



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title:	Occupational Therapist
Grade:	Band 5
Reporting to:	Lead Occupational Therapist
Accountable to:	Consultant Occupational Therapist / Service Development Manager
Location:	Secure and Complex Care programme

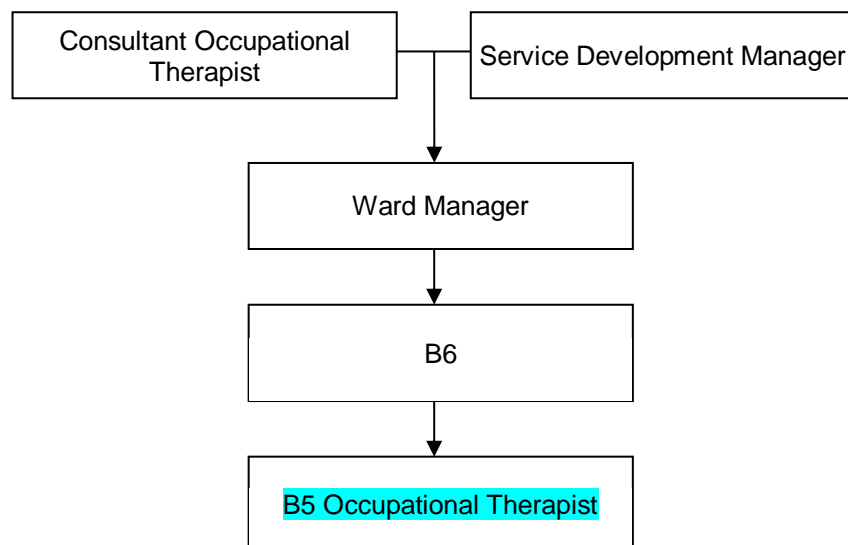
Job Purpose:

To participate in the delivery of evidenced based Occupational Therapy interventions for the service users within Secure and Complex Care programme.

Job Summary:

- ❖ To manage a defined caseload, using evidence based/client centred principles to assess, plan, implement and evaluate interventions in a range of settings.
- ❖ To maintain clinical records.
- ❖ To develop post graduate skills and knowledge through participation in the preceptorship programme.
- ❖ To support a recovery focussed care pathway

Organisational Chart



Key Communications and Working Relationships

Internal

- Consultant OT and Lead OT
- Multidisciplinary Team members
- OT Colleagues
- Service Users
- Carers
- Unit staff

Principle Duties and Responsibilities

Clinical

- ❖ To work effectively as a member of a team in providing a programme of therapy centre/Unit/ /community based interventions.
- ❖ To undertake Occupational Therapy assessments for a defined caseload of service users, addressing need in the areas of life & social skills, health & wellbeing, leisure & recreation and education & employment.
- ❖ To work with service users to identify OT goals as part of the overall recovery journey.

- ❖ To plan and implement individual and/or group interventions, in collaboration with the service users, employing graded activity to achieve therapeutic goals.
- ❖ To monitor and evaluate treatment in order to measure outcomes and ensure effectiveness of the interventions.
- ❖ To demonstrate and apply a basic level of understanding of the effect of disability and recommend adaptations to the client's physical and social environment.
- ❖ To assist in implementation, evaluation and modification of OT service programme.
- ❖ To assess for clinical risk and apply this in practice.
- ❖ To undertake delegated tasks to contribute to the safe and smooth running of the service as defined by the lead OT.

Communication

- ❖ To form professional relationships with clients, who often exhibit challenging behaviour and communicate with them in a way that recognises and respects equality and diversity.
- ❖ To establish effective communication networks with service users, carers, team members, OT colleagues and other agencies.
- ❖ To participate or work as a member of the multidisciplinary team, contributing to decisions with regard to service users treatment programmes.
- ❖ To provide advice and support to carers, and technical support staff.
- ❖ To promote the role of OT within the Secure and Complex Care programme.

Documentation

- ❖ To ensure that up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.
- ❖ To write up specific assessments and reports, according to local standards.

Professional Ethics

- ❖ To adhere to the COT Code of Ethics and Professional Conduct and all other relevant National and local policies and procedures.
- ❖ To respect the individuality, values, cultural and religious diversity of service users, and contribute to the provision of a service sensitive to these needs
- ❖ To maintain hpc registration and compliance with hpc standards of conduct and proficiency.
- ❖ To address issues of unprofessional conduct where necessary.

Leadership, Supervision and Appraisal

- ❖ In line with Trust guidelines, to review and reflect on your own practice and performance through regular participation in professional/clinical/management supervision and personal development reviews.
- ❖ To provide day to day support and supervision to junior staff to ensure effective delivery of the programme.
- ❖ To participate in the supervision of junior staff as defined by the Lead OT.
- ❖ To take a lead on specific tasks and projects as defined by service need

Training Staff and Students

- ❖ To participate in the induction, training and education of students and other staff as appropriate.
- ❖ To participate in the dissemination and sharing of information and skills with staff, students and volunteers.

Service Development and Delivery

- ❖ To ensure that areas are well maintained and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials.
- ❖ To participate in the planning evaluation and audit of practice, clinical pathways and protocols.
- ❖ To participate in the delivery of the OT/service developments.
- ❖ To participate in the development and implementation of departmental policies and procedures.
- ❖ To act as O.T. representative at committees/meetings as directed by the Lead O.T.

Professional Development

- ❖ To apply acquired skills and knowledge of professional practice in order to develop fitness to practise as an OT.
- ❖ To participate in the in service postgraduate preceptorship programme.
- ❖ To undertake relevant activities to meet training objectives identified during supervision and personal development reviews.
- ❖ To maintain a professional portfolio for CPD recording evidence of reflective practice and learning outcomes in line with hpc guidance.

Clinical Governance, Quality, Standards

- ❖ To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
- ❖ To contribute to clinical governance arrangements and the quality agenda.
- ❖ To take a lead on specific Clinical Governance projects as agreed.

Line Management, Staff, Budgets, Department

- ❖ To exercise good personal time management, punctuality and consistent reliable attendance.

- ❖ To be responsible for maintaining stock and advising on resources to carry out the job.
- ❖ To utilise resources appropriately including the responsible handling of petty cash.

Research & Development

- ❖ To demonstrate the ability to critically evaluate current research and apply to practice as appropriate.
- ❖ To participate in OT/programme/service audit and evaluation activities as agreed.

General

Confidentiality

- ❖ It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

- ❖ The Trust is committed to equality of opportunity. Equal opportunities is an important part of the human resource function and all staff are required to ensure that all policies and practices are in accordance with current legislation, good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Health & Safety

- ❖ Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust Health & Safety policies/codes of practice or regulations applicable to the work place. This job description is not definitive and is subject to revision, in discussion with the postholder, in the light of developments to the service.

Training

- ❖ All staff are expected to undergo any necessary training and development, to keep up to date with the requirements of the job.

No Smoking

- ❖ This Trust acknowledges its responsibilities to provide a safe, smoke free environment, and to ensure that it makes provision for its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas.

Additional Information

Physical

- ❖ Frequent requirement to exert moderate physical effort for several short period per shift whilst responding to alarms, participating in controlled restraint and to participate in planned physical and sporting activities with clients.

Mental Effort

- ❖ Frequent requirement for intensive concentration for example carrying out intricate clinical interventions and responding and actively participating during these interventions for example prolonged community escort, carrying out intense group and individual sessions on a daily basis.

Emotional Effort

- ❖ Occasional exposure to traumatic circumstances such as responding to serious untoward incidents, dealing with violence and aggression; and frequent exposure to highly distressing and highly emotional circumstance such as disclosure of abusive experiences and details around index offences.

Working Conditions

- ❖ Frequent exposure to hazards of violence and aggression, and frequent exposure to highly unpleasant working conditions such as sexually inappropriate behaviour, fear of violence, working within a smoky atmosphere dealing with clearance of bodily fluids during incidents; contact with noxious fumes, dust and dirt and noise pollution from tannoy system, and heavy machinery.

Other

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

Person Specification

Job title: Band 5 Occupational Therapist. Secure and Complex Care OT service

	ESSENTIAL	DESIRABLE	HOW TESTED
Training and qualifications	Diploma or BSC(Hons) In Occupational Therapy Evidence of registration with the HCPC		HCPC Application form CPD portfolio
Experience	Can give examples of from previous work experience or student placements or can evidence using a CPD portfolio: <ul style="list-style-type: none">• Application of the OT process within a mental health setting• Use of formal assessment and activity analysis in care planning• Use of formal assessment tools and informal assessment• Evidence of caseload management• Evidence of working with a range of professionals to plan care	<ul style="list-style-type: none">• Understanding of care co-ordinator role• Evidence of managing challenging behaviours	CPD portfolio Application form Interview

Knowledge and skills	<p>Can demonstrate through interview process/CPD portfolio / prior work experience :</p> <ul style="list-style-type: none"> • Application of OT theory into practice • An ability to present information • Group work skills • Managing small projects • Use of initiative • Knowledge or application of policy and procedure • Basic knowledge of the principles of Clinical Governance /current issues regarding mental health services • Understanding of professional ethics and their application to practice • Effective communication skills • Positive attitude to supervision and appraisal • Health/safety awareness • Knowledge of equality & diversity 	<p>Evidence of:</p> <ul style="list-style-type: none"> • Use of a range of MOHO tools • Research in the field of mental health • Work experience /transferable work experience in the are of mental health • Use of electronic care record • Understanding the principles of information governance 	<p>Interview</p> <p>Application form</p> <p>CPD portfolio</p> <p>Personal development plan</p>
Personal	<p>Can demonstrate examples of where personal skills have been utilised to :</p> <ul style="list-style-type: none"> • Work within a team • Maintain professional boundaries • Manage stressful situations 		<p>Interview</p> <p>Application form</p> <p>CPD portfolio</p>

	<ul style="list-style-type: none"> • Work flexibly in response to requests and service needs • Manage conflict • Demonstrate a positive attitude towards the service user • Demonstrate awareness of strengths and limitations • Work independently 		
Other	<ul style="list-style-type: none"> • Positive attitude towards supervision and personal development • Commitment to working within a multicultural framework and the client group for which this post provides a service to • Willingness to travel between sites within the Trust as required. 	Membership of special interest group/networks	Interview Application form

Revised by Marie Walker
Lead Occupational Therapist
March 2016