

Job Title:	Activity Co-ordinator
Band:	Band 3
Hours:	37.5
Department:	The Ladywell Unit
Location:	Clare Ward
Reports to:	Senior Occupational Therapist
Responsible for:	N/A

Job Purpose:

Under the clinical / professional supervision of an Occupational Therapist, the post holder will be expected to:

- ❖ Use technical / creative skills to assist in the provision of a flexible, client centred programme of recreational and therapeutic activities for individuals / groups of patients who all have complex psychosis or other mental health presentations and associated behaviour, which can include aggression.
- ❖ To offer group and individual activities under the direct and indirect supervision of a qualified Occupational Therapist.
- ❖ To manage work on the unit on a day-to-day basis, actively participating in risk assessment to ensure Health and Safety standards are met.
- ❖ The occupational therapy team work within a multi-disciplinary team to drive forward a programme of recovery and rehabilitation. The care pathway is evidence based with a focus on participation in therapeutic activity for enhancing patient experience and recovery outcomes as well as social inclusion and independent living skills.

Communications and Working Relationships:

- ❖ Local Multidisciplinary team: Daily
- ❖ Occupational Therapist: Daily
- ❖ Ward Manager: As required
- ❖ Occupational Therapy Professional Team: As required
- ❖ Other Trust departments, external agencies and other links: As required

Our values and commitments:



Key Responsibilities:

1. Clinical:

To use technical / creative skills and specialised support work to engage clients in therapeutic interventions that promote and maintain independence, social inclusion and well-being.

Under the clinical / professional supervision of an OT, deliver interventions such as:

- ❖ Tailored 1:1 support plans
- ❖ Groups and technical/ creative activities on the ward e.g. art, music, exercise, baking, movie groups, relaxation, cooking, gardening etc.
- ❖ Escorting patients on leave to the local area as part of an OT intervention plan

To work effectively as a member of the occupational therapy team and the wider multidisciplinary team.

On-going assessment and adjustment of own clinical interventions based on the changing needs of the service users.

Contribute to formal OT assessments, under guidance of an OT and provide feedback on patients occupational functioning.

Assist in the implementation, evaluation and modification of OT and team interventions.

Under the supervision of an OT, provide a range of interventions, instructing and guiding clients to support them in achieving identified goals.

Undertake delegated tasks to contribute to the safe and smooth running of the service.

Apply the principle of the Care Programme Approach (CPA), assisting in the development of care plans where appropriate.

Be aware of, and apply, the principle of risk assessment and management to all aspects of clinical work. Also, participate in the management of incidents on the unit by using appropriate techniques.

2. Communication:

To form professional relationships with patients, carers, colleagues and external agencies. To communicate effectively and appropriately with team members on clinical matters. Use a variety of communication skills to instruct and guide individuals / groups of service users in the use of therapeutic / recreational activities.

3. Documentation:

Maintain appropriate, up-to-date, written and electronic records and activity data in accordance with Professional and Trust standards. To correspond with external agencies on clinical matters, under the direction of qualified staff.

4. Leadership, supervision & appraisal: In line with Trust guidelines, review and reflect on your own practice and performance through regular participation in clinical / professional supervision and appraisal. To provide day-to-day support and guidance to staff to ensure the effective delivery of the service.

5. Training staff & students:

To participate in the induction, training and education of students and other staff. To participate in the dissemination and sharing of information and skills with staff, students and volunteers. To provide relevant training opportunities.

6. Professional ethics & development:

To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to those needs. Demonstrate ongoing personal development through undertaking relevant training / activities identified in clinical / professional supervision and appraisal.

7. Service development & delivery:

To be responsible for the preparation, maintenance and care of tools, materials and equipment, ensuring a safe environment for clients and staff as appropriate. Keep up-to-date with issues within the Ward Strategy and Business Plan and other local service reviews.

8. Clinical governance & quality standards:

Participate in Clinical Governance and quality improvement projects within service area as appropriate.

9. Line management, staff & budgets:

To exercise good personal time management, punctuality and consistent reliable attendance. Take responsibility for the management of petty cash and ordering of stock.

10. Research & Practice Development:

Keep up-to-date with relevant techniques and methods of practice and apply it on a day-to-day basis. To participate in ward team audit and evaluation activities and projects as agreed with supervisor.

Confidentiality

Ensure Confidentiality of information is always maintained in accordance with Trust policies and the RCOT code of ethics and professional conduct.

Personal Specification:

Verified at interview **(I)**, by application form **(A)** or by a test **(T)**

Each requirement will either be identified through the candidate's application form (A) or interview (I). Candidates should not be hired unless they have ALL essential requirements. Areas that can be developed through L&D can be deemed desirable.

Qualifications	
<p><u>Essential Requirements</u></p> <p>A-C Grade GCSE's or equivalent in Maths and English (A)</p>	<p><u>Desirable Requirements</u></p> <p>Health and Social Care NVQ Level 2 or equivalent (A/I)</p> <p>Further education qualification in health / mental health related subject (A/I)</p>
Experience	
<p><u>Essential Requirements</u></p> <p>Experience of working in a health/social care/teaching setting including paid, voluntary employment or community work (A/I)</p> <p>Working with people with Mental Health problems or Learning Disabilities (A/I)</p> <p>Demonstrate an understanding of mental health issues (A/I)</p>	<p><u>Desirable Requirements</u></p> <p>Experience as a carer (A/I)</p>
Knowledge / Skills	
<p><u>Essential Requirements</u></p> <p>Good observation skills (A/I)</p> <p>Group work skills (A/I)</p> <p>Ability to teach practical skills (A/I)</p> <p>Good written and verbal communication skills (A/I)</p> <p>Good numeracy and literacy skills (A/I)</p> <p>Basic IT skills (A/I)</p> <p>Knowledge of one or more leisure / creative technical activities (A/I)</p> <p>able to undertake physical interventions training</p>	<p><u>Desirable Requirements</u></p> <p>Willingness to develop and advance own learning (A/I)</p> <p>Willingness to work flexibly (A/I)</p>

About South London and Maudsley:

South London and Maudsley NHS Foundation Trust (SLaM) provide the widest range of NHS mental health services in the UK as well as substance misuse services for people who are addicted to drugs and alcohol. We work closely with the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London and are part of King's Health Partners Academic Health Sciences Centre. There are very few organisations in the world that have such wide-ranging capabilities working with mental illness. Our scope is unique because it is built on three major foundations: care and treatment, science and research, and training.

SLaM employ around 5000 staff and serve a local population of 1.1 million people. We have more than 230 services including inpatient wards, outpatient and community services. Currently, provide inpatient care for approximately 5,300 people each year and treat more than 45,000 patients in the community in Croydon, Lambeth, Lewisham and Southwark; as well as substance misuse services for residents of Bexley, Bromley and Greenwich.

By coming to work at SLaM, you will gain experience of being part of an organisation with a rich history and international reputation in mental health care. You will have access to professional development and learning opportunities, and have the chance to work alongside people who are world leaders in their field. SLaM delivered more than 14,000 training experiences in 2014; providing an extensive range of learning opportunities for staff at all levels. In addition, our working relationship with King's Health Partners allows those working at the Trust to get involved in academic research.

Trust Policy and Procedures:

Confidentiality:

Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities:

Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety:

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control:

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review:

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards:

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

Finance:

All Trust staff will comply with the financial processes and procedures.

Safeguarding Children & Vulnerable Adults:

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004 and the trusts safe guarding vulnerable adults policy.

Code of Conduct:

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

SUMMARY:

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.8028