

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Occupational Therapist
<b>BAND</b>	6
<b>RESPONSIBLE TO</b>	Operationally: CAMHS Acute Operational Service Manager Professional Management: Head of OT for Secure and CAMHS services
<b>ACCOUNTABLE TO</b>	Professionally accountable to Associate Director for OT and AHP's
<b>BASE</b>	Poplar Ward, CAMHS, Rochford
<b>HOURS OF WORK</b>	37.5 per week

## ROLE SUMMARY

The successful applicant will contribute to the comprehensive assessment and treatment of service users in the Child and Adolescent Mental Health Service (CAMHS).

You will provide effective, tailored, evidence based occupational therapy to service users who are between 11-18 years of age, using goal setting and interventions focused on re-engagement in self-care, productivity and leisure activities, and promoting health, wellbeing and independence.

You will be expected to identify and use relevant occupational therapy standardised assessments and outcomes. You will also exchange complex sensitive information with service users and assess their response to activities in accordance with agreed models of practice. You will also provide occupational therapy advice to other disciplines.

You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts where appropriate and operationally required.

In delivering your duties you are expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.

## KEY RESPONSIBILITIES

Clinical Duties:

1. To undertake occupational therapy assessments for all young people who are under the care of Poplar Ward, addressing occupational performance and skill deficits, enabling them in areas of self-maintenance, productivity and leisure.

**WE CARE. WE LEARN. WE EMPOWER.**

2. To utilise specialist assessments when presented with complex cases.
3. To make decisions on the level of treatment intervention required.
4. To undertake treatment planning, communicating and negotiating treatment plans and clinical reasoning for intervention with patients and their carers.
5. To communicate agreed treatment/care plans to multi-disciplinary team colleagues and partnership agencies and liaise with them at formal and informal meetings.
6. To undertake manual handling assessments ensuring other professionals and carers are aware of manual handling needs.
7. To work in collaboration with others to modify aspects of the environment in order to empower patients and facilitate optimal functional performance.
8. To liaise with Education services, Social Services and Housing Organisations concerning provision of equipment and home adaptations.
9. To manage a complex caseload.
10. To apply a variety of treatment modalities to meet the needs of patients in individual or group format, utilising clinical reasoning processes to determine the most appropriate setting for intervention, e.g. home visits.
11. To make clinically informed decisions in order to delegate aspects of patient care to assistants, junior staff, students, carers and statutory or non-statutory bodies.
12. To regularly review patient's progress in order to evaluate and interpret effectiveness of treatment plans, and amend treatment or discharge patients accordingly.
13. To ensure that treatment offered is based on the best available evidence for effectiveness in the specialist area where it is applied.
14. To develop and initiate interventions based on the integration of theoretical knowledge in order to meet unique patient needs.
15. To keep up to date clinical records in line with professional standards and local record keeping policies.
16. To provide written and verbal reports as required at any stage in the treatment process in line with Occupational Therapy Clinical Governance Standards.
17. Observe the requirements of relevant legislation in particular The Children's Act (1989), The Mental Health Act (1983) and Child Section Procedures as agreed by ECPC.

#### Indirect Clinical Duties:

1. To attend clinical case discussions at meetings or ward rounds.
2. To participate in clinical audit, research and evidence based practice.
3. To establish and maintain a system of prioritisation based on clinical need.
4. To undertake day to day work planning for small teams.
5. To identify clinical service needs and initiate projects, which could be developed in order to meet challenges.
6. To promote the roles and skills of Occupational Therapy to other professionals, students, patients and carers.
7. To contribute constructively to the multi-disciplinary team working.
8. To ensure time is managed effectively.

#### Profession Specific Duties:

1. To attend professional Occupational Therapy meetings as required.
2. To attend appropriate training events as appropriate.
3. To maintain a continuing professional development portfolio.

4. To undertake annual appraisal.
5. To contribute constructively to the supervision process.
6. To provide supervision to junior staff and students.
7. To occasionally represent the Occupational Therapy profession at service development forums.
8. To comply with policies and agreed procedures for annual leave, sickness and time owing.
9. To complete daily diary sheets for statistical purposes.
10. To supervise a minimum of one student per year. Any other duties as delegated by your Director or Chief Executive commensurate with the responsibilities of this post.

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

## OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

### PEOPLE FIRST

#### PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

#### VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

#### VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

#### STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

# WE CARE. WE LEARN. WE EMPOWER.

## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## **NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other

personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**