

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:



FORENSIC OCCUPATIONAL THERAPY DEPARTMENT

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Occupational Therapist
Band	6
Hours Of Work	8.30 -16.30 (flexible working considered between hours of 8 – 6pm)
Location (BEH, C&I, Both)	North London Forensic Service, BEH <i>However, you may be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.</i>
Specialty/Department	Occupational Therapy Inpatient; Specialist Services
Accountable To	Principal OT
Responsible To	Therapies Service Manager

1. JOB SUMMARY

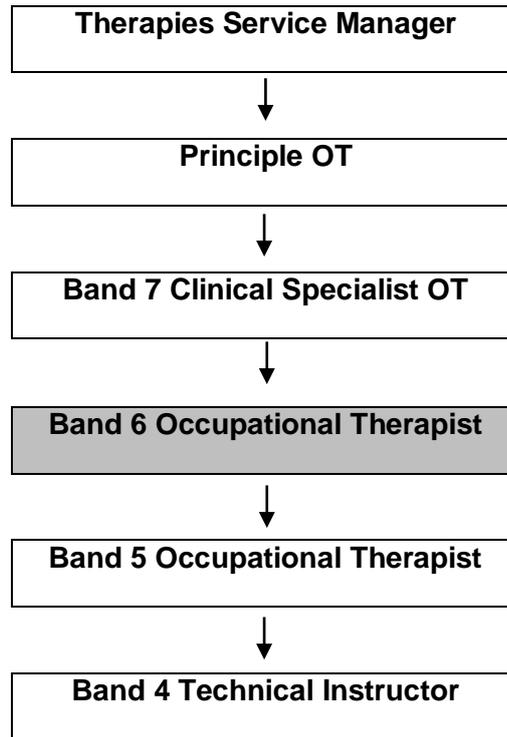
The post holder will work as a member of the large Occupational Therapy team with the North London Forensic Service (NLFS). The NLFS provides medium and low secure in-patient services for those suffering from mental illness and/or learning disabilities, forensic intensive care unit and forensic outreach services. Inpatient therapists work flexibly across the unit and liaise with borough-based community services in order to provide comprehensive and specialist assessment and treatment, across admission, rehabilitation, pre discharge and outreach services.

The post will involve delivery of the OT provision to a designated caseload, focusing on functional daily living skills and specific mental health and risk issues. This will include the assessment, treatment, and evaluation of clinical interventions, planning and running a range of therapeutic individual and group work, carrying out functional assessments and contributing to multidisciplinary team care planning and risk assessment. The patients are people with diverse needs and presentations, often with psychotic symptoms, secondary diagnosis of personality disorder and can exhibit aggressive behaviour and poor insight.

The post holder will work closely with the Multi-Disciplinary Team and relevant outside agencies, as well as with Band 5 OT's and Technical Instructors to provide a quality service, which is responsive to client's needs.

The successful candidate will adhere to Trust policies, data protection as well as Health and Safety. They will be assisting the team in ensuring the provision of an exceptional standard of therapeutic care, in conjunction with the multi-professional team, to meet the needs of those using the service.

Organisational Position



2. RELATIONSHIPS/COMMUNICATIONS

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

The NLFS provides forensic care for a wide catchment area, namely Camden, Islington, Haringey, Barnet, and Enfield. OT inputs into admission and intervention inpatient care, hostels, outreach, aftercare as well as healthcare provision in some prison services. The catchment area is exceptionally ethnically diverse with an extremely high level of psychiatric morbidity and social deprivation. The post holder will therefore be able to recognize the need for adapting communication style to overcome different levels of understanding, cultural background, and preferred ways of communicating, this may include working with interpreters. The post holder will be able to use appropriate language and terminology based on whether communication is routine, complex, or sensitive in nature.

Internal:

The post holder will be working with patients detained under The Mental Health Act, 1983 (amended 2007), many of whom suffer from a severe and enduring mental illness which may present itself at times in episodes.

of violence to others or the environment and have recently been discharged from hospital but remain under the support services of the forensic mental health community team.

The post will involve working alongside a skilled multidisciplinary team within the community, the post will include working with distressing forensic material in the context of a severe and enduring mental illness. Thus, specialist skills, 'forensic awareness' are required of all staff working in the NLFS, to ensure appropriate support can be offered and boundaries maintained.

Internal Relationships:

- Colleagues, e.g., physiotherapists, peer workers, experts by experience, members of the multi-disciplinary teams, community services
- Senior managers
- Service users
- Family and friends

This post will require you to work collaboratively and demonstrate open, authentic, and effective communication with both internal and external agencies / colleagues to provide high quality care and support access and opportunities for work, education/leisure and self-care and developing independent living skills.

External relationships:

- Partners at NLPSS
- Universities
- Other NHS trusts / authorities
- Advocacy Services
- Ministry of Justice (MoJ), Courts, Police or Multi Agency Public Protection Arrangements (MAPPA)
- Her Majesty's Prison and Probation Service (HMPPS)
- Social Care Agencies
- Housing associations and other accommodation agencies
- Care Quality Commission
- Quality Improvement Network

3 KEY RESPONSIBILITIES

3.1 FINANCIAL RESPONSIBILITY

- Be responsible for following Trust procedure on petty cash.
- To be responsible for maintaining resources required for interventions and ordering supplies when required.

3.2 RESPONSIBILITY FOR HUMAN RESOURCES

- To manage and lead a small OT team made up of Band 5 OT's and TI staff; including coordinated intervention and therapeutic timetables across a number of wards.
- To prioritise service provision across a number of wards, including justifying and changing those treatments which are not a priority with the resources available.
- In the absence of the Principal Occupational Therapist, to take responsibility for some day-to-day management issues such as planning cover for staff leave or cancellation of sessions.
- To coordinate the ward-based therapy programme for both their own ward and those aligned to it clinically.
- To be a self-directed practitioner, with effective time management skills, able to manage a varied caseload and demands around regular duties such as Ward Rounds, attendance to CPA meetings and planned regular sessions.
- To be actively involved in service development working closely with the whole team. This will include actively contributing own ideas and assisting in implementing and evaluating developments.
- To be involved in service wide initiatives and developments as delegated by the Principal OT.

- To directly supervise and appraise Band 5 OT's, TIs and students as delegated by the Principal Occupational Therapist.
- To assist in staff induction for new team members as delegated by Principal Occupational Therapist.
- To participate in audit as required within the OT Service.
- To advise the Principal Occupational Therapist regarding the ordering of stock and equipment and be responsible for the maintenance in the area of work and the raising of requisitions for equipment, led by clinical/service need.
- To encourage good staff communication and participation in staff meetings, teaching sessions and multi-disciplinary meetings and take turns in presenting, organising and chairing these.
- To implement the operational policy and other relevant procedures and protocols for the department.
- To have regular meetings with the ward manager and input into developing and maintaining a positive ward culture.
- To assist in staff induction for new team members as delegated by the Band 7/8a OTs.
- To maintain regular statistical information for timely submission as required by the Trust.
- To manage the duties and responsibilities associated with a clinical caseload within required time constraints.
- Report any untoward incidents, accidents or occurrences affecting patients or staff using the trust reporting system.

3.3 EDUCATION & TRAINING

- To act as fieldwork educator, where appropriate, for OT students, taking regular clinical placements (minimum one yearly) under the supervision of the Principal Occupational Therapist. This role includes providing weekly supervision, setting learning objectives, monitoring performance and completing formal placement reports.
- To liaise with other OT staff and members of the MDT to negotiate student timetables, explain students learning needs and gain feedback regarding their performance.
- To link with OT colleges to arrange tutor visits and raise any performance issues and submit placement reports.
- To directly provide training sessions for OT students and staff as part of the in-service training programme and make regular clinical presentations to the Therapist Meeting, TI meeting and Business Meeting.
- To offer advice and teaching to other staff and students and outside agencies on OT as appropriate to support their clinical development. To present and represent the OT department to the wider service and to raise the profile of OT through formal and informal education.
- To attend regular supervision sessions.
- To attend mandatory training courses and refreshers as required.
- To undertake Personal Safety course, Promoting a Safer & Therapeutic Service Training (PSTS) and Team Approaches to Managing Challenging Behaviour (5-day initial training course).
- To attend relevant courses / study days outside the Service and to share information and acquired skills learned with the OT staff / multi-disciplinary team.
- To work with sessional teachers in the unit providing support and advice as appropriate.
- To assist Occupational Therapy support staff to identify their own training needs.
- To participate in formal and informal training programmes.
- To assist Occupational Therapy support staff to identify their own training needs.
- To regularly record evidence of continued professional development.
- Be a reflective practitioner and use this to learn from experiences.
- To be aware of limitations of own clinical knowledge and seek advice as necessary.
- Be a reflective practitioner.

3.4 RESPONSIBILITY FOR ADMINISTRATION

- To be involved in specific department and service wide developments and initiatives including quality improvements projects, departmental meetings / trainings etc.
- To take responsibility for some day-to-day management issues.
- To complete all administrative tasks as required, e.g., reporting appraisals, supervision.
- Completing incident forms as required.
- To complete all clinical duties, e.g., note writing, report writing etc.
- To encourage good staff communication and participation in staff meetings, teaching sessions and multi-disciplinary meetings.

3.5 RESPONSIBILITY FOR IT AND DIGITAL SYSTEMS

- To participate in audit as required.
- Access and use appropriate systems as part of role, e.g., laptops, IT systems, Rio, emails etc.
- Keep accurate records in line with trust requirements.

4. CLINICAL RESPONSIBILITIES

- To be responsible for the Occupational Therapy assessment, treatment and evaluation of an allocated clinical caseload, and in compliance with the care programme approach
- To undertake the MOHOST and Secure Star assessment with designated caseload as directed by service OT pathway.
- To be responsible for planning and providing group and individual assessment and treatment sessions within the service.
- To ensure daily feedback is received from nursing staff before starting work on designated ward.
- To carry out standardised assessments and provide detailed feedback to the multidisciplinary team about clients' abilities and also information about future plans and requirements for progress.
- To undertake treatment planning, involving the client in all possible occasions.
- To prompt and motivate the clients to attend and participate in Occupational Therapy treatment sessions.
- To communicate treatment plans and clinical reasoning for interventions to other members of the multidisciplinary team and to work in collaboration with other disciplines and staff in clinical work.
- To plan, run and evaluate treatment sessions on a group or individual basis, using graded activities to achieve treatment aims.
- To maintain a flexible approach to sessions, modifying activities according to the fluctuating clinical presentation of individual clients and the needs of the service.
- To engage with clients with challenging behaviours, contributing to team discussion regarding the clinical approach to individuals and communicating this clearly to all therapy staff working with the client. This may include aggressive and violent behaviour.
- To work in collaboration with other members of the multidisciplinary team to provide a coordinated care package.
- To actively contribute to the multidisciplinary team's risk assessment process and obtain agreement from the team before engaging clients in any activity that may require therapeutic risk taking.
 - To consider all aspects of risk when considering treatments and advise the team accordingly.
 - To complete and maintain risk assessment documentation.

- 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 7 OT before engaging clients in any activity that may require therapeutic risk taking.
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- To regularly review each client's progress in order to evaluate the effectiveness of treatment interventions and modify treatment plans accordingly.
 - To carry out community visits when appropriate.
 - To ensure OT assessment and treatment is based on best available evidence of effectiveness; using a variety of methods to inform best practice such as: Critical appraisal of literature and research, professional guidelines, outcome measures and clinical audit.
 - To ensure that the OT package of care is being followed for all clients they are responsible for including those of whom they supervise.
 - To record assessments, interventions, reports and statistics to a competent standard in line with professional standards, Trust policy and established service systems.
 - To maintain adequate electronic clinical records and to write specific occupational therapy reports as necessary.

5 OPERATIONAL RESPONSIBILITIES

- Follow operational policies of the department and relevant teams / service and ensure other relevant procedures and protocols for the department are followed personally and by department.
- Be aware of safe practices in relation to areas of considered risk, e.g., escorting, use of sharps, IT access.
- Be mindful of environment, demonstrating "forensic awareness" for others and own safety and security.

6 POLICY / SERVICE DEVELOPMENT

- To actively be involved in departmental and service wide developments
- Be involved in auditing as required.
- Input into Quality Improvement initiatives.
- Review department and service policies as required.
- Engage with colleagues at networking opportunities, to share best practice and generate new ideas for service.
- To actively be involved in developing or implementing policies or protocols as appropriate and delegated by line manager or senior management team.

7 RESEARCH AND DEVELOPMENT

- Participate in Research and Development projects identified within service and in discussion with line manager.
- Participate in clinical audit as required.
- Discuss and work alongside Band 7 or Band 8a to review outcome measures relevant to department and interventions to contribute to evidence base and support best practice.

8 GENERAL

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, the Trust's Safeguarding Adults and Children procedures.

- All staff to be mindful of the forensic environment they are working in, and the possible emotional, mental and physical impact this may have on an individual.
- All staff to be receptive and willing to engage with colleagues, managers, and others within role as required in a professional manner.

9 PERSONAL / PROFESSIONAL DEVELOPMENT

- All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided, and development opportunities agreed in line with service provision and the knowledge and skills competency framework.
- All staff are required to engage in minimum monthly clinical and line management supervision.
- All staff are encouraged to participate in continuous professional development activities in line with RCOT and HCPC requirements.
- Uphold the principles of the HCPC code of professional conduct.
- Work within the legal, professional, and ethical frameworks as established by the HCPC and the Trust.

MANDATORY TRUST RESPONSIBILITIES

AMENDING THE JOB DESCRIPTION

This is a newly adapted role, the inpatient service has historically had Band 7 OT Team Leaders, and it is expected that as the service 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.

GENERAL

All staff are responsible for the continual compliance with CQC standards and outcomes. The postholder must be aware of, and work in line with, the Partnership's Safeguarding Adults and Children procedures.

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.

PROFESSIONAL REGISTRATION

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g., HCPC for OT's), 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.

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.

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:	Clinical Specialist Occupational Therapist	Grade:	Band 6
Speciality	Forensic Mental Health	Division	Specialist
Org Name	Occupational Therapy Department, North London Forensic Service, Barnet, Enfield and Haringey Mental Health Trust.		

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Dip. COT or BSc OT • Registered with HCPC • Evidence of CPD/reflective practice • Completed preceptorship or evidence of similar post qualifying induction / consolidation of learning. 	<ul style="list-style-type: none"> • Master's or post graduate papers in relevant areas. • Further relevant training or study, e.g., Sensory Integration training
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • 1 year's post qualification experience. • Post graduate experience of working with people with mental health conditions. • Effective verbal communication skills • Effective written communication skills. • Reporting writing • Completing range of OT assessments. • Ability to determine and record clear and relevant O.T. treatment plans. • Ability to demonstrate sound clinical judgement and clear clinical reasoning for O.T. interventions. • Working autonomously, with ability to prioritise and problem solve. • Able to use a range of treatment skills and to apply these to either group or individual work. • Graded practical activities. • Demonstrate professional behaviour and boundaries. 	<ul style="list-style-type: none"> • Forensic experience and an understanding of forensic issues. • Presenting at local, regional or national events. • Promoting / contributing to OT students, e.g., workshops, open days • Using electronic patient information systems e.g., Rio • Planning, monitoring and evaluating therapy programmes to ensure the most effective use of clinical priorities, within own and team practices. • Delivering individual and group programmes and tailoring needs to group. • Able to critically appraise literature and research and use to inform service development. • Experience of implementing service improvements • Experience in working with clients with learning disabilities and/or autistic spectrum disorders. • Experience in working with clients with personality disorders

	<ul style="list-style-type: none"> • Relating to people from a range of social and ethnic backgrounds. • Being part of a multidisciplinary team. • CPA process and application of this. • Clinical conditions within adult mental health and The Mental Health Act. • Awareness of the impact of the restrictions of security on the therapeutic process • Risk issues with this forensic client group • O.T. models of practice, e.g., MOHO, VdTMoCA 	
LEADERSHIP	<ul style="list-style-type: none"> • Experience supervising Band 5, Band 4 or Band 3 team members. 	<ul style="list-style-type: none"> • Completed Beyond Preceptorship • Complete leadership training.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to work as a proactive team member. • “Can do attitude”. • Ability to be flexible and adaptable to manage fluctuating work demands. • Passionate about service user involvement • Aware of own limitations and needs and ability to seeks advice and support appropriately. • Ability to promote self and the service. • Professional manner 	<ul style="list-style-type: none"> • Ability to promote positive image of OT. • Experience with service user involvement • Experience with external network involvement
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Good general health record • Ability to complete personal safety breakaway training. 	

Date: 03/04/2024

Prepared by: L.V, Principal OT