

AFC Reference:	AHP/0004
Job Title:	Occupational Therapist
Band:	5
Division/ Service:	Mental Health Care Division/Inpatients
Accountable to:	Ward Manager
Responsible to:	AHP Operational and Professional Lead

JOB OUTCOMES

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high-quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers.
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.

JOB PURPOSE

The post holder will be expected to effectively manage a caseload of patient's co-morbidities, within the mental health inpatient service line, as an autonomous practitioner, using evidence based/ patient centred principles to assess, plan, implement and evaluate interventions of the patient group. The post holder will provide leadership for junior staff, when appropriate, through supervision and appraisal. The post holder will participate in planning, development and evaluation of OT services within a designated area/team, holding responsibility for defined projects.

The post holder takes a holistic approach in the assessment and treatment of service users / patients, being responsible for the provision of appropriate, high-quality care to a defined caseload which may be of a complex nature, using the appropriate model of care and evidenced based practice.

Work in partnership with other professional to enable patients / clients to be maintained in an appropriate environment, thus avoiding hospital admission.

To contribute to the maintenance and development of The Occupational Therapy profession within community care and will facilitate effective learning within the area of practice for all students and practitioner.

PRINCIPAL RESPONSIBILITIES

Clinical

1. To undertake comprehensive holistic assessments, devise treatment plans individualised to patient needs, reviewing and adapting during patient journey from initial assessment through to discharge.
2. To gain consent through engaging patients / clients through their therapy journey, enabling them to experience choice and as part of their recovery.
3. To prioritise designated Occupational Therapy referrals according to need, risk and service capacity.
4. To plan and implement patient centred individual and/or group interventions, using graded activity to achieve therapeutic goals including sensory integration difficulties within ward/rehab hub setting.
5. To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
6. To apply a high level of understanding of the effect of disability and provide training and advice on lifestyle changes and adaptations to the patient's social and physical environment.
7. To provide clinical advice, expertise and leadership within your team.
8. To monitor and offer professional advice and leadership to all team members with regards to their caseloads and working practices.
9. To ensure that the service users care plan is developed to meet the assessed need of the individual. To monitor, via performance management, the care plans developed for service users by all sector members to ensure that they are appropriate and of a high standard.
10. To liaise with family members, carers, GP's and other professionals as necessary
11. when completing the assessment and developing a care plan.
12. To be a point of contact for service users and carers that have concerns regarding their care, making every effort to resolve their concerns sensitively and promptly, referring to and informing the Team Manager, as necessary.
13. To develop a risk management plan for service users under your care, taking note of the contributions from other members of the team. Ensure that all significant people are aware of the risk management plan and are actioning it appropriately. To monitor and work with all team members to ensure that service user risk is managed appropriately and that risk management plans are of a high quality. Understanding risk assessment, being able to assess risk and complete management plans.
14. To lead the systematic monitoring and evaluation of service users under the care of the sector you have responsibility for.

15. Monitor and ensure high standards relating to the planning and delivery of Occupational Therapy activities and comply with Professional Standards for Occupational Therapy Practice, Conduct and Ethics (Royal College of Occupational Therapists, 2021), contributing to good health and the importance of promoting these in line with organisational public health policy.
16. Therapy activities and comply with The Royal College of Occupational Therapists Code of
17. To monitor the provision of a range of therapeutic activities for service users by supervision of sector members' caseloads and via audit.
18. To use skills gained through training and experience to de-escalate situations where service users become physically or verbally aggressive. Use your judgement, gained from experience, to establish if a service user requires assessment by a medic or possibly hospital admission.
19. To use skills gained through experience to deal with service users who become anxious, hostile or distressed.
20. To ensure all sector members get appropriate support following violent incidents and liaise with the Team Manager to ensure any identified actions arising from such incidents are implemented.
21. To participate in and/or lead service user reviews ensuring that service user needs are met and that the team has all the relevant information on which to base their clinical decisions.
22. To develop care plans that enable service users to reach and maintain their optimum level of health and independence to help them to remain in the community in their chosen setting or return to this on discharge.
23. To demonstrate an understanding of capacity and mental capacity Act.

Communication

24. To ensure a seamless approach by liaising with other professionals as required.
25. To promote awareness of the role of OT within the MDT negotiating priorities where appropriate.
26. To use verbal and non-verbal communication skills established through training and experience to impart sensitive information e.g., diagnosis or symptoms to service users and their families. To offer support to other staff to do this.
27. To demonstrate an awareness of effective communication and barriers to communication both verbal and non-verbal, awareness of access Language Line and visual impairment team, different aids to support patient care.
28. To use skills established through training and experience to give and receive information, adhering to the Caldicott guidelines, to other individuals with regard to a service user's care in reviews and multi-disciplinary meetings. These individuals may be external to the Trust.
29. To attend / contribute to multi-disciplinary team meetings / Safety huddle / SAFER.
30. Communicate effectively and form professional relationships with patients, their relatives and visitors, staff and any other relevant contact.

Documentation

31. To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and provide specialist OT reports relevant to practice setting.
32. To ensure that all relevant information with regards to a service user's care and treatment is documented accurately and legibly into the health record. Supervise and monitor the entries made by sector members through performance management and audit.

Professional Ethics

33. To adhere to the Trust Policy on Confidentiality.
34. To comply with the Professional Standards for Occupational Therapy Practice, Conduct and Ethics (Royal College of Occupational Therapists, 2021) and national and local policies and procedures.
35. To undertake all duties with due regard to sensitive information and confidentiality in line with Trust Policy and Procedure.
36. At all times to be a positive ambassador for Occupational Therapy and the wider service.

Leadership, Supervision & Appraisal

37. To provide effective guidance, supervision and appraisals for junior staff and students as required.
38. In line with local guidelines review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.
39. To participate in clinical and management supervision.
40. To be responsible for the update and maintenance of a personal development portfolio.
41. To be fully involved in training initiatives and be able to plan and implement in specific Occupational Therapy Training to other staff when required.

Training Staff & Students

42. To contribute to the provision of teaching sessions in order to pass on knowledge and skills.
43. To lead in the induction, training of students and other staff both within or external to the Trust.
44. To be responsible for the supervision and written assessment of OT students on practice placement within the Trust.

Service Development & Delivery

45. To provide reports and statistical returns to a variety of departments as requested.
46. To participate in the operational planning, and implementation of policy and service development within your team, leading on delegated projects within your team.

Professional Development

47. To apply specialist skills and knowledge in order to establish professional competence and fitness to practise as a senior OT.
48. To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
49. To participate in the implementation of the Trust's PDP process for all staff in your sector.

Service Governance, Quality, Standards

50. To contribute to the Trust's Directorate's and team's service governance arrangements and quality agenda, including the setting and monitoring of practice standards.
51. To apply national guidelines/legislation relating to health and social care in mental health service and physical community provision.
52. Ensure that work is conducted in line with Trust Equality and Diversity policy, reporting incidents and complaints as required.
53. To tackle unsatisfactory performance promptly and constructively in your sector, liaising with Team Manager.
54. To participate in the investigation process regarding the disciplinary procedure and service users/carers complaints.

Line Management, Staff, Budget

55. To be responsible for maintaining stock, advising on resources to carry out the job.
56. To co-ordinate the day-to-day activities of junior staff and students where applicable.

Research and Practice Development

57. To undertake research and/or audit projects relevant to OT and/or service area, disseminating findings at local level.
58. To broaden research and development skills through participation in local audit and research projects.

Health & Safety

59. To contribute to the safety and security needs of service users, their carers, Trust colleagues and any visitors to Trust premises, being mindful of appropriate standards and relevant policies.

GENERIC RESPONSIBILITIES FOR ALL STAFF

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders.
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient/ service user voice.

- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment.
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.
- Attend a one day Just and Learning & Civility and Respect training workshop.
- Be an ambassador for Just & Learning and Civility & Respect following the training.
- Positively advocate the just and learning culture within your team.
- Be a confident supporter and implementer of the Trust CARES Values including Civility & Respect within your team.
- Support their team/ services to create a positive environment for Just and Learning Culture.
- Participate in Just and Learning Culture events.
- Bring Just and Learning Culture updates/ information to the attention of team members and other MCT colleagues they work with.
- Support and encourage the sharing of concerns about the safety and quality of care with senior leaders with the aim of improving safety and quality.
- Actively participate in creating an open culture within your team so that concerns and difficulties can be discussed safely and respectfully.
- Speaking up in the event that they are exposed to incivility between colleagues in the workplace #iwillspeakup.
- Listening and understanding others who have concerns and taking a collaborative approach to work towards a solution to improve civility and respect.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder. There will on occasion be a requirement for short term professional and clinical support/cover across multiple inpatient sites within the full geographical area of Mersey Care.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> Registered Occupational Therapist with the Health Professions Council Diploma / Degree in Occupational Therapy Enhanced DBS Disclosure Teaching / Mentorship qualification or equivalent work-based experience 	<ul style="list-style-type: none"> Membership of professional body Practice placement education Qualification Evidence of post Registration study in a field relevant to post
KNOWLEDGE/ EXPERIENCE:	<ul style="list-style-type: none"> Experience of OT functional assessment including activity analysis Experience of successful team working Experience of liaison with internal and external services and agencies Knowledge and ability to express an understanding of Occupational Therapy Process including activity and task analysis and the formulation of intervention plans grounded in clinical reasoning General knowledge of the principles of clinical governance Have an understanding of clinical and environmental risk assessment Evidence of CPD/Short courses 	<ul style="list-style-type: none"> Experience of service development audit and research practice relevant to the clinical area Experience of planning and facilitating therapeutic groups for patients/ clients Experience of service development Experience of being involved in clinical audit and/or research Familiar with Electronic Patient Records Management and clinical leadership A basic understanding of relevant legislation including The Mental Capacity Act
VALUES:	<ul style="list-style-type: none"> Continuous Improvement Accountability Respectfulness Enthusiasm Support High professional standards Responsive to service users Engaging leadership style Strong customer service belief Transparency and honesty Discreet Change oriented 	
SKILLS:	<ul style="list-style-type: none"> Up to date knowledge and 	<ul style="list-style-type: none"> Demonstrate leadership

	<p>application of current best Practice in Occupational Therapy relevant Area of Practice</p> <ul style="list-style-type: none"> • Application of Occupational Therapy Outcome measures and Models of practice • Application of the process of standard setting, audit, evaluation and review • A sound knowledge of the core skills of Occupational Therapy and their application in this field • Be able to communicate effectively with service users within the specific client group • Have good listening skills • Demonstrate a good knowledge of the Health Profession Councils standards of Proficiency and Occupational therapists responsibility to identify gaps in their knowledge base • Demonstrate knowledge of the concepts of mentorship, and supervision. Evidence active participation supervision and the appraisal process • Experience of Group and Individual interventions with the specific client group • Experience working in a collaborative way with MDT and service users/carers • Good time management skills • Apply and promote OT skills, to include carrying out occupational assessments, setting clear occupational goals and facilitating a wide variety of therapeutic interventions via the provision of meaningful activities • Able to apply Person Centered Approaches • Apply clinical skills and able to reflect on own and others practice • Excellent range of communication skills, able to motivate and support other staff 	<p>skills to be able to initiate, monitor and implement change and fully participate the development of OT service delivery</p> <ul style="list-style-type: none"> • Apply Professional skills to enable MDT working partnerships and liaise with external agencies
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	<ul style="list-style-type: none">• Ability to facilitate presentations• Self-management and motivation skills• Risk assessment skills• IT literate• Ability to travel across boundaries• Awareness of factors contributing to good health and the importance of promoting these in line with organisational public health policy• Understanding of partnership working• Awareness of local agenda in health and social care	
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