



## JOB DESCRIPTION

Section 1	
<b>JOB TITLE:</b>	<b>Occupational Therapy Technical Instructor</b>
<b>PAY BAND:</b>	<b>Band 3</b>
Section 2	
<b>AREA OF WORK:</b>	East Inpatient Acute Services: Silk ward
<b>ACCOUNTABLE TO:</b>	Lead Occupational Therapist
<b>REPORTS TO:</b>	Lead Occupational Therapist
<b>JOB SUMMARY:</b>	<p>The post holder will participate as an integrated team member of the multidisciplinary team, in the provision of a comprehensive and quality Occupational Therapy service for adult mental health service users.</p> <p>The post holder will contribute towards promoting recovery and independence and will support service users to achieve their functional goals as well as promoting positive quality of life initiatives.</p>
<b>LIAISES WITH:</b>	Occupational Therapy staff., multidisciplinary team, community staff, other agencies
Section 3	
<b><u>KEY RESPONSIBILITIES:</u></b>	
<b><u>Clinical</u></b>	
<ol style="list-style-type: none"><li>1. To participate in the assessment of service user's function, using standardised measures and/or observation with individual or groups and discuss the outcome with an occupational therapist.</li><li>2. To take responsibility for organising, planning, carrying out, evaluating and adapting a range of interventions that support the patients to achieve agreed goals or to enhance their quality of life.</li><li>3. To work effectively as a member of the team in planning, organising and providing a programme of ward and community based therapeutic activities.</li><li>4. To form professional relationships with patients and communicate them in a way that is sensitive to their views, autonomy and culture.</li><li>5. To organise and take part in community visits and carry out follow up visits and interventions, in liaison with the occupational therapist.</li><li>6. To work autonomously facilitating group or individual work, planned with an occupational therapist.</li></ol>	

7. To monitor patient progress, taking account of their environment and adjust own clinical interventions accordingly. Liaise with the occupational therapist to provide relevant feedback on adjustments.
8. To accurately record interventions, patients' progress and statistical information in accordance with Professional and Trust standards.
9. On completion of training to fit and monitor disability equipment, ensuring all safety and security precautions are followed.
10. To report effectively to the team on patients' progress in areas of self care, productivity and leisure, including feeding back in clinical meetings.
11. To assess and manage individual, activity and environmental risk during each intervention and feedback information to Occupational Therapist to ensure the safety of the service user, self, colleagues and wider public.

## **Leadership**

12. To participate in the organisation and administration of the Occupational Therapy service as required.
13. To maintain stock and advise on resources necessary to carry out the job, including the responsible management of petty cash as required.

## **Research and Audit**

14. To contribute to the evidence base for occupational therapy practice by taking an active role in taking the clinical governance agenda forward with support staff in Adult Mental Health.
15. As part of a team participate in audit and incorporate up-to-date techniques and ideas of positive practice in interventions.

## **Training and Education**

16. To develop a wide range of expertise within the job remit and be willing to share skills with the rest of the team.
17. To participate in the induction, training and education of students and other staff in this setting.

## **Section 4**

### **1. HEALTH AND SAFETY**

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of

practice relating to the work area should be observed.

## **2. INFECTION PREVENTION AND 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 make every effort to maintain high standards of infection prevention and control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Staff members must attend mandatory infection prevention and control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

## **3. EQUALITY AND DIVERSITY**

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

## **4. COMPETENCY OF HEALTH PROFESSIONALS**

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

## **5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES**

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

## **6. SAFEGUARDING**

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

## **7. KSF**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

## **8. SUPERVISION**

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

## Section 5

### PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level III or equivalent in relevant subject area with experience in health care setting or experience in an occupational therapy setting and willing to work towards Fundamentals of Care certificate</li> </ul>		<ul style="list-style-type: none"> <li>Evidence of qualification</li> </ul>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills.</li> <li>Co-ordination and organisational skills.</li> <li>Basic risk assessment and risk management skills.</li> <li>Ability to work autonomously and collaboratively.</li> <li>Computer literacy.</li> <li>Understanding of issues affecting people with mental health problems.</li> <li>Basic awareness of issues affecting health and social care.</li> <li>Awareness of the 6Cs and person centred care</li> <li>Range of interests in different activities and able to support patients to engage</li> </ul>	<ul style="list-style-type: none"> <li>Skills in leading groups.</li> <li>Skills in using a variety of activities and interventions relevant to the post including creative activities, leisure and domestic skills.</li> </ul>	<ul style="list-style-type: none"> <li>Application process and interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a health care setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in mental health care setting</li> </ul>	<ul style="list-style-type: none"> <li>Application process and interview</li> </ul>
<b>Analytical and</b>	<ul style="list-style-type: none"> <li>Ability to manage own</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>

## Section 5

### PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
<b>judgemental skills</b>	<p>workload and determine priorities.</p> <ul style="list-style-type: none"> <li>Ability to problem solve and adapt to situations as they arrive.</li> <li>Ability to reflect and critically appraise own performance.</li> </ul>		process and interview
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>Commitment to equal opportunities and a positive and inclusive attitude to service users and their families/carers.</li> <li>Ability to empathise with service users.</li> <li>Ability to work well as part of a team.</li> <li>Commitment to training and development and ongoing evidence of personal development.</li> <li>Enthusiastic and self motivated and able to enthuse and motivate others.</li> <li>Positive attitude towards mental health.</li> <li>Ability to be flexible and adaptable.</li> </ul>	<ul style="list-style-type: none"> <li>Personal experience of mental illness or disability.</li> <li>Drivers license and willing to transport service users where required</li> </ul>	Application process and interview; records of continuing professional development/training

### To be completed by HR

Job Number:		Version No:		Issue Date:	
KSF Number:		Version No:		Issue Date:	
Jurisdiction of JD:					