

## JOB DESCRIPTION

### JOB DETAILS

JOB TITLE:	Occupational Therapy Technical Instructor
JOB REFERENCE NUMBER:	GG-GG-20
BAND:	Band 4
WARD/DEPT.	Trust Wide
DIRECTORATE/LOCALITY:	
ESSENTIAL QUALIFICATIONS:	NVQ 3 or equivalent formal technical qualification. City and Guilds or Equivalent Qualification appropriate to specialism.

### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Occupational Therapist
REPORTS TO:	Team Leader
MANAGER/SUPERVISOR TO:	N/A

### ROLE SUMMARY

Under the in direct supervision and guidance of a registered Occupational Therapist, the post holder will be expected to:

Use specialised technical/creative skills to plan and provide a flexible, patient centred programme of therapeutic activities for individuals/groups of patients who experience mental health problems and feedback to the appropriate clinical ward-based teams.

To ensure the health, safety and welfare of patients, colleagues, and visitors.

Provide practical supervision to students if deemed appropriate.  
To observe and assess general behaviour, functional ability and response of patients during therapeutic activities.  
To report verbally and in writing patient observation and assessment to the appropriate clinical ward based team.  
Attend patient clinical meetings as deemed appropriate by the Clinical Team Leader.  
Attend ward based staff meetings and therapeutic programme meetings  
To maintain confidentiality at all times and observe the regulations concerning the security aspects of the Service.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

To work effectively as a member of a multi disciplinary team in providing a programme of Occupational Therapy based therapeutic activities, ward and service based.  
To undertake skilled technical/creative and specialised support work engaging patients in therapeutic activities to promote independence and wellbeing.  
To work with in direct unsupervised, facilitating group or individual work, planned in collaboration with a registered Occupational Therapist and agreed by the Clinical Team Leader.  
To monitor patient progress, taking account of their environment and adjust own clinical interventions accordingly.  
Undertake delegated tasks to contribute to the safe and smooth running of the Occupational Therapy Services.  
To work as an integrated member of the Multi Disciplinary team

### **Communication**

To form and maintain professional therapeutic relationships with patients and communicate with them in a way that respects their views, autonomy and culture.  
To instruct and guide individuals/groups of patients during therapeutic activities.  
To report effectively, verbally and written, to the appropriate clinical ward based teams on a patient's performance/progress during planned activities.  
To correspond with external agencies as deemed appropriate on clinical matters

### **Documentation**

To ensure that up to date written, electronic records and activity data are maintained in accordance with Trust Standards.

### **Professional Ethics**

To adhere to the British association of Occupational Therapists Code of Ethics and Professional Conduct, the Trust's Code of Conduct for Non-Qualified Staff and all other relevant policies and procedures.

### **Supervision and Appraisal**

In line with Trust guidelines, review and reflect on own personal practice and performance through regular participation in professional supervision and appraisal.

### **Training Staff and Students**

To participate in the induction and education of students whilst on clinical placement.  
To participate in the dissemination and sharing of information and skills with students, staff and visitors.  
To participate in relevant training opportunities.

### **Service Delivery**

To assist Occupational Therapist in ensuring that therapeutic areas are well maintained and comply with health and safety guidelines, including the safe use of equipment and storage of materials.

To exercise good personal time management.

To assist Occupational Therapist to maintain stock and advise on resources necessary to carry out the job.

### Professional Development

To undertake relevant activities to meet training objectives identified by the Senior Professional Occupational Therapist and the Clinical Team Leader.

To keep a personal record of training and development activities.

### Research and Development

As part of a clinical multidisciplinary team, incorporate up to date techniques and ideas of positive practice.

## Specific duties

### Trust values and behaviours

Our values are positive, respectfully and together. Everything we do for our service users, their loved ones and our colleagues must meet these values. They were first created by 1,300 staff members, service users and carers all working together, and reflect what we all believe makes a difference to the care we offer and to the way we work with one another.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

By demonstrating our three signature behaviours and 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

- Value everyone
- Take time to care
- Step into other people's shoes

## **REGISTERED HEALTH PROFESSIONAL**

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

## **SUPERVISORY RESPONSIBILITIES**

To provide, support and guidance to students whilst on placement.

### **Equality and Diversity**

We live our values. We work positively, respectfully and together with all our colleagues. We understand, appreciate and follow our Equality Policy in line with the Equality Act. We do not discriminate on the grounds of: age, disability, gender re-assignment, marriage and civil partnership (unless eliminating unlawful discrimination), pregnancy and maternity, race – this includes ethnic or national origins, colour or nationality - religion or belief – this includes lack of belief, sex, sexual orientation

We recognise the importance of people's rights and act in accordance with legislation, policies and procedures because we know that:

- acknowledges and recognises people's expressed beliefs, preferences and choices
- respects diversity
- values people as individuals
- promotes equality through our work
- takes into account our own behaviour and its effect on others

## **RISK MANAGEMENT / HEALTH AND SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and regarding the Data Protection Act, The Freedom of Information

Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **INFORMATION TECHNOLOGY**

The post holder is expected to have a reasonable level of competence and confidence in using IT systems (e.g. Outlook, Word, clinical or other record systems) relevant to the role.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical\***

NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2018 and the Care Act 2014.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

## **INFECTION PREVENTION**

NSFT expects all staff to act in accordance with statutory requirements regarding infection prevention as outlined in the Health & Social Care Act 2008, Code of Practice on the prevention and control of infection 2015. NSFT staff are responsible for protecting themselves and others against infection risks and complying with infection control policies and procedures.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### Occupational Therapy Technical Instructor

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	NVQ 3/ or formal technical qualification. City and Guilds Qualification or equivalent appropriate to specialism.		<b>Certificates</b>
<b>EXPERIENCE</b>	Technical skills.  Experience of working with groups of people		<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Ability to work unsupervised in clinical/ community settings  Working within groups  Good communication skills (written and verbal).  Ability, to work under pressure  Good Interpersonal I skills.		<b>Application Form / Interview / References</b>
<b>KNOWLEDGE</b>	Health and safety risk awareness		<b>Application Form / Interview / References</b>
<b>OTHER (Please specify)</b>	Ability to undertake and maintain annual, Breakaway Training		<b>Application Form / Interview / Document Check</b>

VALUES (APPLICABLE TO ALL POSTS)	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	



## FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

### Element

(e.g. mental effort)	Details of frequency and intensity
<b>Working conditions</b>	
Inclement weather	
Extreme Temperatures	
Unpleasant smells	
Noxious Fumes	
Excessive noise/vibration	
Continuous use of VDU equipment	
Unpleasant substances	
Infectious material	
Body Fluids, Faeces/Vomit	
Dust/Dirt	
Humidity	
Contaminated equipment/work area	
Driving/Being Driven (normal conditions)	May be required to travel to locations throughout the Trust
Driving/Being Driven (emergency conditions)	
Fleas/Lice/Infestation	
Dangerous Chemicals – Substances in containers	
Dangerous Chemicals – Substances (uncontained)	
Exposure to verbal aggression	
Exposure to physical aggression	

<b>Physical effort</b>	
Working in uncomfortable conditions	
Working in physically cramped conditions	
Making repetitive movements	
Lifting weights/equipment without mechanical aid	
Climbing or crawling	
Manipulating objects	
Manual Digging	
Running	
Standing/sitting with limited scope for movement	
Kneeling, crouching, twisting, bending, stretching	May be required during the course of daily duties
Walking for long periods	
Heavy duty cleaning	
Pushing/pulling trolleys or similar equipment	
Working at heights	
Controlled restraint i.e. in post requiring training/certification	To undertake PMA and yearly updates.

<b>Emotional effort</b>	
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Processing (e.g. typing/transmitting) news of highly distressing events	
Giving unwelcome news to patients / clients / carers / staff	
Caring for the terminally ill	
Dealing with difficult situations/circumstances	
Designated to provide emotional support to front line staff	
Communicating life-changing events	
Dealing with people with challenging behaviour	Working with clients within a mental health environment
Attending scenes of accidents	

<b>Mental effort</b>	
Carry out formal student/trainee assessments	
Carry out clinical/social care interventions	Often
Analyse statistics	
Operate equipment/machinery	
Give evidence in court/tribunal/formal hearings	
Attending meetings (if yes, describe role in "Further Information")	
Carry out screening tests/microscope work	
Prepare detailed reports	
Check documents	
Drive a vehicle	
Perform calculations	
Make clinical diagnoses	
Carry out non-clinical fault finding	

<b>Freedom to act</b>	
Does the post holder generally work without close supervision	
Does the post holder work without direct access to a manager	
Does the post holder work without access to a manager by telephone	
Is the post holder the lead specialist in their field	

**How often on average does the post holder give guidance and advice to others?**

Daily: ☐ X ☐ Weekly: ☐

Other frequency (please comment)

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**How often is the post holder's work checked/monitored/assessed?**

Daily:	<input type="checkbox"/> X <input type="checkbox"/>	Weekly:	<input type="checkbox"/>
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Other frequency (please comment)

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**Manager responsible for completion of this document**

**Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**


**DISTRIBUTION:** One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**