

## JOB DESCRIPTION

### JOB DETAILS

JOB TITLE:	Senior Occupational Therapist
JOB REFERENCE NUMBER:	
BAND:	6 AfC
WARD/DEPT.	Generic – Community
DIRECTORATE/LOCALITY:	Trust Wide
ESSENTIAL QUALIFICATIONS:	Diploma / Degree in Occupational Therapy

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## ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Locality / Service Manager
REPORTS TO:	Clinical Team Leader
MANAGER/SUPERVISOR TO:	Band 5 AfC OT employees as allocated by SM / CTL and / OT students on placement.

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## **ROLE SUMMARY**

Provide role specific occupational therapy alongside their other duties.

Undertake the planning and delivery of direct patient care with appropriate supervision, ensuring continuity of practice and working within a multi-disciplinary and multi-agency environment.

Manage a caseload and the provision of Mental Health Care services to people with mental health care needs.

Support & advise other health care professionals.

Support aspects of service development.

Provide an appropriate learning environment for relevant UEA / UOS students.

Responsible for accurate mental health clustering of all patients in line with Trust policy

Ensure all appropriate clinical outcome measures are completed in line with Trust policy and service protocols.

Provide advice and guidance to professionals across the service team, relating to occupational therapy.

## **DUTIES AND RESPONSIBILITIES**

**Your personal supervisor will help you to develop skills to carry out the following.**

### ***Management***

Responsible for the line management of identified members of the service.

To support the development of effective mental health care pathways within the service.

Support to service evaluation and audit systems.

Support review/development of service wide policies and protocols.

Support the establishment of partnerships and networks with key stakeholders.

Deputise for Line Manager as required.

## ***Clinical***

Contribute to and deliver high quality evidence based occupational therapy services.

Be accountable for own professional actions.

Participate in mental health promotion.

Provide the appropriate interventions to patients with mental illness (incorporating NICE Guidelines) with complex needs.

Provide training and support for colleagues, including non-statutory and statutory agencies.

Carry out effective personal planning and organisation of daily workload.

Work flexibly and manage own working time effectively and accordingly to service demands.

Make autonomous clinical practice judgements, identifying alternative courses of action, managing and providing a high quality of care.

Maintain respectful, effective professional interpersonal relationships with others.

Attend all mandatory training as required by the Trust and undertake further training and updating as required to carry out the role.

Initiate, create and maintain therapeutic relationships with patients and carers, ensuring that practice is patient centred.

Promote the involvement of service users and carers in the development of the care pathway.

Ensure that all patients are given full explanation on their care pathway/treatment options and no decision is taken forward without their consent.

Ensure effective liaison with Norfolk and Suffolk County Councils to support completion of any statutory duties as required for Service Users and Carers on behalf of the organisation.

Provide appropriate health and social care interventions in partnership with Social Care colleagues and according to service users' Recovery goals.

Contribute to the assessment of health and social care needs in partnership with social care colleagues and support the implementation of any resulting commissioned packages of care where appropriate.

Regularly be involved in various research studies.

## ***Professional***

Apply specialist skills and knowledge in order to establish professional competence.

Adhere to local and professionally prescribed codes of ethical conduct and practice (e.g. confidentiality).

Maintain a professional portfolio, which demonstrates development in reflective practice.

Have arrangements in place for individual supervision as per Trust Policy.

Ensure recorded contact data are accurate and timely as per Business Processes.

Adhere to all policies, procedures guidelines and standards set by Norfolk and Suffolk Foundation Trust and relevant professional body.

Maintain and update knowledge relating to the current Mental Health Act 1983/2007 and any relevant guidance thereof; and share all relevant information to Primary Care colleagues as necessary.

Identify personal learning and training needs through KSF, appraisal and personal development plans on an annual basis.

Support and develop the principles of joint partnership working and to be proactive in fostering positive inter-agency relationships and information sharing.

Provide cover in the absence of colleagues in the team and assume the responsibility normally undertaken by them during their period of absence.

Responsible for student placements and learning outcomes, with regular contact with the link tutor to discuss student issues as they arise.

Ensure that personal appearance, practice and manner conform to the standards and expectations of the Trust.

Comply with all Trust Policies, Guidelines and Protocols with particular regard to community services.

## 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



Working together  
for better mental health

### 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

nsft.nhs.uk

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**

### **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.

### **OR**

### **Non-Clinical\***

The NSFT expects that all staff will maintain statutory and local compliance to competency-based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **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.

### JOB TITLE

	<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>	Diploma / Degree in Occupational Therapy.  HPC state recognition  Clinical supervisor qualification or willing to work towards it.	Ongoing professional development  Relevant post-graduate training courses	<b>Certificates</b>
<b>EXPERIENCE</b>	Able to demonstrate an appropriate level of knowledge of mental health practice from previous experience  Have significant post registration experience.  Effective risk assessment and risk management experience  Delivery of clinical interventions  Working in a team delivering person centred treatment packages  Supervision of junior	Delivering group-based interventions.  Supporting service development	<b>Application Form / Interview / References</b>

	OT staff / students		
<b>SKILLS</b>	<p>Ability to deliver OT assessment / treatments</p> <p>Group work skills</p> <p>Excellent communication skills</p> <p>Competent assessment skills</p> <p>Effective analytical and decision-making skills</p> <p>Care planning skills</p> <p>Risk assessment knowledge and skills</p> <p>Competent and effective treatment skills</p> <p>Able to effectively prioritise own workload.</p> <p>Basic computer skills including use of internet / email</p>	<p>Able to time manage and reflect on clinical practice.</p>	<p><b>Application Form / Interview / References</b></p>
<b>KNOWLEDGE</b>	<p>Medication and the monitoring of its effects</p> <p>Supervisory skills</p> <p>Psychosocial interventions</p> <p>An understanding of the policies and guidelines both local and national e.g., National Institute for Clinical Excellence (NICE) guidelines</p>	<p>Developing knowledge of local wider systems and networks</p> <p>Knowledge of health promotion</p> <p>Appraisal skills</p>	<p><b>Application Form / Interview / References</b></p>

<b>OTHER (Please specify)</b>	Ability to travel independently.  Ability to work under pressure.	Up to date with latest evidence-based research for specialist area	<b>Application Form / Interview / Document Check</b>
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	<b>Positively...</b>	<b>Respectfully...</b>	<b>Together...</b>	<b>METHOD OF ASSESSMENT</b>
<b>VALUES (APPLICABLE TO ALL POSTS)</b>	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
	<b>Take pride...</b>  Always do our best	<b>Step into other people's shoes...</b>  Notice what's actually happening	<b>Share...</b>  Knowledge, information and learning	
	<b>Take responsibility...</b>  Plan ahead, be realistic and do what we say we will	<b>Take time to care...</b>  Be welcoming, friendly and support others	<b>Keep people updated...</b>  With timely, open and honest communication	
	<b>Support people to set and achieve goals...</b>  And be the best they can	<b>Be professional...</b>  Respect people's time and be aware of our impact	<b>Have two-way conversations...</b>  Listen and respond	
	<b>Recognise people...</b>  Their efforts and achievements, and say thank you	<b>Be effective...</b>  Focus on the purpose and keep it as simple as possible	<b>Speak up...</b>  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	Occasionally exposed to inclement weather.
Extreme Temperatures	No
Unpleasant smells	No
Noxious Fumes	No
Excessive noise/vibration	No
Continuous use of VDU equipment	Frequent use of VDU equipment
Unpleasant substances	No
Infectious material	No
Body Fluids, Faeces/Vomit	No
Dust/Dirt	No
Humidity	No
Contaminated equipment/work area	No
Driving/Being Driven (normal conditions)	Yes – community post
Driving/Being Driven (emergency conditions)	No
Fleas/Lice/Infestation	No
Dangerous Chemicals – Substances in containers	No
Dangerous Chemicals – Substances (uncontained)	No
Exposure to verbal aggression	Occasional exposure to verbal aggression
Exposure to physical aggression	Occasional exposure to physical aggression

<b>Physical effort</b>	
Working in uncomfortable conditions	No
Working in physically cramped conditions	No
Making repetitive movements	No
Lifting weights/equipment without mechanical aid	Occasionally required to lift equipment without mechanical aid
Climbing or crawling	No
Manipulating objects	No
Manual Digging	No
Running	No
Standing/sitting with limited scope for movement	No
Kneeling, crouching, twisting, bending, stretching	No
Walking for long periods	No
Heavy duty cleaning	No
Pushing/pulling trolleys or similar equipment	No
Working at heights	No
Controlled restraint i.e. in post requiring training/certification	No

<b>Emotional effort</b>	
Processing (e.g. typing/transmitting) news of highly distressing events	Occasional exposure to writing unwelcome and distressing news / clinical information to colleagues, staff and carers
Giving unwelcome news to patients / clients / carers / staff	Occasional exposure to giving unwelcome and distressing news to patients / carers, families and staff
Caring for the terminally ill	No
Dealing with difficult situations/circumstances	Occasional exposure to difficult situations / circumstances
Designated to provide emotional support to front line staff	Occasionally required to support colleagues
Communicating life-changing events	Occasionally required to communicate life changing events
Dealing with people with challenging behaviour	Frequently required to deal with people with challenging behaviour
Attending scenes of accidents	No

<b>Mental effort</b>	
Carry out formal student/trainee assessments	Frequently required to supervise / assess students
Carry out clinical/social care interventions	Frequently required to carry out clinical / social interventions
Analyse statistics	No
Operate equipment/machinery	No
Give evidence in court/tribunal/formal hearings	Very rarely and under managerial / Trust support.
Attending meetings (if yes, describe role in "Further Information")	Frequently required to attend meetings
Carry out screening tests/microscope work	No
Prepare detailed reports	Occasionally required to prepare reports
Check documents	Frequently required to check documents
Drive a vehicle	Frequently required to drive – community post
Perform calculations	Minimal requirement
Make clinical diagnoses	Frequently required to make a working diagnosis
Carry out non-clinical fault finding	No

<b>Freedom to act</b>	
Does the post holder generally work without close supervision	Yes. Works within clearly defined occupational policies, work is managed rather than supervised, works within codes of practice and professional guidelines
Does the post holder work without direct access to a manager	Yes. Works autonomously within the community, manager not always available to contact
Does the post holder work without access to a manager by telephone	No
Is the post holder the lead specialist in their field	No

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

Daily:  Weekly:

Other frequency (please comment)

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

Daily:	<input type="text"/>	Weekly:	<input type="text" value="X"/>
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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.**