety of retail stores and services.
- We have excellent internal staff network support groups.

The postholder will need to be comfortable working in an environment of complex matrix management arrangements and will at all times behave and align with our Trusts' values and cultural pillars:



Job Description and Person Specification

Job Title	Community Occupational Therapist
Band	5
Hours Of Work	Full Time 37.5
Location (BEH, C&I, Both)	Barnet, Enfield & Haringey Mental Health Trust
Specialty/Department	Community, Haringey
Accountable To	Community Service Lead
Responsible To	Community Service Lead , OT and Therapy Lead, Haringey

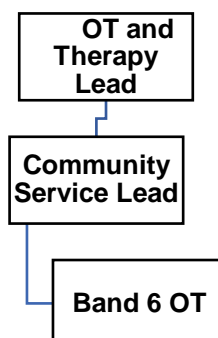
1. Job Summary

The post holder will hold a case load and work as an occupational therapist across Haringey community services, to provide assessment, plan and implement interventions, evaluate treatment and ensure safe discharge. The post holder will provide both specialist occupational therapy assessments and offer a strengths based, recovery focused approach with the aim of enhancing daily living skills, and engagement in meaningful and purposeful activities for service users across the community. The occupational therapist will work across services providing specific time limited interventions with clear goals established with the service user and in conjunction with the supporting clinical team.

The post holder will work with service users who have complex and substantial needs, often working with persons with dual diagnosis and coexisting conditions including physical health needs. Having a working knowledge of the Mental Health Act, 1983 (amended 2007) will be required as the post holder will support service users return to or adjust to new accommodation in the community following admission to hospital and with the aim of preventing hospital admissions.

The post holder will work closely with the Multi-Disciplinary Teams and relevant outside agencies, as well as with a Band 6 occupational therapist to provide a quality service, which is responsive to client's occupational needs.

Organisational Position



2. Relationships/Communications

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

Liaising directly with: service leads and heads of departments and all AHPs, Consultant Psychiatrists, psychologists, social workers, and other professional staff within the Multi-Disciplinary Team, Pals officer, experts by experience and peer support workers.

External Relationships

- ☐ Other local mental health services and community mental health services.
- ☐ AMPS team
- ☐ General Practitioners (GPs)
- ☐ Advocacy Services
- ☐ Ministry of Justice (MoJ)
- ☐ Courts
- ☐ Police
- ☐ Her Majesty's Prison and Probation Service (HMPPS)
- ☐ Multi Agency Public Protection Arrangements (MAPPA)
- ☐ Social Care Agencies
- ☐ Housing associations and other accommodation agencies

3. Key Responsibilities

CLINICAL RESPONSIBILITIES

1. To carry a case load for which you have clinical responsibility, supported by band 6 OT and multi-disciplinary teams.
2. Using an evidenced based approach assess client's needs, establish aims and objectives, and plan Occupational Therapy treatment programme in consultation with members of the multi-disciplinary teams, involving the client in decisions regarding appropriate interventions.
3. To carry out a range of standardised/non-standardised assessments, e.g MOHOST and recovery Star, AMPS in accordance with OT Pathway to provide a baseline for OT with clear treatment objectives
4. To provide both specific individual assessment and treatment when indicated, involving motivating and adapting sessions and approach to allow full occupational participation.
5. To adapt activities and assessment to facilitate persons with Cognitive difficulties, Language difficulties, Social skills deficits and Challenging behaviour, to work with interpreters where required
6. To be work with teams to assess suitability of accommodation and housing need to give OT feedback to MDT and other agencies as appropriate.

7. To plan, run and evaluate treatment sessions using graded activities to achieve treatment aims.
8. To maintain a flexible approach to treatment sessions, modifying activities, according to the fluctuating clinical presentation of the service user.
9. To attend multi-disciplinary clinical meetings, to support and share information regarding professional practice with other disciplines and work in collaboration to provide a coordinated package of care and in compliance with the care programme approach as necessary
10. To actively contribute to the risk assessment process:
 - To consider all aspects of risk when considering treatments and advise the team accordingly
 - To complete and maintain risk assessment documentation as required
 - To assess the therapy environments in relation to risk when planning and running treatment sessions
 - To ensure appropriate staffing is available to run treatment sessions safely
 - To advise other team members on the management of risk
 - To obtain agreement from the team/Band 6 OT before engaging clients in any activity that may require therapeutic risk taking.
11. To be aware of current legislation regarding the safeguarding, and to have a thorough understanding of the Unit and Trust's policies in relation to them.
12. To ensure that relevant records, reports and treatment statistics are kept up to date and to a competent standard in line with professional guidelines, Trust policy, performance requirements and established service systems.
13. To maintain adequate electronic clinical records and to write specific occupational therapy reports as necessary.
14. To be involved in service wide initiatives and developments as delegated by the Principle OT.
15. Liaise with external agencies and BEH trust services to support individuals in transition back to work, education or other meaningful and purposeful occupations.
16. To regularly carry out home visits and work with clients in the community and at their accommodation.

MANAGERIAL AND DEPARTMENT RESPONSIBILITIES

1. To work with senior staff; service and OT and Therapy Lead, to input to the design and evaluate appropriate systems for referral, case load management and review.
2. To supervise junior staff and students as required and assist in the induction of new team members as delegated by service leads.
3. To encourage good staff communication and participation in staff meetings, teaching sessions and multi-disciplinary meetings and take turns in presenting.
4. To work in alignment with the operational policy and other relevant procedures and protocols.
5. To participate in audit as required within the OT and community services.
6. To maintain regular statistical information for timely submission as required by the service and Trust.
7. To be actively involved in service development and quality improvement
8. Be responsible for following Trust procedure on petty cash.

9. To manage the duties and responsibilities associated with a clinical caseload within required time constraints.
10. To be considerate to and work within principles of sustainability – giving consideration to financial, social and environmental impacts of service delivery.

COMMUNICATION:

1. To work with clients using in a professional manner communicating clearly role of occupational therapy, and using an empathetic approach that support clients to engage in a therapeutic process
2. To professionally manage and communicate sensitive or contentious information adhering to associated policies and protocols
3. Liaising with appropriate staff and organisations to plan and carry out activities with service users
4. Using appropriate methods and channels of communication when dealing with complex staff issues or work planning/scheduling
5. To be able to identify appropriate community services and build effective working relationships with a range of community organisations, and be able to work therapeutically with clients in public spaces.
6. Effective written communication skills to includes reports, assessments, supervision notes and service updates
7. Effective verbal communication skills to include interactions with patients, MDT, families/carers, interpreters, supervisees, a wide variety of agencies and organisations.
8. To use appropriate language and terminology based on whether communication is routine, complex or sensitive in nature.

PATIENT/CUSTOMER CARE (IF APPLICABLE) (BOTH DIRECT AND INDIRECT)

1. Detailed in clinical and managerial responsibilities above
2. Use a person centred, strengths based approach that is sensitive to client need
3. To ensure that assessment and interventions are planned and agreed with service users
4. To ensure the client is considered within the context of their social and community network
5. Demonstrates knowledge of Mental Health conditions
6. Demonstrates knowledge of the mental health sections
7. Demonstrate a professional approach including boundary keeping to relationships with staff and patients
8. To ensure that communication and interventions are culturally sensitive and appropriate

PEOPLE (HR) MANAGEMENT

1. Detailed in clinical and managerial responsibilities above
2. Demonstrate a professional approach including boundary keeping to relationships with staff and patients
3. To act as a fieldwork educator, where appropriate taking students, taking regular clinical placements under the guidance of the department lead. This role includes providing weekly supervision, setting learning objectives, monitoring performance and completing formal placement reports

4. To link with the college to arrange visits and any performance issues
5. To link with the department and wider MDT to negotiate student timetable, explain student learning needs and gain feedback regarding performance.
6. To demonstrate a commitment to working within an diverse and inclusive organization

INFORMATION MANAGEMENT

1. Detailed in clinical and managerial responsibilities above
2. To pursue own continuous professional development and to record this through a CPD portfolio
3. To be involve in available research opportunities with support from clinical and academic teams.
4. To be a reflective practitioner, evaluating the effectiveness of own work and learning from experience including proactive use of supervision and appraisal process
5. To regularly update own clinical knowledge through training, clinical discussion and literature review
6. To enhance own understanding of the evidence base for the OT interventions
7. To maintain regular statistical information for timely submission as required by the trust

POLICY DEVELOPMENT

1. To implement the operational policy and other relevant procedures and protocols for the department
2. To identify and develop relevant groups, if required, for the service user needs, developing protocols for such groups based on the best evidence as appropriate
3. To actively be involved in developing, reviewing or implementing protocol and policy

SERVICE DEVELOPMENT

1. To actively be involved in service developments and changes
2. To be involved in department, service and trust quality improvement as appropriate
3. To ensure that service users perspectives are gained and listened to in service improvement
4. To be involved in available research opportunities within the services
5. To have regular meetings with the department lead to consider leadership roles and to input into the developing and maintaining a positive working culture.

RESOURCE MANAGEMENT

1. To be responsible for maintaining resources required for interventions and running of service
2. To ensure resources are used and recycled in line with sustainability principles
3. To consider use and type of resources in line with sustainability principles

SYSTEMS AND EQUIPMENT

1. Working knowledge of the occupational therapy process including OT assessment tools i.e. MOHOST, ACIS.
2. To ensure safe use and storage of equipment and materials.
3. To participate in audit as required with the service.
4. To demonstrate and understand the appropriate use of security systems as required i.e. alarms, keys, access areas.
5. To have relevant IT skills to complete reports and assessments and document clinical notes.

EFFORT, MENTAL AND ENVIRONMENT

1. Specialist skills and ability to demonstrate knowledge and skills for maintaining safe and therapeutic environments are required of all staff working in urgent care, which includes vigilance at all times on issues of safety and security, the capability to de-escalate the risk of violence, and the ability and capacity to deliver clinical care in locked, and sometimes distressing circumstances.
2. Ability to sustain demands of working with a challenging and emotive client group
3. To be able to offer training and teaching to other staff, students and outside agencies appropriate to clinical development, to present and represent the OT department to the wider service and to raise the profile of the OT through formal and informal education.
4. To be aware of limitations of own clinical knowledge and seek advice as necessary.

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Mandatory Trust Responsibilities

Amending The Job Description

This is a recently created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder, and it is hoped that agreement can be reached to any reasonable changes.

Probationary Period

This post is subject to the requirements of a six month probationary period scheme for new staff only.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “**Caldicott principles**”.

Code Of Conduct

North London Mental Health Partnership has a code of conduct for all non-registered staff in a direct care role. As an employee of the Partnership, you are expected to comply with this code at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained from the Human Resources Department and it is also available on the Camden and Islington NHS/Barnet Enfield and Haringay intranet.

Data Protection

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Trust’s Standards of Records Keeping Policy. Staff should be aware that patients’ care records throughout the Trust will be subject to regular audit.

All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently, and that confidentiality is protected in line with the Trust’s Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently, and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Professional Registration

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a

condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore, throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk Management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

Policies & Procedures:

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

Health And Safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

Infection Control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE)

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As the Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal Opportunities Policy

The Trust operates in a multi-ethnic area. All members of staff are expected to take into account the need for equality in all areas of work.

All employees are expected to abide by the Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Person Specification

Post Title:	Community Occupational Therapist	Grade:	5	Review Date:	
Speciality	Community, Mental Health	Division	Haringey Community		
Org Name	St Ann's Hospital, Barnet, Enfield & Haringey Mental Health Trust				

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment Application (A) /Interview (I)
Qualifications/ Registrations	<ul style="list-style-type: none"> Dip. COT or BSc OT Registered with HCPC Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> Qualifications in specific activities e.g. craft, gym etc. 	Application
Skills/ Abilities	<ul style="list-style-type: none"> Working knowledge of the occupational therapy process Ability to apply and develop core OT skills Effective verbal communication skills Effective written communication skills to includes reports, assessments, supervision 	<ul style="list-style-type: none"> Experience of using MOHO assessments i.e. MOHOST, ACIS. 	Application and Interview

	<ul style="list-style-type: none"> • Proactive team member and willingness to contribute towards OT service development • Effective time management skills • Ability to laterally think and problem solve. • Ability to act on constructive criticism • Good IT skills • Experience of working autonomously • Ability to be able to reflect and understand personal perspectives and to relate to people from varied social backgrounds. 		
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of group and individual interventions • Experience of working in an MDT • Demonstrates professional approach, including boundary keeping, to relationships with staff and patients • Demonstrates knowledge of Mental Health conditions and the Mental Health Act. 	<ul style="list-style-type: none"> • Post graduate experience of working with people with mental health conditions relevant to specialty of post • Experience of using standardised assessments, e.g. MOHOST • Knowledge and Understanding of the Care Programme Approach 	Application and Interview

		<ul style="list-style-type: none"> • Experience in Recovery principles, e.g. Recovery Star. • 	
Personal Qualities	<ul style="list-style-type: none"> • 'Can do' attitude • Professional manner • Aware of own limitations and needs and ability to seek advice and support appropriately • Commitment to work as team member • Ability to be flexible and adaptable to manage fluctuating work demands • Service user and strengths based centered approach. 	<ul style="list-style-type: none"> • Ability to promote positive image of OT • Ability to promote self and profession • Experience with service user involvement 	Application and Interview
Other Requirements	<ul style="list-style-type: none"> • Able to participate in breakaway training • Good general health record 		Application and Interview

Date: 29/02/2024