

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

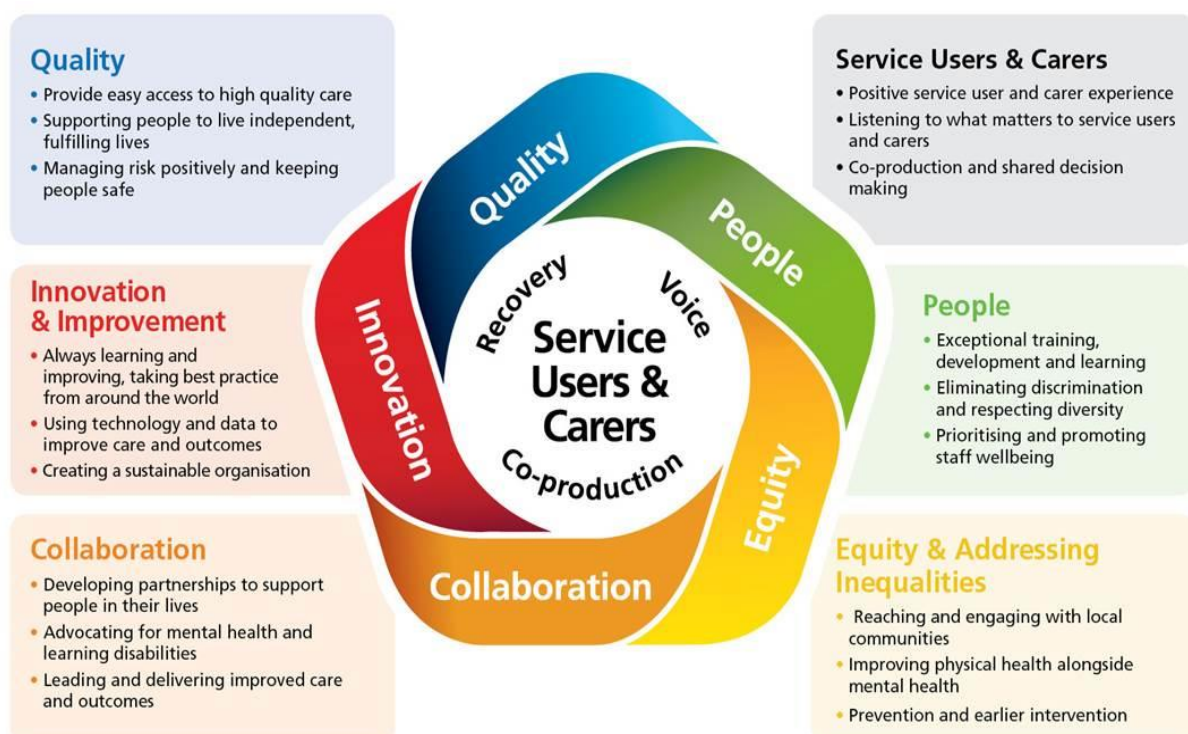
**Job Title:** Occupational Therapist

**Grade:** Band 5

**Accountable to:** Lead Occupational Therapist

**Responsible to:** Lead Occupational Therapist

**Base:** Hertfordshire



## **Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

### **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	Valued as an individual
	Kind	Cared for
	Positive	Supported and included
	Respectful	Listened to and heard
	Professional	Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

To provide occupational therapy assessment and treatment interventions for the specified service user group, to carry a caseload as a member of the MDT and to develop the occupational therapy service provision within the setting.

All staff should comply with the Trusts' Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### Key Relationships:

- To work with Occupational Therapists within the service and the wider Trust network.
- To work with other Multi-Disciplinary Team members
- To work with service users and carers
- To work and liaise with other statutory and non-statutory service providers involved in service user care and Treatment.

### Duties and Responsibilities:

- To plan and implement individual and/or group interventions in collaboration with the service user, using graded activity to achieve therapeutic goals.
- To undertake occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the service user in areas of self-maintenance, productivity and leisure.
- To build on existing knowledge of the Model of Human Occupation (MOHO) through the use of standardised assessment and intervention tools.
- Following assessment, to undertake case formulation in order to highlight occupational strengths and limitations and to inform the intervention plan moving forward.

- To work collaboratively with service users to identify OT goals as part of the overall recovery plan.
- To provide interventions in the manner that is consistent with Trust standards and values.
- To routinely provide feedback to the MDT regarding observed occupational performance throughout contact, which inform ongoing assessment and therapeutic intervention?
- To provide support and education to service users and carers regarding aspects of occupational therapy e.g. equipment fitting, rehabilitation programmes.
- To maintain clinical records using the electronic patient record system.
- To liaise with carers and other professionals as relevant.
- To exercise good personal time management, punctuality and consistent reliable attendance.
- To attend mandatory training.
- To comply with the RCOT Code of Ethics and Professional Conduct and national and Trust policies
- To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal.
- To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal/external development opportunities.
- To actively participate in the Band 5 OT and Trust CPD development programmes.
- To participate in RCOT Band 5 Preceptorship programme.

### **Clinical Responsibility**

- To work effectively as a member of a team in providing an occupational therapy service to the designated area.
- To provide Occupational Therapy advice, intervention and support given to service users and their carers.
- To provide timely feedback to the MDT information regarding the service users wellbeing and occupational performance.
- To provide a detailed occupational therapy report when required, within designated clinical area.
- To use evidence-based practice to engage service users in meaningful and appropriate activities, to promote independence, recovery and well-being.
- To develop, facilitate and deliver planned group-work and individual activities.
- To provide ongoing assessment and adjustment of clinical interventions based on the fluctuating needs of the service users.
- Undertake delegated tasks to contribute to the safe and smooth running of the service.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
- To undertake risk assessments within clinical area as guided by local/Trust policies.
- To report incidents, safeguarding concerns, complaints and compliments.
- To actively participate in safety huddles and de-brief sessions as appropriate.

- To participate in the induction, training and education of students and other staff in this setting.
- To actively seek opportunities to develop leadership skills, e.g. chairing meetings, supervising junior staff and representing the service.
- To provide supervision for non-registered staff, as agreed by the Specialist Occupational Therapist.

### **Leadership and Staff Management Responsibility**

- To participate in the training and induction and education of students in other staff in the setting.
- To actively seek opportunities to develop leadership skills e.g., chairing meetings, supervising junior staff and representing the service.
- To provide supervision for non-registered staff as agreed by the specialist OT.

### **Financial Responsibility**

- To manage stock, advising and obtaining resources to carry out the job.
- To be responsible for the safekeeping and use of equipment and materials.
- To follow Service procedures with regards to use of and recording of petty cash use within the unit.
- To be responsible for the completion of own expenses claim.
- To ensure effective and efficient use of resources.

### **Service Development and Improvement**

- To be responsible for leading an identified area of clinical work, as agreed by the Specialist Occupational Therapist, e.g. development of new groups, leaflet etc.
- To monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and feedback to appropriate forum.
- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- To participate in the delivery of the OT developments.
- To actively promote the Occupational Therapy service.

### **Communications**

- To establish effective communication networks with users and carers, team members, OT colleagues and other agencies.
- To demonstrate effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- To form therapeutic relationships with service users which overcome any barriers to gain co-operation and encourage engagement.
- To be a proactive member of the MDT, reporting verbally and in writing, on service users' performance and progress in areas of self-maintenance, productivity and leisure.
- To adhere at all times to Trust data security policies and procedures.

### **Analytical and Judgment Skills:**

- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To apply acquired skills and knowledge of professional practice in order to maintain fitness to practice as an OT.
- To demonstrate the ability to critically evaluate current research and apply to practice.
- To use activity analysis to demonstrate how occupational changes are achieved through occupational therapy interventions.
- To observe, assess and report occupational performance using appropriate Model of Human Occupation tools, which may indicate either positive or negative effects of treatment to aid treatment planning.

### **Planning and Organisational Skills:**

- To exercise good personal time management, punctuality and consistent reliable attendance. Include management of own electronic diary.
- To independently manage own workload and priorities.
- To undertake delegated tasks which contribute to the safe and smooth running of the service.
- To demonstrate and role model effective time management when planning and facilitating activities.

### **Physical Working Conditions and Environment:**

- To work within the team base, unit or community setting as appropriate.
- To be compliant with trust Lone worker policies and procedures and maintaining own electronic diary.
- To be fully compliant with appropriate Respect level for service area.

### **Information Resources:**

- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards.
- To contribute to the recording of statistical activity as appropriate in the setting
- To comply with health and safety requirements as per policy.

### **Additional Information:**

#### **Knowledge and Skills Framework:**

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

*Approved outlines are available on the HPT e-ksf local library*

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

## **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## PERSON SPECIFICATION

***Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.***

Job Title: Occupational Therapist

Date last reviewed: 17.12.18.

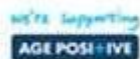
CRITERIA	ESSENTIAL A/I	DESIRABLE A/I
<b>QUALIFICATIONS</b> <b>EDUCATION</b> <b>TRAINING</b>	<p>BSc/MSc/PG Dip Occupational Therapy</p> <p>HCPC registration (or applied for)</p> <p>Proficient use of Microsoft Office and associated packages.</p>	<p>Membership of ROCT</p> <p>Experience of working with people with mental health problems and/or learning disability</p> <p>Training in the use of the Model of Human Occupation in practice areas</p>
<b>PREVIOUS EXPERIENCE</b>	<p>Application of the OT process and use of functional assessment and activity analysis</p> <p>Working knowledge of Recovery principles and how these relate to OT</p> <p>Working knowledge of standardised assessment and outcome measures appropriate to area of practice</p> <p>Experience of the application of an OT model in practice</p>	<p>Experience of working with people with mental health problems and/or learning disability</p> <p>Documented evidence of continuing professional development</p> <p>Experience of leading a range of groups and 1:1</p>

		interventions in a health or social care setting
<b>SKILLS KNOWLEDGE and ABILITY</b>  <b>1. COMMUNICATION SKILLS</b> .	<p>Knowledge of key policy, health legislation and guidelines which impact on OT practice.</p> <p>Ability to provide and receive sensitive and difficult information regarding services users care and social situation</p> <p>Strong communication skills written and verbal</p> <p>Applied knowledge and understanding and ability to use a range of communication skills to overcome barriers to engagement</p> <p>Ability to work effectively in a team</p> <p>Knowledge of and effective use of appropriate professional relationships and boundaries</p> <p>Ability to grade and adapt practical skills</p> <p>Training and presentation skills</p>	
<b>2. ANALYTICAL SKILLS</b>	<p>Creative problem solving and clinical judgement skills</p> <p>Ability to understand ,respond and adjust appropriately to the changing needs of service users</p> <p>Well-developed Observational skills</p> <p>Knowledge and experience of using the range of Model of Human Occupation Assessment tools and other OT related OT.</p> <p>Ability to Critically evaluate group interventions and</p>	<p>Involvement in outcome measures, audit and promotion of Occupational Therapy</p>

	<p>outcomes</p> <p>Ability to use case formulation to guide OT intervention plan</p>	
<b>3. PHYSICAL SKILLS</b>	<p>Ability to use a range of IT equipment relevant to the role.</p> <p>Ability to engage in a range of physical activities</p>	<p><b>Car Driver</b>(unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>
<b>4. PHYSICAL EFFORT</b>	<p>Appropriate level of fitness to undertake all tasks within the role including RESPECT techniques unless you have a disability defined by the Equality Act</p> <p>Appropriate level of fitness to undertake moving and handling tasks required for the role</p>	<p><b>Car Driver</b> – ability to drive for extended periods of time (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>
<b>5. MENTAL EFFORT</b>	<p>Ability to concentrate, respond appropriately to interruptions and meet deadlines</p>	
<b>6. EMOTIONAL EFFORT</b>	<p>Regular requirement to deal with distressing or emotionally charged situations.</p> <p>Good personal self-awareness</p>	
<b>ADDITIONAL INFORMATION</b>	<p>Demonstrate an understanding of the value of activity to personal wellbeing</p> <p><b>Values Motivational Personal Qualities Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> </ul>	

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A- Application Form  
I – Interview  
T – Test



Template:  
June 2017



## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

**Job Title:** Specialist Occupational Therapist

**Grade:** Band 6

**Directorate:** SBU West

**Hours:** 1 WTE

**Accountable to:** Lead Occupational Therapist

**Responsible to:** Team Manager

**Base:** The Marlowes, Hemel Hempstead

### Hertfordshire Partnerships University Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT. Building on the CQC Good, we are on our "Good



to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.

## **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
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## **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

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- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

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We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

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Our Values	Welcoming	Valued as an individual
	Kind	Cared for
	Positive	Supported and included
	Respectful	Listened to and heard
	Professional	Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

To provide specialist occupational therapy assessment and treatment interventions for the specified service user group, to carry a complex caseload as a member of the MDT and to take a lead in developing the occupational therapy service provision within the setting.

To support the generic work of the Community Team by contributing eg to Initial Assessment, Care Coordination and Safeguarding.

All staff should comply with the Trusts' Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### Key Relationships:

- To work with Occupational Therapists within the service and the wider Trust network.
- To work with other Multi-Disciplinary Team members
- To work with service users and carers
- To work and liaise with other statutory and non-statutory service providers involved in service user care and Treatment.

### Duties and Responsibilities:

- To manage a caseload of clients with complex OT needs, using evidence based/client-centred principles to assess, plan, implement and evaluate interventions in clinic and community settings and on home visits.
- To provide leadership for junior staff, through supervision and appraisal
- To participate in the planning, development and evaluation of OT services, holding responsibility for defined projects where appropriate

- To regularly supervise OT students on practice placement, following attendance at an approved Fieldwork Educator's course
- To apply knowledge of the Model of Human Occupation (MOHO) and other standardised assessment approaches relevant to the clinical setting.
- Following assessment, to undertake case formulation in order to highlight occupational strengths and limitations and to inform the intervention plan moving forward.
- To work collaboratively with service users to identify OT goals as part of the overall recovery plan.
- To provide interventions in the manner that is consistent with Trust standards and values.
- To routinely provide feedback to the MDT regarding observed occupational performance throughout contact, which inform ongoing assessment and therapeutic intervention.
- To provide specialist support and education to service users and carers regarding aspects of occupational therapy e.g. equipment fitting, rehabilitation programmes.
- To maintain clinical records using the electronic patient record system.
- To liaise with carers and other professionals as relevant.
- To exercise good personal time management, punctuality and consistent reliable attendance.
- To attend mandatory training.
- To comply with the RCOT Code of Ethics and Professional Conduct and national and Trust policies
- To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal.
- To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal/external development opportunities.
- To actively participate in the Trust OT CPD development programme, as a learner and a facilitator

### **Clinical Responsibility**

- To work effectively as a member of a team in providing an occupational therapy service to the designated area.
- To provide specialist Occupational Therapy advice, intervention and support given to service users and their carers.
- To provide timely feedback to the MDT information regarding the service users wellbeing and occupational performance.
- To provide a detailed and specialist occupational therapy report when required, within designated clinical area.
- To use evidence-based practice to engage service users in meaningful and appropriate activities, to promote independence, recovery and well-being.
- To have a senior oversight of the needs of the service user group and develop services accordingly.
- To demonstrate and apply a specialist level of understanding of the effect of disability and recommend adaptations to the client's physical and social environment.
  - To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
  - To undertake risk assessments within clinical area as guided by local/Trust policies.
  - To report incidents, safeguarding concerns, complaints and compliments.
  - To actively participate in safety huddles and de-brief sessions as appropriate.

### **Leadership and Staff Management Responsibility**

- To review and reflect on personal practice and performance through effective use of professional and operational supervision and appraisal.
- To exercise good personal time management, punctuality and consistently reliable attendance.
- To co-ordinate the day-to-day activities of the department (under the guidance of senior staff) including delegation of tasks to junior staff where applicable.
- To demonstrate leadership skills through the management of designated projects.
- To have a senior oversight in the induction, training and education of students and other staff in this setting as appropriate.
- To be responsible for the supervision of junior staff as appropriate
- To deputise for the Band 7 OT or senior equivalent as required.

### **Financial Responsibility**

- To manage stock, advising and obtaining resources to carry out the job.
- To be responsible for the safekeeping and use of equipment and materials.
- To follow Service procedures with regards to use of and recording of petty cash use within the unit.
- To be responsible for the completion of own expenses claim.
- To ensure effective and efficient use of resources.

### **Service Development and Improvement**

- To be responsible for leading an identified clinical area, as agreed by the Highly Specialist/Professional Lead Occupational Therapist, e.g. identification of need and development of new groups, protocols.
- To monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and feedback to appropriate forum.
- To lead in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- To lead and participate in the delivery of the OT developments.
- To actively promote the Occupational Therapy service.

### **Communications**

- To pro-actively establish effective communication networks with users and carers, team members, OT colleagues and other agencies.
- To demonstrate effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- To form therapeutic relationships with service users which overcome any barriers to gain co-operation and encourage engagement.
- To be a proactive member of the MDT, reporting verbally and in writing, on service users performance and progress in areas of self-maintenance, productivity and leisure.
- To adhere at all times to Trust data security policies and procedures.

### **Analytical and Judgment Skills:**

- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To apply increasingly complex skills and knowledge in order to expand professional competence and fitness to practice as a specialist OT.
- To demonstrate the ability to critically evaluate current research and apply to practice.
- To use activity analysis to demonstrate how occupational changes are achieved through occupational therapy interventions.
- To observe, assess and report occupational performance using appropriate Model of Human Occupation tools, or other specialist equivalent, which may indicate either positive or negative effects of treatment to aid treatment planning.

### **Planning and Organisational Skills:**

- To exercise good personal time management, punctuality and consistent reliable attendance. Include management of own electronic diary.
- To independently manage own workload and priorities.
- To take a lead in the day to day operational safe management of the department
- To undertake delegated tasks which contribute to the safe and smooth running of the service.
- To demonstrate and role model effective time management to all team members when planning and facilitating activities.

### **Physical Working Conditions and Environment:**

- To work within the team base, unit or community setting as appropriate.
- To be compliant with trust Lone worker policies and procedures and maintaining own electronic diary.
- To be fully compliant with appropriate Respect level for service area.

### **Information Resources:**

- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards.
- To contribute to the recording of statistical activity as appropriate in the setting
- To comply with health and safety requirements as per policy.

### **Additional Information:**

#### **Knowledge and Skills Framework:**

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

*Approved outlines are available on the HPT e-ksf local library*

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

#### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

Reviewed by Lead OTs 17.12.18

## **PERSON SPECIFICATION**

***Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.***

Job Title: Specialist Occupational Therapist

Department: **Insert service here**

<b>CRITERIA</b>	<b>ESSENTIAL A/I</b>	<b>DESIRABLE A/I</b>
<b>QUALIFICATIONS EDUCATION TRAINING</b>	<p>BSc/MSc/PG Dip Occupational Therapy</p> <p>HCPC registration</p> <p>Proficient use of Microsoft Office and associated packages.</p> <p>Completion of preceptorship and/or evidence of having met the full KSF Gateway for Band 5 OT's</p> <p>Evidence of relevant post grad training.</p>	<p>Membership of RCOT, including specialist section</p> <p>First line management training</p> <p>Solution Focussed Brief Therapy training</p> <p>Cognitive Behavioural Therapy training</p> <p>Practice Placement qualification/A PPLE accreditation</p> <p>AMPS/ESI/SI training</p> <p>Broad base of clinical experience</p>
<b>PREVIOUS EXPERIENCE</b>	<p>Post registration experience in relevant clinical setting</p> <p>Applied experience of providing both individual and group work interventions.</p> <p>Specialist knowledge and experience of using the Model of Human Occupation assessment tools, or others appropriate to area.</p> <p>Experience of other specialist Occupational Therapy assessment tools, e.g. AMPS, Pool Activity Levels</p>	<p>Experience of working with people with mental health problems and/or learning disability in a variety of health and social care settings</p>

	<p>Documented evidence of continuing professional development</p> <p>Experience in providing advice, support and clinical supervision to junior staff and/or students</p> <p>Applied knowledge of Recovery principles and how these relate to OT</p>	<p>Previous experience of having worked at Band 6 level</p> <p>Experience in research or audit</p>
<p><b>SKILLS KNOWLEDGE and ABILITY</b></p> <p><b>1. COMMUNICATION SKILLS</b></p>	<p>Strong communication skills, written and verbal and the ability to persuade and negotiate with peers and senior colleagues</p> <p>Proven track record of working within a multidisciplinary team and an understanding of team dynamics</p> <p>Knowledge and application of key policy, health legislation and guidelines which impact on OT and mental health/LD practice.</p> <p>Ability to provide and receive sensitive and difficult information regarding service users care and social situation</p> <p>Knowledge of and effective use of appropriate professional relationships and boundaries</p> <p>High level of ability to grade and adapt practical skills</p> <p>Evidence of delivery of training and professional development sessions</p>	
<p><b>2. ANALYTICAL SKILLS</b></p>	<p>Ability to apply broad knowledge of current best practice in OT and mental health</p> <p>A high level of problem solving/clinical judgement skills and the ability to analyse professional and ethical issues</p> <p>Ability to respond and adjust appropriately to the changing needs of service users</p> <p>Highly developed Observational skills</p> <p>Specialist knowledge and experience of using the Model of Human Occupation Assessment tools and or equivalent in area</p> <p>Highly developed ability to evaluate group</p>	

	<p>interventions and outcomes</p> <p>Highly developed case formulation skills to guide own OT intervention plan and those of others</p> <p>Experience of audits/evaluations of interventions and direct involvement of implementation of any subsequent changes to practice.</p>	
<b>3. PHYSICAL SKILLS</b>	<p>Ability to use a range of IT equipment relevant to the role.</p> <p>Ability to engage in a range of physical activities</p>	<p><b>Car Driver</b> (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>
<b>4. PHYSICAL EFFORT</b>	<p>Appropriate level of fitness to undertake all tasks within the role including RESPECT techniques unless you have a disability defined by the Equality Act</p> <p>Appropriate level of fitness to undertake moving and handling tasks required for the role</p>	<p><b>Car Driver</b> – ability to drive for extended periods of time (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>
<b>5. MENTAL EFFORT</b>	<p>Ability to concentrate, respond appropriately to interruptions and meet deadlines</p>	
<b>6. EMOTIONAL EFFORT</b>	<p>Regular requirement to deal with distressing or emotionally charged situations.</p> <p>Good personal self-awareness</p>	
<b>ADDITIONAL INFORMATION</b>	<p>Demonstrate an understanding of the value of activity to personal wellbeing</p>	

	<b>Values Motivational Personal Qualities Diversity</b> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> </ul>	
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B- Application Form  
I – Interview  
T – Test



Template:  
June 2017