

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY  
NHS FOUNDATION TRUST**

**JOB DESCRIPTION FORMAT**

**Job Title:** Assistant Therapy Practitioner- Occupational Therapy

**Grade/Band:** 4

**Department:** Planned Care

**Responsible to:** Service Manager

**Accountable to:** Team Leader

**Base:** Rosanne House, Parkway, Welwyn Garden City, AL8 6HG

**Hertfordshire Partnerships University NHS Foundation Trust**

- ☐ Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- ☐ With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- ☐ Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

**Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex

### **The Trust provides:**

- ☐ Community Services including local teams for mental health.
- ☐ Acute and Rehabilitation Services including inpatient services and crisis team.
- ☐ Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- ☐ Learning Disability and Forensic Services.

### **Our Mission**

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- ☐ Empowers individuals to manage their mental and physical wellbeing.
- ☐ Keeps people safe from avoidable harm.
- ☐ Is effective and ensures the very best clinical and individual recovery outcomes.
- ☐ Provides the best possible experience.

### **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- ☒ Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- ☒ Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- ☒ Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

All staff should comply with the Trusts' Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### Key Relationships:

- ☐ To work with Occupational Therapists within the service and the wider Trust network.
- ☐ To work with other Multi-Disciplinary Team members
- ☐ To work with service users and carers

- ☐ To work and liaise with other statutory and non-statutory service providers involved in service user care and Treatment.

### **Duties and Responsibilities:**

- ☐ To plan and facilitate occupationally based groups guided by an Occupational Therapist.
- ☐ To work individually with service users on specific tasks and therapeutic activity guided by an Occupational Therapist.
- ☐ To carry out specific Occupational Therapy assessments as guided by an Occupational Therapist.
- ☐ To promote a culture of engagement in meaningful occupation within the service in order to enhance quality of life.
- ☐ To provide interventions in the manner that is consistent with Trust standards and values.
- ☐ To provide feedback to the team regarding observed occupational performance during a session which will contribute to assessment and therapeutic interventions.
- ☐ To maintain clinical records using the electronic patient record system.
- ☐ To liaise with carers and other professionals as relevant.
- ☐ To exercise good personal time management, punctuality and consistent reliable attendance.
- ☐ To attend mandatory training.
- ☐ To undertake relevant activities to meet training objectives identified with your supervisor.
- ☐ To keep a record of your training and development activities.

### **Clinical Responsibility**

- ☐ To work effectively as a member of a team in providing therapeutic activities using a person centered and occupationally based approach.
- ☐ To provide core Occupational Therapy advice, intervention and support given to service users and their carers under guidance of the Occupational Therapist.
- ☐ To provide timely feedback to the MDT information regarding the service users wellbeing and occupational performance.
- ☐ To use technical / creative skills to engage service users in meaningful and appropriate activities to promote independence, recovery and well-being.
- ☐ Under guidance of an Occupational Therapist, facilitate and deliver planned group-work and individual activities.
- ☐ Under the guidance of the Occupational Therapist provide ongoing assessment and adjustment of clinical interventions based on the fluctuating needs of the service users.
- ☐ Undertake delegated tasks to contribute to the safe and smooth running of the service.
- ☐ To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
- ☐ To contribute to risk assessments with regards to service users and clinical environment.

- ☐ To report incidents, safeguarding concerns, complaints and compliments.
- ☐ To actively participate in regular supervision and annual appraisal.
- ☐ To actively participate in safety huddles and de-brief sessions as appropriate.
- ☐ To adhere to the Code of Ethics and Professional Conduct, the Trust's Code of Conduct for Non-qualified Staff and all other relevant policies and procedures.

☐ **Leadership and Staff Management Responsibility**

- ☐ To support in the learning and experience of Occupational Therapy and other Multi-disciplinary students on placement within the unit within the remit of the role.
- ☐ To provide supervision for Band 3 staff as agreed by the Occupational Therapist.

**Financial Responsibility**

- ☐ To manage stock, advising and obtaining resources to carry out the job.
- ☐ To be responsible for the safekeeping and use of equipment and materials.
- ☐ To follow Service procedures with regards to use of and recording of petty cash use within the unit.
- ☐ To be responsible for the completion of own expenses claim.
- ☐ To ensure effective and efficient use of resources.

**Service Development and Improvement**

- ☐ To assist in the implementation, evaluation and modification of Team interventions.
- ☐ Participate in clinical audit and research activity as necess

**Communications**

- ☐ To demonstrate effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- ☐ To form therapeutic relationships with service users which overcome any barriers to gain co-operation and encourage engagement.
- ☐ To report effectively to the MDT on service users performance, progress in areas of self-maintenance, productivity and leisure verbally and in writing.
- ☐ To adhere at all times to Trust data security policies and procedures.

**Analytical and Judgment Skills:**

- ☐ 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 observe, assess and report Occupational performance using appropriate Model of Human Occupation tools, which may indicate either positive or negative effects of treatment to aid treatment planning.

### **Planning and Organisational Skills:**

- ☐ To exercise good personal time management, punctuality and consistent reliable attendance. Include management of own electronic diary.
- ☐ To undertake delegated tasks which contribute to the safe and smooth running of the service.
- ☐ To demonstrate and role model effective time management when planning and facilitating activities.
- ☐ To help develop, plan and deliver therapy programmes with guidance from the Occupational Therapist.

### **Physical Working Conditions and Environment:**

- ☐ To work within the team base, unit or community setting as appropriate.
- ☐ To be compliant with trust Lone worker policies and procedures and maintaining own electronic diary.
- ☐ To be fully compliant with appropriate Respect level for service area.

### **Information Resources:**

- ☐ To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards.
- ☐ To contribute to the recording of statistical activity as appropriate in the setting
- ☐ To comply with health and safety requirements as per policy.

### **Additional Information:**

#### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

#### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trust space).

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



## PERSON SPECIFICATION

***Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.***

Job Title: Assistant Therapy Practitioner Occupational Therapy

CRITERIA	ESSENTIAL A/I	DESIRABLE A/I
QUALIFICATIONS EDUCATION TRAINING	Knowledge of Occupational Therapy role within setting  Intermediate knowledge of Microsoft Office and associated packages  A Levels and/or Health and Social Care NVQ level 3 or equivalent	Degree in relevant subject
PREVIOUS EXPERIENCE	Experience of working with people with learning disabilities and/or mental health problems  Experience of leading groups and 1:1 interventions  Ability to work autonomously	Experience of working in a OT related setting  Experience of service user and carer involvement in the development of services  Knowledge of Recovery principles  Functional Assessment Training

SKILLS KNOWLEDGE and ABILITY 1. COMMUNICATION SKILLS .	Ability to provide and receive sensitive information regarding services users care and social situation  Strong communication skills written and verbal  Knowledge of and ability to use a range of communication	Presentation Skills  Second language (other than English)
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	skills to overcome barriers to engagement  Ability to work effectively in a team  Knowledge of appropriate professional relationships and boundaries  Ability to teach practical skills	
2. ANALYTICAL SKILLS	Good problem solving and clinical judgement skills  Ability to understand and respond and adjust appropriately to the changing needs of service users  Good Observational skills	Knowledge and experience of using the Model of Human Occupation Assessment tools
3. PHYSICAL SKILLS	Ability to use a range of IT equipment relevant to the role.  Ability to engage in a range of physical activities	Car Driver unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)

4. PHYSICAL EFFORT	<p>Appropriate level of fitness to undertake all tasks within the role including RESPECT techniques unless you have a disability defined by the Equality Act</p> <p>Appropriate level of fitness to undertake moving and handling tasks required for the role</p>	
5. MENTAL EFFORT	Ability to concentrate, respond appropriately to interruptions and meet deadlines	
6. EMOTIONAL EFFORT	Regular requirement to deal with distressing or emotionally charged situations.	
	Good personal self-awareness	
ADDITIONAL INFORMATION	<p>Demonstrate an understanding of the value of activity to personal wellbeing</p> <p>Values Motivational Personal Qualities Diversity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcoming</li> <li><input type="checkbox"/> Kind</li> <li><input type="checkbox"/> Positive</li> <li><input type="checkbox"/> Respectful</li> </ul>	

