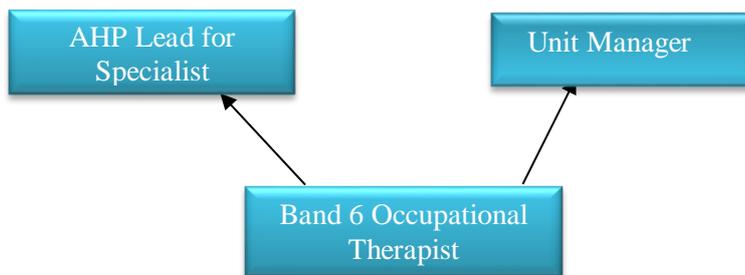


HR Use Only	
Job Ref:	Occ. Code
CHC_SENOT6	

JOB DESCRIPTION

JOB TITLE:	Occupational Therapist
PAY BAND:	Band 6
DIVISION:	Specialist Directorate
TEAM/SERVICE:	Summers View Inpatient Rehabilitation
BASE:	Summers View
RESPONSIBLE TO:	AHP Lead / Unit Manager
ACCOUNTABLE TO:	AHP Lead / Unit Manager
RESPONSIBLE FOR:	Registered & unregistered staff and students.

Organisational Chart (*Responsible to/Accountable to/Responsible for*)



Job Summary:

Summers View aims to provide accessible, non-stigmatising local services that contribute towards the assessment intervention, treatment, rehabilitation and enablement of services users under the care of the Rehabilitation Services pathway.

The aim of the service is to provide a positive approach to long term recovery. The OT role within the team is to provide specialist assessment and intervention to support services users in all aspects of their ongoing recovery. The service is wholly committed to working with service users and their families/ carers using person centred planning approaches to maximize independence, choice and control. The OT has a lead role in promoting, enhancing and maintaining the health and wellbeing of service users with a mix of complex health needs.

The team specialises in supporting people with enduring psychosis through their recovery journey, helping them to reach their optimum & their goals. The team works closely with the Complex Care team & Community Rehabilitation Team based at Hilda Johnson House, ensuring that service users are able to access a step up / step down model to their care and recovery, with the ultimate goal of least restrictive care in their local community.

Key Duties/Responsibilities:

Clinical

- To follow the national Occupational Therapy standards and guidelines incorporating national and local professional strategies and clinical guidelines for the introduction of evidence based practice.
- To follow all clinical and professional protocols, standards and care pathways within Occupational Therapy and Specialist services.
- To act at all times in accordance with the Health Professions Councils Professional Code of Conduct. To be professionally and legally responsible for all aspects of the post holders autonomous practice.
- To ensure high standards of clinical practice, maintaining experience of caseload management.
- To plan, organise, administer and/or supervise timely occupational therapy goal orientated evidence based interventions, aimed at promoting, maintaining and developing independent living skills to aid recovery and improve quality of life. This will be achieved through individual and group therapy both on and off the unit.
- To use highly developed specialist knowledge to independently undertake complex assessments and evaluate interventions with service users who may have diverse environmental, social, physical and mental health needs.
- To plan monitor, evaluate and modify treatment
- To develop and practice leadership skills
- To apply a high level of understanding of psychiatric conditions and provide appropriate training and advice.
- To work alongside other professions involved with the patient both statutory and non-statutory agencies to reduce health inequalities and improve access to universal services.
- Promoting recovery through community inclusion including engagement in leisure, education and work based activities based on individuals preferences.
- Provide assessment, training and advice on lifestyle changes and adaptations to the services users physical and social environments for themselves, the care team and carers.
- Plan, organise and supervise the implementation of recovery orientated rehabilitation aimed at enabling service users to achieve their maximum potential in activities of daily living and support them to achieve a meaningful life.

Communication

- Ensure a safe and comprehensive channel of communication that maintains a high standard of professionalism and respects patient's dignity and confidentiality.
- To establish and maintain robust communication networks with service users, carers and members of the MDT and across the Trust.
- Promote communication with key relationships & partners in care.
- Promote awareness of rehabilitation services by participating in training & networking events as requested by the leadership team.
- To work in partnership with other NHS and local organisations to develop strategic relationships
- To participate in any project to develop aspects of health promotion, wellbeing and social care.
- All work to be underpinned by highly developed specialist theoretical and technical knowledge in addition to practical experience gained from a degree in OT and other relevant training/experience

Documentation / Administration

- To ensure that the collection / recording of service user related activity and clinical information takes place as required.
- To be responsible for maintaining accurate records in accordance with Occupational Therapy and Trust standards.
- Produce and share complex reports, analysing outcomes of OT intervention to determine future client recommendations, contribute to care plans and discharge assessment reports.
- Demonstrate efficiency with clinical effectiveness through the use of standardised outcome measures.

Staffing and Management

- To contribute towards the teams duty roster
- To assist senior staff in ensuring efficient and effective use of resources within the team.
- To provide day to day support and supervision of staff as required.

Health & Safety

- To have responsibility for the health, safety and welfare of self, more junior staff and public to comply at all times with the requirements of the Health and Safety Regulations [1974] and Manual Handling Operations Regulations [1992]. Ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors to the Trust.
- To ensure compliance with the Trust policies and procedures and take all reasonable steps to maintain and improve standards as required.
- To ensure compliance with the principles of risk management. To act immediately on hazards or unsafe practices.
- To maintain confidentiality at all times in accordance with Data Protection, Caldecott and Freedom of Information Acts.
- Take responsibility for own mandatory training.
- To contribute to risk management and the minimisation of risk in clinical practice. To complete risk assessments for clients and environmental issues as appropriate.

Education, Training, Supervision and Appraisal

- To be responsible for own personal and professional development, maintaining registration and meeting requirements of lifelong learning.
- To maintain up to date clinical and professional knowledge in order to provide a well-developed level of informed professional knowledge.
- To assist in the promotion of a learning culture to support training and development of self and others.
- To assist in the delivery of training.
- To be responsible for ensuring own attendance at all mandatory training in line with Trust policy
- To take part in any initiatives to promote the development of quality improvement and clinical governance in order to maintain and improve the provision of patient care
- In line with local guidelines, review and reflect on own practise and performance through effective use of professional and operational supervision and appraisal.
- To provide effective guidance, supervision and appraisal for Staff (both qualified and unqualified) working within the division as appropriate.

- To continually appraise OT practice within the service.
- Attend and contribute to professional meetings.
- To contribute to the induction, training of students and other staff both within or external to the Trust.
- To be responsible for the supervision and written assessment of OT Students on practice placement in the Trust

Research & Practice Development

- To assist in the development of local strategies pertaining to Occupational Therapy and Rehabilitation services.
- To participate in any clinically led research using the principles of evidence based practice.
- To assist in the provision of continuing professional development training.
- Understand and contribute to the process of Clinical and Research Governance.
- Participate in Clinical Audits.
- Assist in the implementation of outcomes of Clinical Audit and evidence based research.

GENERIC CLAUSES

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident

prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

Infection Control:

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

Raising Concerns

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or

lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

Disclosure & Barring Service (DBS)

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE
SIGNATURE:

DATE:

Specialist/technical requirements

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Degree on Occupational Therapy • Registered with HPC • Willing to participate in training events • Evidence of CPD 		Application form / interview / assessment
Experience	<ul style="list-style-type: none"> • Relevant evidence and experience of working within Mental Health/Rehabilitation Services • Understanding of Evidence Based Practice • Demonstrate awareness of the skills and knowledge of the multi-disciplinary Teams • Able to deal with difficult situations appropriately • Good interpersonal skills • Ability to use initiative • Ability to work autonomously and set own priorities • Ability to reflect and critically appraise own performance • Ability to organise and respond efficiently to complex information 	<ul style="list-style-type: none"> • Ability to assist in evaluation of service through audit, research and outcome measures • Awareness of local/national service developments and guidelines • Ability to analyse professional and ethical issues. 	Application form / interview / assessment
Knowledge and skills	<ul style="list-style-type: none"> • Flexible approach to all aspects of work • Ability to work with staff from other agencies. • Understanding and experience of implementing outcome measures relevant to area of expertise. 	<ul style="list-style-type: none"> • Proactive in developing self and others 	Application form / interview / assessment
Other	<ul style="list-style-type: none"> • Ability to liaise across agencies • Active interest in research and clinical effectiveness • Commitment to client centred approach • Commitment to lifelong learning 	<ul style="list-style-type: none"> • Experience of working with Electronic Patient Records (EPR) 	Application form / interview / assessment