

### **JOB DESCRIPTION**

<b>Job title:</b>	Occupational Therapist
<b>Managerially accountable to:</b>	Trust Head of Therapies via Lead OT
<b>Professionally responsible to:</b>	Trust Head of Therapies via Lead OT
<b>Band:</b>	Band 6
<b>Hours:</b>	37.5
<b>Base:</b>	Various Locations dependant on vacancy.
<b>Liaison:</b>	Multidisciplinary team, service users, families, carers, statutory and voluntary organisations, occupational therapy colleagues, other community agencies.

#### **Job Summary**

- To provide a safe, holistic and recovery focussed home-based treatment for adults as an alternative to inpatient admission, and for early discharge from inpatient services.
- To provide a variety of interventions in crisis resolution and home treatment.
- To provide leadership for junior staff, through supervision and appraisal.
- To participate in the planning, development and evaluation of OT services within the identified service, holding responsibility for defined projects.
- To contribute to the maintenance and development of the Trust OT Service.
- To regularly supervise OT students on practice placement.
- To promote Recovery & Social Inclusion.
- To contribute to streamline working
- To act as the designated 'Disability Champion', leading the multi-disciplinary team in Disability Equality matters within the service and other areas as required.
- To contribute from an occupational therapy perspective to individual care plans
- To maintain clinical records
- To participate in multidisciplinary meetings

#### **Service Description**

Crisis Resolution Home Treatment Team services provide treatment for those with acute mental health problems, currently experiencing crisis. The focus is to promote individual recovery & maintain social inclusion, often through involvement with family members or friends.

This post is an essential component of services and the post holder is responsible for delivering client centred & specific interventions alongside the MDT. They will have protected time to offer specific occupational therapy knowledge to support clients' skill maintenance, development & progress during transition from inpatient services through to the community. There are excellent links with community services.

All posts have scope for exciting developments, a range of clinical experiences and team-working. There is a well-established OT Forum and extensive internal training is available.

<b>Clinical</b>	<ul style="list-style-type: none"> <li>• To apply a high level of understanding of the effects of disability on occupational performance and provide training and advice on lifestyles changes and adaptations to the client's social and physical environment.</li> <li>• To promote social inclusion and physical and mental well-being using evidence-based practice. This is underpinned by the principles of hope and recovery, health promotion and relapse prevention.</li> <li>• To work with a designated caseload identifying occupational therapy goals as part of the overall care plan, using specialist mental health and occupational therapy assessments, including MOHO tools.</li> <li>• To consider both physical and mental health needs as part of the occupational therapy assessment.</li> <li>• To plan and implement individual and/or group interventions collaboratively, to enable service users to achieve valued goals and satisfactory occupational performance outcome.</li> <li>• To promote and signpost individuals / carers towards the Recovery College and embed recovery into all interventions</li> <li>• To promote equality of outcome for service users that reflect their mental health needs and those of ethnicity, gender, culture physical health and age.</li> <li>• To exercise clinical professional judgement in complex clinical cases and difficult clinical situation, referring to senior staff when necessary.</li> <li>• To identify any significant risk factors in line with local policies, with support from senior staff.</li> <li>• To contribute to and work within clinical pathways and protocols.</li> <li>• To evaluate effectiveness of therapy interventions and quality of clinical decisions in conjunction with service users/carers, other professionals etc.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To establish and maintain effective communication networks with users and carers, team members, occupational therapy colleagues and other agencies.</li> <li>• To communicate with people in a manner consistent with their culture, background and preferred ways of communicating.</li> <li>• To work as a member of the inter-professional team, attending meetings and contributing to decisions with regard to the care and treatment of service users.</li> <li>• To work in partnership with PCT, LA, voluntary and other relevant agencies to promote a seamless service.</li> <li>• To educate service users and carers on occupational therapy interventions, for example, the use of equipment.</li> <li>• To promote awareness of the role of occupational therapy within the team, negotiating priorities where appropriate.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.</li> <li>• To provide specialist occupational therapy reports in line with professional guidance and relevant clinical pathways.</li> <li>• To ensure service users have access to care plans in line with local policies.</li> </ul>
<b>Professional ethics</b>	<ul style="list-style-type: none"> <li>• To comply with the RCOT Code of Ethics and Professional Conduct and national and Trust procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• To demonstrate continuing fitness to practice through maintaining registration with HCPC and compliance with their standards.</li> <li>• To ensure all clinical interventions respect the values, individuality, cultural and religious diversity of service users and contribute to the provision of a service sensitive to these needs.</li> </ul>
<b>Leadership, supervision &amp; development review</b>	<ul style="list-style-type: none"> <li>• To review and reflect on your own practice and performance through effective use of professional and operational supervision and KSF development review.</li> <li>• To provide effective guidance, supervision and development review for junior staff.</li> </ul>
<b>Training staff &amp; students</b>	<ul style="list-style-type: none"> <li>• To contribute to the induction and training of students and other staff both within or external to the Trust.</li> <li>• To be responsible for the supervision and written assessment of occupational therapy students on practice placement within the Trust. The expectation is to have a minimum of one occupational therapy student a year.</li> <li>• To undertake the role of preceptor when required.</li> </ul>
<b>Service development &amp; delivery</b>	<ul style="list-style-type: none"> <li>• To participate in the planning and delivery of service developments in your area, leading on designated projects, with senior support.</li> <li>• To contribute to relevant professional and service development meetings.</li> <li>• To actively encourage user involvement in service development.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• To participate in the preceptorship programme during the first post registration year in the NHS.</li> <li>• To undertake learning activities in line with personal development plan.</li> <li>• To apply acquired skills and knowledge in professional practice.</li> <li>• To maintain a professional portfolio for CPD recording and reflecting on learning outcomes.</li> </ul>
<b>Clinical governance, quality, standards</b>	<ul style="list-style-type: none"> <li>• To contribute to the clinical governance and quality agenda.</li> <li>• To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.</li> </ul>
<b>Line management, staff, budgets, dept</b>	<ul style="list-style-type: none"> <li>• To exercise good personal time management, punctuality and consistent reliable attendance.</li> <li>• To participate in maintaining stock and advising on resources to carry out the job, including the responsible use of petty cash.</li> <li>• To coordinate the day to day activities of junior staff where applicable.</li> <li>• To participate in general administrative and co-ordination tasks as required for the smooth running of the service.</li> </ul>
<b>Research &amp; practice development</b>	<ul style="list-style-type: none"> <li>• To critically evaluate current research and apply to practice.</li> <li>• To promote and apply best evidence to service delivery.</li> <li>• To undertake audit projects relevant to occupational therapy and/or service area, disseminating findings at local level.</li> <li>• To broaden research and development skills through participation in local audit and research projects.</li> </ul>

## General

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which 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 in relation to Equal Opportunities and Confidentiality of Information.
- The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is same to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If post holder considers that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.

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**Updated by:** Amy Dilauro  
**Job title:** Lead Occupational Therapist  
**Date:** August 2021

## PERSON SPECIFICATION

**Job Title: Band 6 Occupational Therapist**

<b>Education, Training &amp; Qualifications</b>	<b>Desirable /Essential</b>	<b>Short listing Evidence by</b>
Diploma or degree in Occupational Therapy	Essential	Application Form
Registration to practice in UK	Essential	HCPC Registration
<b>Experience</b>	<b>Desirable /Essential</b>	<b>Short listing Evidence by</b>
Fieldwork experience in physical and mental health settings at undergraduate level.	Essential	Application Form/Interview
Experience of multidisciplinary working at undergraduate level	Essential	Application Form/Interview
Experience of individual & group work	Desirable	Application Form/Interview
Experience of using mental health services as a service users or carer/relative/friend of a service user	Desirable	Application Form/Interview
<b>Knowledge and Skills</b>	<b>Desirable /Essential</b>	<b>Short listing Evidence by</b>
<b>Communication</b>		
Good interpersonal skills with service users and colleagues	Essential	Application Form/Interview
Basic IT and word processing skills	Essential	Application Form/Interview
<b>Personal and People Development</b>		
Ability to reflect on & critically appraise own performance	Essential	Application Form/Interview
Ability to support junior colleagues & peers in their development e.g. offering information, alerting them to training/development opportunities	Essential	Application Form/Interview
Evidence of CPD & development activities	Essential	Application Form
<b>Health, Safety and Security</b>		
Ability to work in a way that minimises risks to health, safety & security of self, service user & members of the public	Essential	Application Form/Interview
Ability to assist in maintaining a healthy, safe & secure working environment	Essential	Application Form/Interview
<b>Service Improvement</b>		
Ability to adapt own practice & style of working	Essential	Application Form/Interview
Ability to express constructive views & ideas on improving services for service users	Essential	Application Form/Interview
Skills to contribute to audit, research & outcome measures project	Essential	Application Form/Interview
<b>Quality</b>		
Knowledge of confidentiality & consent issues	Essential	Application Form/Interview
Good organisational & personal management skills in order to manage a clinical caseload with support	Essential	Application Form/Interview
Knowledge of current policy and guidelines relevant to occupational therapy practice eg CPA, clinical governance , NSF	Desirable	Application Form/Interview
<b>Equality and Diversity</b>		
Recognition of the importance for equal opportunities & anti-discriminatory practice that respects service users' customs, values & spiritual beliefs	Essential	Application Form/Interview
Knowledge of Equal Opportunities legislation & its implications for working with service users & colleagues	Desirable	
<b>Health and Wellbeing</b>		

Clinical reasoning skills to assess a service user's needs (including risk assessment) & an ability to inform care plans	Essential	Application Form/Interview
Knowledge of risk assessment issues & the application of risk assessment to practice	Essential	Application Form/Interview
Knowledge of specialist clinical skills applied within OT models & frameworks	Essential	Application Form/Interview
Skills to develop working knowledge of model of human occupation tools within first six months in mental health practice	Essential	Application Form/Interview
<b>General</b>	<b>Desirable /Essential</b>	<b>Short listing Evidence by</b>
Ability to contribute to learning activities	Essential	Application Form/Interview
Willingness to undertake practice placement educators' course and participate in student education.	Essential	Application Form/Interview
<b>Other</b>	<b>Desirable /Essential</b>	<b>Short listing Evidence by</b>
Preparedness to work flexible hours through prior arrangement as the needs of the job dictates. (e.g. some evenings and weekends)	Essential	Application Form/Interview
Knowledge of our business and how it supports patient care	Essential	Application Form/Interview
Member of the British Association of Occupational Therapy	Desirable	Application Form