

OCCUPATIONAL THERAPIST BAND 7 LEAD FOR SURREY PRISONS

Central and North West London NHS Foundation Trust is a Top Employer Award Winner and works in partnership to provide responsive and dependable primary care, mental health, intellectual disability and substance misuse services to the diverse and culturally rich communities we serve.

In our quest to deliver patient-focused, quality care we are looking to recruit a highly motivated, innovative and enthusiastic Occupational Therapist to join our forward thinking, friendly and expanding Health & Justice teams across our Surrey Prisons. This will include HMP Send, HMP Downview HMP, HMP Highdown, HMP Coldingley and HMP Bronzefield This is a brand new leadership post, with flexibility around how this is implemented.

By joining our Prisons Health Care Teams, you will have a real impact on promoting health and well-being of those in custody. As an Occupational therapist you will provide a valued and uniquely contribute to a multi-disciplined approach to care.

Our motto is 'Caring not Judging'. By working in partnership with the criminal justice system and other agencies, we provide effective and responsive care for those who may have a history of offending and may be at risk of reoffending in the future. The opportunity of engagement in custody means we can enable people to improve their wellbeing, supporting better outcomes in the future.

PLEASE NOTE ANY CANDIDATE WISHING TO APPLY FOR ANY OF OUR ROLES IN PRISON WILL BE SUBJECT TO VETTING CLEARANCE. WHICH REQUIRES YOU TO HAVE BEEN A RESIDENT IN THE UK FOR A MINIMUM OF 3 YEARS. CANDIDATES WHO DO NOT MEET THIS CRITERIA NEED NOT APPLY.

Main duties of the job

The post holder will provide leadership to OTs working across five Surrey Prisons within mental health and primary care teams. These sites include HMP Send, HMP Downview, HMP Highdown, HMP Coldingley and HMP Bronzefield. This will include supporting the development and delivery of a comprehensive OT service, based on evidence and principles of recovery.

The post holder will also be working within a multidiscipline mental health team, with men and women in prison presenting with complex and challenging needs. This will include holding a case load of clinical work under supervision of our directorate lead OT and local service managers. This caseload will include specialist input into the directorate Neurodiverse pathway.

The work will involve a high level of understanding of the impact of mental and physical health conditions, as well as processing and sensory issues on daily living function in a custodial setting. Enabling prisoners to engage in prison life will include working with them, and supporting staff to understand and implement adaptations to daily living. It will also include skills development through individual and group work.

If you would like to talk to someone about this role then please contact Michael McManus, Lead Occupational Therapist for Health and Justice services: michael.mcmanus9@nhs.net
Working for your organisation

Central and North West London NHS Foundation Trust offers its staff ongoing career progression through:

- Monthly supervision
- Annual personal development plans/appraisals
- Access to exciting internal and external training opportunities.

Excellent progression through various career pathway opportunities such as but not limited to:

- Specialist training opportunities, possibility of Sensory Integration Post Graduate training
- Preceptorship Programme
- Support and guidance with Revalidation
- Hidden Gem and annual award ceremonies

Excellent staff benefits, our benefit packages are amongst the best in London and include:

- Childcare vouchers
- Health and wellbeing services
- Season ticket loans
- Cycle to work scheme
- Relocation package

The trust also values its staff and you are entitled to become a member of MyTrustBenefits. MyTrustBenefits is an online portal for all CNWL staff, as well as their family and friends. It offers over 1400 discounts at hundreds of retailers nationwide. Save money on your weekly food shops, toiletries, cosmetics, cinema, meals out, holidays, travel and entertainment. You can also access free online courses on a variety of topics, professional and personal, ranging from business management, languages, law and teaching.

All of our sites in Surrey offer free use of the onsite leisure facilities and free parking for staff.

As an NHS Trust we strongly encourage and support vaccination as this remains the best way to protect yourself, your family, your colleagues and of course patients and service users when working on our healthcare settings.

Detailed job description and main responsibilities

1. To lead and coordinate the development of OT in our prison health care services
2. To monitor and evaluate the effectiveness of occupational therapy across Surrey prisons against clear aims, objectives and outcome measures in line with evidence based practice and in conjunction with service users, carers and other professionals.
3. To provide specialist, culturally appropriate, evidence based occupational therapy assessments, intervention and evaluation for individuals within the prison setting in order to establish and meet their occupational needs.
4. To plan, implement and review individually tailored programmes of intervention using individual and group work approaches with prisoners.
5. To support individuals to develop skills and knowledge; and engage with community partner agencies, to facilitate successful transitions from the prison environment to the community.
6. To demonstrate excellent communication skills and form positive therapeutic relationships using warmth and empathy which enable service user empowerment.
7. To demonstrate skills and resourcefulness in communication when barriers to understanding are present, including interpreting resources.

OCCUPATIONAL THERAPIST BAND 7 LEAD FOR SURREY PRISONS

Job Title:	Occupational Therapist, Lead for Surrey Prisons
Band:	Band 7
Hours:	37.5 hours a week Health and Justice Service lines work to a 7 day a week working model
Main Base:	HMP Highdown and HMP Bronzefield In order to meet the needs of the role and service, you will be regularly required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.
Responsible To:	Lead OT for Health and Justice
Accountable To:	Head of Healthcare
Responsible for:	Occupational Therapists working in our Surrey Prison services
Key Relationships:	Prison Service staff, Mental Health Service staff, Health Care staff, Health and Justice Directorate staff.

JOB PURPOSE

The post holder will provide leadership to OTs working across five Surrey Prisons within mental health and primary care teams. These sites include HMP Send, HMP Downview, HMP Highdown, HMP Coldingly and HMP Bronzefield. This will include supporting the development and delivery of a comprehensive OT service, based on evidence and principles of recovery.

The post holder will also be working within a multidiscipline mental health team, with men and women in prison presenting with complex and challenging needs. This will include holding a case load of clinical work under supervision of our directorate lead OT and local service managers. This caseload will include specialist input into the directorate Neurodiverse pathway. Possible training opportunities to support this role includes sensory integration post graduate qualification.

The work will involve a high level of understanding of the impact of mental and physical health conditions, as well as processing and sensory issues on daily living function in a custodial setting. Enabling prisoners to engage in prison life will include working with them, and supporting staff to understand and implement adaptations to daily living. It will also include skills development through individual and group work.

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The role will include working with the wider Health and Justice OT network to integrate a careful selection of assessment tools and interventions which will engage individuals in activities and occupation, encouraging the development of daily living skills & knowledge.

MAIN DUTIES AND RESPONSIBILITIES

Key Result Areas

1. Clinical

1.1 To provide specialist, culturally appropriate, evidence based occupational therapy assessments for individuals within the prison setting in order to establish and meet their occupational needs.

1.2 To select and use validated standardised assessment tools routinely and in practice, exhibiting clinical reasoning skills; to include the Model of Human Occupation (MOHO) assessments, or any preferred relevant theoretical basis.

1.3 To apply clinical knowledge and skills to carry out evidence based occupational therapy interventions, both individual and in groups, which are underpinned by relevant theoretical approaches.

1.4 To plan, implement and review individually tailored programmes of intervention using individual and group work approaches with prisoners.

1.5 To support service users and colleagues to ensure that care plans are developed in partnership with the individual and that they reflect 'recovery goals'. These should be strengthsbased and oriented towards reinforcing a positive identity and developing valued social roles.

1.6 To monitor and evaluate the effectiveness of occupational therapy interventions against clear aims, objectives and outcome measures in line with evidence based practice and in conjunction with service users, carers and other professionals.

1.7 To work collaboratively with all professionals within the prison setting developing care plans and risk assessments for prisoners.

1.8 To support individuals to develop skills and knowledge; and engage with community partner agencies, to facilitate successful transitions from the prison environment to the community.

1.9 To proactively undertake and ensure rigorous risk assessment & risk management strategies are applied. To ensure maximum 'risk tolerance' facilitates the individual's recovery, in line with risk policies and local guidelines.

2. Communication

2.1 To demonstrate excellent communication skills and form positive therapeutic relationships using warmth and empathy which enable service user empowerment.

2.2 To establish and maintain effective communication networks with service users, with complex learning, emotional and behavioural needs, prison colleagues and external agencies in order to ensure a comprehensive and consistent approach to client care.

2.3 To provide and receive highly complex, sensitive, condition related or distressing/unwelcome information to service users and professionals demonstrating empathy and reassurance.

2.4 To demonstrate skills and resourcefulness in communication when barriers to understanding are present, including utilising interpreting resources.

2.5 To promote the added value of the role of OT within the prison setting; to service users, the MDT (within the prison and the Trust) and other agencies.

2.6 To actively participate and provide appropriate clinical feedback in MDT clinical meetings, risk management planning, case conferences, SUI Reviews and any other service development initiatives.

2.7 To develop and maintain robust partnership working with other OTs; and other statutory and non-statutory providers.

2.8 To confidentially handle and liaise regarding sensitive issues and information with other services such as HM Prison Service and local authorities.

2.9 To attend and contribute to Team clinical and business meetings.

3. Documentation

3.1 To ensure timely, accurate and informative records of clinical assessments, interventions and contacts are recorded on SystmOne and prison recording systems which meet all standards, according to Trust policy, HMPPS guidance, Health and Justice Indicators of Performance, and all relevant Trust or NHS England KPIs.

3.2 To provide timely, comprehensive, clearly written occupational therapy reports on service user's assessments and treatments.

3.3 To complete statistics and provide timely returns as appropriate.

4. Clinical Governance

4.1 To comply with and implement relevant national policy legislation and guidance taking a lead on translating such documents into occupational therapy practice.

4.2 To apply national and Trust wide guidelines/standards of practice; in line with Trust and the College of Occupational Therapists' standards and guidelines.

4.3 To work with the service line framework to implement the care quality agenda.

4.4 To act as an autonomous clinician, assuming accountability for own clinical practice.

4.5 To maintain and observe confidentiality of all information relating to service users as detailed in the Confidentiality Policy and Caldicott Principles; and to adhere to CNWL Information Governance Policy.

5. Service Delivery and Development

5.1 To input on the planning, co-ordination and evaluation of service delivery and Occupational Therapy specific intervention.

5.2 To liaise with staff in the wider CNWL network, such as the Recovery and Wellbeing College, where relevant in developing service provision..

5.3 To explore relationships with external partner agencies who contribute to meeting the individual's occupational needs.

5.4 To safeguard the health, safety and welfare of service users at all times.

5.5 To encourage and support MDT colleagues to practice within a personal recovery framework which supports social inclusion and self management.

5.6 To contribute as a member of the multi-disciplinary team, to the delivery of operational service/team objectives.

5.7 To offer occupational therapy/professional advice to other MDT service colleagues as indicated.

5.8 To manage the effective use of physical resources and supplies in collaboration with Lead Occupational Therapist

5.9 To participate in the operational planning and implementation of policy and service development.

5.10 To develop local protocols with regard to specialist OT knowledge and practice.

5.11 To review and implement existing policies impacting on prison OT specific working practice.

5.12 To promote within the MDT a culture that focuses on all service users' occupational needs, recovery principles and social inclusion.

6. Research & Development

6.1 To participate in local and Trust-wide OT service activities that promote and contribute to the building of knowledge and evidence base for the benefit of the professional body of occupational therapy. To include making use of the support networks available throughout the Trust and wider organizations.

6.2 To undertake, participate in and disseminate research and audit activities in line with local service priorities and the directorate/ Trusts OT R&D Strategy.

7. Personal and Professional Development

7.1 To keep abreast of changing occupational therapy clinical practice, new developments, evidence based practice and research; to ensure competence as an autonomous practitioner in the MDT.

7.2 To lead on the delivery of activities which continue to build on a culture of, shared learning and evidence based practice.

7.3 To undertake activities of Continuous Professional Development including identifying own learning needs and recording learning outcomes in a portfolio.

7.4 To lead on, and contribute to, the building of knowledge and evidence base for the benefit of the professional body of occupational therapy e.g. link forums, R&D clinical sub groups etc.

7.5 To assume personal responsibility for maintaining a working knowledge of new statutory guidelines that influence clinical practice, and ensure all information is shared with the team.

7.6 To ensure own and others timely booking and attendance of mandatory and statutory training. Failure to do this may preclude further learning and development opportunities.

7.7 To maintain a professional knowledge base and act as a resource to others regarding specialist areas of expertise i.e. occupational therapy, health promotion, recovery and social inclusion.

7.8 To review and reflect on own occupational therapy performance through effective use of professional supervision, operational management supervision, CPD opportunities and annual appraisal; ensuring own learning and development needs are identified.

8. Students

8.1 To deliver learning and development opportunities to OT students, where necessary.

8.2 To assume responsibility for coordinating the comprehensive induction of new staff and students.

9. Professional Ethics

9.1 To apply expert skills and knowledge to demonstrate professional competence and fitness to practice as an occupational therapist; as required by the Health and Care Professions Council. 9.2 To comply with the COT Code of ethics and Professional Conduct, HCPC Professional Standards and CNWL NHS Foundation Trust Policies.

9.3 To maintain an awareness and working knowledge of other professionals ethical guidelines within the Team to enable ethical inter-professional working.

9.4 To maintain knowledge of national and international legislation that affects clinical practice.

The following responsibilities are applicable to all employees:

Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.



Person Specification for Band 7 Occupational Therapist

CRITERIA	ESSENTIAL <i>Requirements necessary for safe and effective Performance in the job</i>	SEE KEY *	DESIRABLE <i>Where available, elements that would contribute to Immediate performance in the job</i>	SEE KEY *
Education and Qualifications	<ul style="list-style-type: none"> Degree or equivalent in Occupational Therapy HPCP Registered Practitioner Occupational Therapist Mentorship or supervisor qualification Evidence of professional development since registration 	A	<input type="checkbox"/> Post registration qualification that enhances clinical work: Sensory integration, CBT, DBT, Dual Diagnosis, etc.	A
Previous Experience	<ul style="list-style-type: none"> Experience of working at a Band 6 level or above Experience of working as part of a multi- disciplinary team Experience of working with complex clients Experience of running a group program Experience of leading and /or developing a service/ component of a service 	A	<input type="checkbox"/> Experience of working in a Prison or forensic environment	A
Skills and knowledge	<ul style="list-style-type: none"> Expert in engaging with people with mental health problems, assessing their needs, designing and delivering appropriate interventions and evaluating the effectiveness of the process. Risk assessment and management skills. Excellent communication skills both verbal and written. Excellent IT skills. Ability to work effectively as part of a team and independently as appropriate. To use supervision positively and effectively. Proven ability to work with patients to increase their level of self-determination and resilience. Effective time management. Knowledge of the needs and rights of patients. Knowledge of CPA, Mental Health Act, MAPPA, legislation and policies relevant to prison mental health. Knowledge of safeguarding frameworks Problem solving, stress management & conflict resolution skills. Ability to engage in evidence based practice, with an understanding of care quality (clinical governance). Knowledge of current challenges / developments in Prison health. 	A/I		

Attitudes, aptitudes, personal characteristics	<ul style="list-style-type: none"> • Motivated to maintain the highest standards possible in the service. • Able to accept constructive feedback. • Able to ask for support where required. 	A/I		
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	<input type="checkbox"/> Compassionate & non-judgmental approach. <input type="checkbox"/> Flexible. <input type="checkbox"/> Smart appearance and professional manner.			
Other	<input type="checkbox"/> To conduct self in accordance with relevant code of conduct and practice for registration. <input type="checkbox"/> Occupational Health clearance. <input type="checkbox"/> Sickness / attendance record that is acceptable to the Trust. <input type="checkbox"/> Full clearance via the Disclosure & Barring Service (DBS), and ability to achieve enhanced Prison Clearance (vetting).	A/I		

* Key: Measured by A = Application Form, I = Interview

