

## **Job Description**

<b>Post:</b>	Occupational Therapist – Adult Wards
<b>Band:</b>	6
<b>Responsible to:</b>	Ward Manager
<b>Main Contacts:</b>	All members of the Multi-Disciplinary Team, Nursing Assistants within the care team, Occupational Therapist Lead, Recovery and Inclusion worker, Qualified Nurses, Students, Carers, Advocates etc., Voluntary Sector, External Agencies

## **Job Summary**

To plan and implement individualised and group therapeutic assessments and interventions for service users aged 18 – 65 years who are inpatients within the Mental Health Unit. To collaboratively work with service users and members of the multidisciplinary team in establishing clear goals and recommendations that will assist in the recovery process whilst people are resident on the acute wards and during the transition period back into the community. The Occupational Therapist will lead on continuing to develop the Recovery and Inclusion Worker role and service development projects.

## **Main Duties and Responsibilities**

### **Clinical Leadership**

- To identify and assess Occupational Therapy need and plan therapeutic interventions using the Model of Human Occupation.
- To be responsible for prioritising own work load using screening tool and delegate to the Recovery and Inclusion Workers as required.
- To work with the multidisciplinary team on the ward.
- To liaise, plan and co-ordinate with other professional agencies, including wards, CMHT, Housing, Third sector agencies to ensure continuity of care and quality service.
- To participate in discharge planning meetings, care plan reviews, Best Interest meetings, and informal discussions concerning patients.
- To be responsible write accurate and concise clinical reports using Model of Human Occupation outcome measures and to ensure up to date and accurate records are maintained regarding all patient contact.
- Comply with HCPC Occupational Therapists standards of proficiency.

- Maintain a high professional standard in client care at all times in line with the College of Occupational Therapy code of practice.
- To take responsibility for seeking clinical and managerial support from peers and senior staff.
- Adhere to appropriate policies, procedures and guidelines.
- Liaise with the wider multidisciplinary team to enhance the standard of care clients receive.
- Participate in risk assessments, and work within the framework of the Care Programme Approach.
- Participate in staff inductions, acting as a role model to develop the skills and knowledge of junior staff.
- Responsibility for the fieldwork education of designated students.
- Attend team meetings and care-planning meetings as required, and participate in Ward Rounds ensuring follow up action is taken.
- Participate in the development of qualified/unqualified staff within the ward team.
- Promote a safe environment via Health and Safety policies.
- Moving and handling clients using appropriate equipment and ensuring safe working practices are maintained.
- Ensure client confidentiality at all times.
- To ensure that patients, their families and carers are directly involved in decisions which affect their care.
- To initiate patient focused interventions and developments, which reflect social, cultural and spiritual needs.
- To lead in programmes of work as required by the Acute Care Forum.
- To actively contribute to the Trust wide Occupational Therapy forum.
- To participate in the organisation and provision of other appropriate therapeutic activities.
- To work with inpatients in their own homes in the community or hospital based facilities where relevant.

### **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 support the In-patient Service manager in the development, organisation and delivery of training specific to Inpatient Services.
- To contribute to the Occupational Therapy and Multidisciplinary staff induction to the unit.
- To be part of the emergency response team. Relevant training in de-escalation and physical interventions will be provided to the successful candidate.

### **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 management of resources as relevant to the post.
- To assist in the investigation of complaints and clinical incidents within the inpatient service.
- 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.
- To lead on supporting patients in securing appropriate accommodation needs and work closely with the Recovery and Inclusion worker and the patients care co-ordinator.
- Liaise with Inpatient Service manager and ward manager in the provision of any service level agreements.
- To be prepared to work flexible hours occasionally if this is required to meet the needs of 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 and 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.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

### **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 appraisal and yearly conversations 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 and 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.

## **Sustainability / Net Zero Carbon**

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport