

## JOB DESCRIPTION

**For Personnel use only**

Job reference number:

<b>Job Title:</b> Band 5 Community Occupational Therapist – Local Mental Health Team	
<b>Reports to (post title):</b> Team Leader –Local Mental Health Team	
<p><b>Role Purpose:</b> To effectively plan and implement a high-quality Occupational Therapy service with service users referred to the Local Mental Health Team. The post holder will ensure each service user is assessed in relation to their occupational functioning and will work with the individual to identify their plans in relation to their needs and to maximise independence in relation to daily living and occupational performance. Working as part of the multi-disciplinary team to use his/her clinical expertise to participate in the preparation, implementation and review of plans to aid recovery.</p> <p>Professional and clinical supervision will be provided by the identified senior OT and the post holder will link into the wider OT network in Nottingham and will work co-operatively with colleagues to ensure high quality service provision and gain opportunities for support and Continual Professional Development opportunities.</p> <p>The post holder will liaise with a range of agencies and services across Nottingham.</p>	
<p><b>Role Context:</b> This role requires the individual to be able to assess service users' needs, identify effective OT plans and implement these. In order to do this the post holder will need an understanding of the complex needs and treatment approaches relevant to this client group. The post holder will need to communicate effectively with a wide range of multi-disciplinary colleagues and agencies.</p>	
<b>Trust Values</b>	
<p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;"><b>Trust Honesty Respect Compassion Teamwork</b></p>	
<b>Key Accountabilities</b>	<b>Performance Measures</b>
<p><b>WORKING PRACTICE</b> To be professionally and legally responsible for all aspects of own work, ensuring a high standard of care for the service users under your management</p> <p>Demonstrate ability to carry out assessment, treatment planning, intervention and evaluation for a designated</p>	<p>Service users referred to Occupational Therapy receive an appropriate and high-quality service</p> <p>Assessments and interventions carried out in accordance with policy and</p>

<p>caseload under the supervision of a senior Occupational Therapist Utilise core specialist OT skills (as appropriate to the area of work)</p> <p>Demonstrates the ability to select appropriate therapeutic techniques and interventions with service users</p> <p>Demonstrates the ability to formulate goals in conjunction with the service user</p> <p>Demonstrates the ability to carry out effective discharge planning</p> <p>Demonstrates the ability to evaluate interventions and ensure effective outcome</p> <p>Demonstrates an ability to work with service users/carers with diverse needs</p> <p>Work across health and social care boundaries</p> <p>Develop, implement and co-ordinate a range of group work and individual work</p> <p>Prioritise caseload allocation as necessary and delegate tasks to support worker</p>	<p>Professional Code of Conduct</p> <p>Discharge protocols are followed</p>
<p><b>Dimensions</b></p>	
<p>Ensure provision of a high-quality Occupational Therapy service for service users referred to the Locality Mental Health Team. Working closely with colleagues and a range of community agencies and resources. Liaise effectively with other OT colleagues.</p>	
<p><b>Safeguarding</b></p>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
<p><b>Disclosure and Barring Services</b></p>	
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a</p>	

DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

### **Infection Control**

All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.

### **Equality and Diversity**

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

### **Sustainability and Net Zero – Supporting Our Green Plan**

The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

### **Data Quality Statement**

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

### **Communication**

The post holder will have excellent communication skills

Provide and receive routine and at times complex information, which is often sensitive and requires tact and persuasive skills. Able to establish sufficient rapport with service users to enable him/her to facilitate therapeutic experiences for the service user in order to further aid recovery and maximize independence

Communicate effectively with a wide range of colleagues and other agencies

Maintain effective communication with service users, carers, colleagues and other agencies in

order to provide effective clinical care

Keep accurate records within the multidisciplinary notes and to complete data in a timely manner

Participate in team meetings, reviews and professional meetings as required

Demonstrates a sensitive approach to service users and carers

### **Knowledge, Training and Experience**

Degree/diploma in Occupational Therapy or equivalent

Current HCPC Registration

OT assessment, intervention and evaluation skills relevant to the clinical area

Independent working skills

Effective time management

Able to establish and maintain effective communication

Assimilate and utilise complex information

Team working skills and multidisciplinary working

Record keeping and report writing skills

Risk assessment/management

Working with a diverse service user group

Knowledge of mental health

Knowledge of recovery approaches to treatment

Current OT interventions/practice/models

Government policies and legislation and their effects on practice

User involvement and advocacy

Group work skills

### **Analytical and Judgement Skills**

Knowledge of risk assessments

Ability to assess, plan and evaluate treatment

**Planning and Organisational Skills**

Ability to prioritise own time and caseload

**Physical Skills**

Keyboard skills

A combination of sitting, standing and walking with some requirement for light physical effort

Travelling to and from community visits

**Responsibility for Patient/Client Care**

To manage a caseload of people who have experienced mental health problems who are referred for Occupational Therapy

To contribute to a high-quality Occupational Therapy service by carrying out assessments, goal setting, implementing and evaluating individual intervention plans in conjunction with the Multi-Disciplinary Team

To support service users to improve their level of function and quality of life under the supervision of a Senior Occupational Therapist

**Responsibility for Policy/Service Development**

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Notts Healthcare Trust

It is the post holder's responsibility to keep up to date with these policies and other policy documents

Implements policies in own area and makes recommendations regarding the formulation of local guidelines and procedures in conjunction with the Senior Occupational Therapist

**Responsibility for Financial and Physical Resources**

Personal duty of care

**Responsibility for HR**

Demonstrates own Continuing Professional Development and participate in trust appraisal scheme

Ensure all essential training is completed in a timely manner

Participates in supervision

### **Responsibility for Information Resources**

To use IT to create documents / reports

To keep accurate records within the multidisciplinary notes and to complete regular statistical returns as required

### **Responsibility for Research and Development**

To contribute to the evidence base for Occupational Therapy for service users with Adult Mental Health needs

To evaluate the quality of own work and make necessary improvements

To contribute in the monitoring and evaluation of the service using appropriate audit tools

To utilise available research in their practice

Monitor and review own practice against current research, standards and benchmarks and where necessary modify and improve practice to ensure the highest possible standards are maintained

### **Freedom to Act**

Demonstrates ability to complete role under the supervision of a Senior OT

Demonstrates the ability to select and use appropriate therapeutic techniques and interventions with service users

Demonstrates the ability to set treatment goals collaboratively with the service user and MDT

Complies with the professional standards of the COT, HCPC and Nottinghamshire NHS Foundation Trust

### **Physical Effort**

A combination of sitting, standing and walking with some requirement for light physical effort

Driving to home visits

### **Mental Effort**

Frequent concentration required whilst working with service users, working pattern requires a high degree of concentration as daily routine is flexible – working alone in the community, attending meetings

### Emotional Effort

On a daily basis staff is required to concentrate to a high degree whilst providing therapeutic treatment sessions with service users who require a lot of support and encouragement to undertake therapy. It is emotionally demanding and challenging to continue daily trying to work therapeutically with people experiencing mental health problems, but also rewarding. Staff frequently has to adapt plans and their approach to respond to the unpredictable needs and mental health states of the service users.

### Working Conditions

The majority of the work is away from the office base in the service users' homes or the community

Car driver essential

Occasional exposure to verbally aggressive behaviour

Exposure to challenging behavior

Possible exposure to unpleasant conditions

### Organisation Chart

Team Leader- OT Professional Lead

Band 6 OT

**Band 5 OT –This post**

### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously

striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



### Signatures

After reviewing the questionnaire please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager :

Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF OCCUPATIONAL THERAPIST

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect Compassion Teamwork</b></li> </ul>	2			Interview
Physical Requirements	<ul style="list-style-type: none"> <li>Has the physical ability to perform the full range of duties</li> </ul>	2			Application form
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> <li>Degree/diploma OT</li> <li>HPCP Registration</li> </ul>	2			Application form
Training			<ul style="list-style-type: none"> <li>OT Practice Field work educator</li> </ul>	2	Interview
Experience	<ul style="list-style-type: none"> <li>Experience of working in mental health</li> </ul>	2	<ul style="list-style-type: none"> <li>Work experience in community mental health</li> <li>Recovery focused practice</li> </ul>	2	Application form and Interview
Skills	<ul style="list-style-type: none"> <li>Assessment and OT process skills</li> <li>Effective risk management skills</li> <li>OT skills in relation to longer term and acute mental health</li> <li>Motivate service users</li> <li>Use of clinical supervision</li> <li>Team working</li> <li>Time management skills</li> </ul>	2			Application form and Interview
Contractual	<ul style="list-style-type: none"> <li>A driving licence is required for this post, however</li> </ul>	2			Application

Requirements	reasonable adjustments will be made for disabled individuals in line with the equality act 2010				form
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**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**

