

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Senior Occupational Therapist

Band: 6 – 1.0 WTE

Department: Somerset Villa

Location and mobility: Your normal place of work will be Chase Farm Hospital. 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.

Accountable to: Band 7 OT Team Lead

Responsible to: Somerset Villa Manager

WORKING RELATIONSHIPS:

Internal: Service Users, OT team, Ward staff, Patients, Rehabilitation team, service managers, Admin staff, Care coordinators. Support Services including Human Resources and Finance

External: Community services, , colleges, social services, third party support agencies, Carers/relatives/visitors General Practitioners

JOB SUMMARY:

- To be part of the Somerset Villa MDT who provide occupational therapy provision to the service users using the MOHO model.
- To be an active member of the multi-disciplinary teams on the wards and, with supervision, be involved in assessing, planning, implementing and evaluating patient care. The post will involve delivery of the OT provision to a designated caseload, focusing on managing behaviour, developing skills for life and managing risk issues within the service.
- This will include planning and running a range of therapeutic groups and individual sessions, carrying out functional assessments and contributing to multidisciplinary team care planning, formulation and risk assessment.

MAIN TASKS AND RESPONSIBILITIES:

Key Responsibilities:

Clinical

- To practice occupational therapy safely and offer group and one to one interventions to service users on the acute wards.
- To contribute to the assessment and treatment of service users using the Model of Human Occupation to facilitate smooth discharge from the wards.
- To facilitate a range of therapeutic groups that are beneficial and meaningful to service users. Activities will need to be graded at the appropriate level to meet the needs of the client group and foster independence. Groups will be focused on activity, life skill learning, developing positive behaviour, community/social integration and managing risks.
- Under supervision, to assess and provide occupational therapy intervention in cases presenting a high degree of complexity.
- To construct protocols for each group facilitated based on the latest evidence to inform the aims, safe running of the groups and its set up, with support from supervisor.
- With supervision, to plan, implement, evaluate and review treatment plans on an individual and group basis, using graded activity to achieve therapeutic goals.
- To establish and maintain effective care through the holistic and comprehensive assessment of service users' needs in accordance with CPA policy and procedures.
- To complete comprehensive risk assessments and risk management plans.
- To be involved in reasoning and in determining intervention strategies for service users with complex needs.
- To actively engage carers/families in the therapeutic process, motivating and supporting them to take responsibility for decision making and goal setting
- To critically examine and evaluate own clinical performance, initiate changes in work practice, and integrate new knowledge into practice.
- To function as a valued member of the OT team and in the multi-disciplinary teams on the ward, identifying unique skills of the occupational therapist
- To actively develop and maintain close working relationships with colleagues and agencies.
- To participate in OT clinical meetings, ward reviews and MDT meetings.
- To maintain and actively develop close working relationships with colleagues across disciplines and agencies e.g. voluntary, statutory and private.
- To deal appropriately and professionally with general enquiries coming into the OT team.
- To maintain records and documentation required in accordance with BEH Trust and occupational therapy service guidelines and COT standards.

- To demonstrate an understanding and working knowledge of relevant legislation and local policies.
- To identify supervisory needs and use clinical supervision appropriately.
- To adhere to the RCOT and HCPC code of professional conduct and ethics including confidentiality.

□ **Management/Admin**

- To prioritise own work within the resources available to the OT service and to highlight deficiencies to the Team Lead Occupational Therapist where they impact on service quality or standards.
- To assist the Team Lead Occupational Therapist with identifying methods or changes in practice to address deficiencies.
- To contribute to the induction of new Inpatient Therapy Team staff.
- To collaborate with others to modify and develop the OT service in line with changing circumstances and needs.
- To develop, monitor and audit standards in order to influence clinical and professional practice.
- To participate in a patient audit three times a year, to monitor views and wishes of patients and be involved in adapting the group timetable accordingly to meet their needs. This will be done in partnership with other team members.

3) Fieldwork educator

- To supervise students of own and other professions, providing feedback, formative and summative assessment.
- To use a variety of teaching and learning methods.
- To facilitate student-learning activities to achieve desired student competence such as 1:1 teaching sessions.
- To facilitate students' clinical reasoning and reflective practice.
- To work collaboratively with the university lecturer to provide an effective programme of fieldwork education for a student.
- To develop learning objectives for fieldwork in collaboration with fieldwork co-ordinator, students and college.

4) People (HR) Management

- To supervise more junior staff, when at a significant level of competence.
- With support, to be able to participate in the appraisal of more junior staff.
- To be able to demonstrate a knowledge and understanding of the theoretical principles underpinning staff appraisal and performance review.

5) Professional Development

- To develop specialist skills and expertise within the field of occupational therapy and adult mental health.
- To maintain an up to date knowledge of mental health legislation.
- To promote professionalism for occupational therapy, both internally and externally.
- To be involved in supervising occupational therapy students and to educate students from other disciplines in the role of the occupational therapist.
- To engage in regular supervision with an identified supervisor.
- To acknowledge limitations in own practice and seek help from experienced colleagues / supervisor to develop professional competencies / practice.
- To be aware of professional developments in assessment and intervention and contribute to the development of good practice within the field of occupational therapy and adult mental health.
- To maintain basic audit and research skills contributing to the evaluation of service delivery by participating in audit activity within the service.
- To have an understanding of, and to apply the principles of clinical governance.
- To take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with guidelines from the College of Occupational Therapy as required for professional registration.

Communication

- To establish and maintain effective and appropriate communication with service users, utilising verbal and non-verbal communication skills in order to motivate and engage with them intervention when barriers to effective communication are encountered.

- To Establish and maintain productive working relationships and open communication channels within both the inter-disciplinary and multi-disciplinary teams and with other agencies as appropriate.
- To be routinely involved in multi-disciplinary and inter-agency liaison to support the OT care pathway.
- To provide Occupational therapy advice and feedback to other healthcare professionals regarding the assessment, management and development of care plans based on individuals' functional needs, assessment of risk and best practice.
- To be an advocate for Occupational Therapy ensuring that systems are in place to share knowledge, expertise and examples of good practice.
- To use communication skills effectively in situations which may be sensitive, emotional or hostile.
- To ensure effective verbal, non-verbal, electronic and written communication.

Patient/Customer Care (if applicable) (both direct and indirect)

- To have day to day contact with services users, their families and carers

Information Management

- Demonstrate competence in IT systems and make best use of IT systems in order to facilitate and improve service delivery and influence the wider policy agenda.
- Maintain contemporaneous clinical records in line with HPC Professional Standards/Code of Practice and Record Keeping Policy.
- Ensure activity is recorded and reported according to departmental procedures.
- To produce timely and informative reports using MOHOST clearly conveying the patients' needs, goals and expected outcomes.
- To maintain adequate records and registers in line with identified policy or as required locally by the Team Lead OT and to provide reports as appropriate.

Service and Policy Development

- To assist and support the senior OTs in the development of the OT team by taking responsibility for designated tasks within the team and by involvement in relevant development activities.
- To contribute to an environment that supports clinical audit, research and evidence based practice across the area of specialist practice.
- To identify, develop, implement, participate and report in areas of clinical audit that will improve service delivery.
- To ensure patient management plans and treatments are evidence based.

- To undertake reflective practice and to contribute to professional debate on a range of clinical issues relating to the delivery of adult mental health services.
- To be actively involved in the implementation of new service developments.
- To contribute to the development of standards and outcome measurements for good practice.
- To be able to balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.

Resource Management

- To have delegated responsibility for the security and safe use of equipment in the groups and individual treatment sessions for patients under your care in hospital.
- With guidance from senior staff, reporting and removing from use any faulty equipment.
- To have responsibility for own personal safety and that of patients and personnel within the department.
- To maintain up to date knowledge of local policies and best practice guidance pertaining to equipment provision and personal competence in the use of this equipment e.g. perching stool/wheelchairs//ADL equipment /patient appliances.
- Contribute to stock control system in own service area.
- To observe lone working policy when working as a lone practitioner in the community

Effort, Mental and Environment

- To be physically able to participate and run active groups on the ward that may require some carrying of materials.
- To be able to mobilise/transport self, a significant distance to facilitate community access and community assessments.
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- To be able to sustain mental effort and concentration for an extended time period when working at the computer or with patients.
- To be able to cope with emotional and distressing encounters and instances that occur on the wards or in the groups with patients.
- To consider close working conditions with colleagues in a shared office where interruptions can be frequent and the noise level is changeable.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES

MOBILITY

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

HEALTH and SAFETY

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

INFECTION CONTROL

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

RISK MANAGEMENT

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.

HEALTH PROMOTION

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

FLEXIBLE WORKING

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

SMOKING

Barnet, Enfield & Haringey Mental Health NHS Trust has a smoke free policy. Smoking will not be permitted on any Trust premises (including the grounds that those premises are sited on) or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hours.

EQUAL OPPORTUNITIES

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

POLICIES AND PROCEDURES

All employees, at all times are subject to the policies and procedures of this Organisation.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

DATA PROTECTION

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

CONFIDENTIALITY

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information.
2. Only use it when absolutely necessary.
3. Use the minimum that is required.
4. Access should be on a strict need to know basis.
5. Everyone must understand his or her responsibilities.

6. Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

MANDATORY TRAINING

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

SATISFACTORY CLEARANCES

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

PROFESSIONAL REGISTRATION

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

ADDITIONAL CLAUSE FOR ALL MANAGERS

RISK MANAGEMENT

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

BEH-MHT VISION AND VALUES

Our vision

Our vision is embedded within our clinical strategy. We want to help people live, love, do.

- Live - A safe and secure place to call home
- Love - Re-building relationships which may have broken down during a period of illness
- Do - Help people to find a meaningful activity - that may be getting back into employment or further education

Our values

The Trust's values are:

- Compassion
- Respect
- Being Positive
- Working together

NHS VALUES

It is recommended that where possible the NHS values below are reflected in job descriptions. Please go to the NHS Confederation website for further information www.nhsconfed.org

RESPECT AND DIGNITY

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

COMMITMENT TO QUALITY OF CARE

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

COMPASSION

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

Improving lives

We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

WORKING TOGETHER FOR PATIENTS

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

EVERYONE COUNTS

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken –

and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

DIGNITY AT WORK STATEMENT

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

PERSON SPECIFICATION GENERAL INFORMATION

Job Title: Senior Occupational Therapist

Band: 6

Department: Somerset Villa

REQUIREMENTS	ESSENTIAL	DESIRABLE	Assessment Type Interview (I) / Test (T) /Application (A)
EDUCATION AND QUALIFICATIONS	<p>HCPC registered OT</p> <p>Dip/BSc/MSc in Occupational Therapy</p>	<p>Evidence of other relevant Postgraduate education.</p> <p>Membership of RCOT</p> <p>Membership to specialist networks eg RCOTMHSS</p> <p>Practice placement Educator Course</p>	A & I
EXPERIENCE AND KNOWLEDGE	<p>Experience of acute inpatient and/or community areas, working with people going through a mental health crisis</p> <p>Working with a range of HCPs including peer workers</p> <p>Experience in using a range of standardised OT assessments</p> <p>Clear concept of OT and models of practice.</p> <p>Experience of facilitating a variety of groups</p>	<p>Post-registration experience in a mental health setting.</p> <p>Evidence of continuing professional development.</p> <p>Involvement in research and clinical audit</p> <p>Experience of quality improvement projects</p> <p>Able to prescribe small pieces of equipment/maintain equipment stores</p>	A & I

	<p>Ability to address physical health needs of patients</p> <p>Supervision of junior staff</p> <p>Supervision of OT students</p>	<p>Knowledge of the MOHO model and its application</p>	
SKILLS AND ABILITIES	<p>Organisational skills.</p> <p>Able to communicate effectively within a multi-professional team.</p> <p>Decision making skills</p> <p>Confidence to work autonomously and use own initiative.</p> <p>Good assessment skills</p> <p>Awareness of risk assessment/management in an acute and/or community setting.</p> <p>Ability to work well in a team setting.</p> <p>Understanding of legislation as related to mental health.</p> <p>proficient IT skills</p> <p>Sensitive to cultural, dynamic and diverse needs</p> <p>liaising with carers and other agencies with regards to care</p>	<p>Leadership Skills</p> <p>Team building</p> <p>Building links with local community services</p>	A & I
PERSONAL QUALITIES	<p>Ability to work flexibly according to client/service needs.</p> <p>Service user/carers</p>		A & I

	<p>centred approach</p> <p>Receptive to changing environments and an ability to promote positive approaches to implementing changes according to service and client need.</p> <p>Ability to remain calm in difficult situations.</p> <p>Positive approach to work.</p> <p>Attention to detail.</p> <p>Ability to think creatively and outside the box</p> <p>Willingness to be flexible in working hours</p>		
OTHER REQUIREMENTS	<p>Working within equal opportunities and equality and diversity principles</p> <p>Ability to partake in PMVA training and interventions as required</p>		A & I

Date: Jan 2024 Sudha Boojhowon (Team Lead OT)

