



JOB DESCRIPTION

1. General information

JOB TITLE: Clinical Occupational Therapist

GRADE: Band 6

DIRECTORATE: Forensic and Offender Healthcare Services

HOURS OF WORK: 37.5 hours at 1.0 WTE

RESPONSIBLE TO: Felicia Ajayi, Directorate Lead Occupational Therapist
Specialist Clinical OT

ACCOUNTABLE TO: Head of Profession OT [Professional]
Lawrence Mack, Service Director [Operational]

BASE: The Bracton Centre

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

Oxleas NHS Foundation is proud to be part of the South London Partnership (SLP) Forensic Programme along with South London and Maudsley NHS Foundation Trust and South West London and St George's NHS Trust as an NHS England New Model of Care. One of the aspirations of the SLP is to strengthen the interface between the forensic acute inpatient men's service enabling a smooth transition and improved experience in South London by actively linking in with prison healthcare.

In response to this, Oxleas is seeking a Band 6 Clinical Occupational Therapist to be based at the Bracton Centre in Dartford, Kent. The Band 6 Clinical Occupational Therapist will provide occupational therapy assessment, treatment, and interventions individually and in groups with responsibility for providing clinical supervision of junior colleagues and students.

The post holder will work with both individuals and groups and contribute directly to the Seven Day Therapies Programme on average one in four weekends, either a Saturday or Sunday on a rota basis.

3. Key Task and Responsibilities

- Provide OT specific assessment & interventions via groups & individual work related to self-care, work and leisure
- Work as a member of the multi-professional team
- To manage a clinical caseload
- To support the development of evidence-based OT practice
- To contribute to service development
- To participate in research/audit activities
- To provide OT advice to the multi-professional team
- To work independently without direct supervision
- Supervise the work of junior staff including OT students on clinical placement
- Contribute to and carry out risk assessment and management plans
- Provide OT assessment and interventions for the service user group
- Contribute to the maintenance and development of the Trust wide OT Service
- Work within the social inclusion and recovery agenda
- To attend all relevant mandatory training as directed by the Trust
- To maintain and update a CPD portfolio

Management responsibilities

- Own clinical caseload
- Supervision and appraisal of junior staff
- Supervision of Occupational Therapy students
- Personal Continuing Professional Development

Leadership

- To exercise good personal time management, punctuality, and consistent reliable attendance
- To undertake effective support, guidance, supervision, and appraisal of junior staff
- To contribute to the induction, training, and education of students [both OT & other professions] and other staff in clinical area
- To regularly be responsible for the supervision and written assessment of OT students on fieldwork placement within the Trust
- To ensure relevant national and local policies are implemented
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal guided by KSF.

Clinical

- To manage a caseload of service users with complex mental health needs
- To work with service users to identify OT goals as part of the multi-disciplinary care plan, using specialist mental health & OT assessment tools & treatment techniques
- To work with service users in a variety of settings to provide the most effective assessment & interventions
- To plan and implement service users led individual and/or group interventions, using graded activity to achieve therapeutic goals
- To ensure service users health, social, cultural, and spiritual needs are always considered
- To assess for and provide equipment to enhance independence in daily living skills for offenders with a physical disability in addition to their mental health needs
- To monitor, evaluate and modify treatment to measure progress and identify outcomes
- To plan and deliver services within the Care Programme Approach framework
- To apply a high level of understanding of the effect of disability and provide training and advice on life skills to maximise functional ability
- To assess the occupational needs of service users and establish and evaluate appropriate treatment interventions
- To identify appropriate and inappropriate referrals and prioritise workload
- To manage effective discharge ensuring service users and all relevant agencies are given relevant information
- To contribute to and carry out risk assessment and risk management plans
- To work as part of the MDT and attend all relevant clinical meetings
- To ensure that up to date electronic and written records are maintained in accordance with Professional and Trust standards
- To actively contribute to service & policy review and implementation To participate in the operational planning, implementation, evaluation and audit of practice, clinical care pathways and protocols within own clinical area
- To raise awareness of the OT service within own clinical area
- To participate in the development of the OT service within own clinical area
- To apply increasingly complex skills and knowledge to establish professional competence and fitness to practice as a Band 6 OT
- To attend all relevant mandatory training as directed by the Trust
- To contribute to CPD through participation in internal and external training and other development opportunities
- To maintain and update a CPD portfolio

- To contribute to the team's clinical governance and quality agenda
- To ensure practice is evidence based
- To demonstrate understanding and application of national guidelines and legislation relating to mental health & social care provision
- Observe and apply Health and Safety regulations
- To always apply risk management procedures
- To promote and facilitate offender involvement in own clinical area

Research

- To demonstrate the ability to critically evaluate current research and apply them to practice
- To broaden research and development skills through participation in local audit and research projects

Communication

- To communicate appropriately with service users, carers, and team members, OT colleagues and other agencies
- To demonstrate effective communication skills with those who have difficulty with communication for any reason
- To communicate effectively as required within job role using appropriate methods of communication
- To promote an awareness of the Recovery College Lead role within the team, negotiating priorities where appropriate
- To ensure that up to date electronic and written records are maintained in accordance with Professional and Trust standards

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete

mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS 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' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE: Clinical Occupational Therapist

SERVICE: Forensic and Offender Healthcare Services

DEPARTMENT: Forensic Occupational Therapy

GRADE: Band 6

Education/Qualifications	How measured
<p>Essential</p> <ul style="list-style-type: none"> • Diploma/degree in OT • UK HCPC Registration • CPPD portfolio containing evidence of active involvement of CPPD activities <p>Desirable</p> <ul style="list-style-type: none"> • Interest in undertaking further relevant studies/training courses • Fieldwork Educators training 	<p>Application Form</p> <p>Certificates of Accreditation</p> <p>Registration certificate</p> <p>Professional portfolio</p>
Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Extensive experience as an OT including mental health experience • Applying and interpreting standardised OT assessments • Extensive clinical experience including individual and group work • Experience of working in a multi-disciplinary team. <p>Desirable</p> <ul style="list-style-type: none"> • Post registration experience in a relevant clinical setting • Advice & support of junior staff and/or students 	<p>Application</p> <p>Professional Portfolio</p> <p>Interview</p>
Skills/Abilities/Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • To apply increasingly complex skills and knowledge to establish professional competence and fitness to practice as a Band 6 OT • Ability to establish rapport with difficult to engage service users/carers • Ability to build effective working relationships 	<p>Reference</p> <p>Interview</p> <p>Professional portfolio</p>

<ul style="list-style-type: none"> • Effective written, verbal, and non-verbal communication skills • Ability to reflect and critically appraise own performance • Ability to work autonomously, set own priorities and manage time effectively • Risk assessment and management skills • Specialist knowledge and application of OT assessments and interventions relevant to clinical area • Understanding of OT outcome measures • Computer literacy • Detailed knowledge of mental health legislation and current practice • Knowledge of current OT literature, frames of reference and models of intervention • Awareness and acceptance of cultural diversity <p>Desirable</p> <ul style="list-style-type: none"> • Presentation and training skill • Knowledge of standardised assessments 	
<p>Effort and Environment</p> <ul style="list-style-type: none"> • Ability to engage in physical activity groups and community visits. • Ability to meet the demands of a client group with complex needs which requires a high level of concentration and an ability to adapt quickly to a variety of emotional situations. • To work with service users who have complex needs and challenging behaviour • To adhere to Trust's requirements for management of violence training relevant to clinical area • To continually observe service users during assessments and interventions, identify changes in mental state and respond accordingly 	Interview
<p>Other Requirements</p> <p>Essential</p> <ul style="list-style-type: none"> • Well-developed people skills, respectful and empathic towards others • Commitment to lifelong learning and an ability to direct own professional development. <p>Commitment to client-centred, non-discriminatory practice.</p> <ul style="list-style-type: none"> • Commitment to the principles of social inclusion. <p>Desirable</p> <p>Membership of Professional body.</p>	Interview Professional portfolio

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name