

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Specialist Occupational Therapist
<b>Band:</b>	6
<b>Service:</b>	As designated
<b>Professionally Accountable to:</b>	Professional Head of Occupational Therapy
<b>Professionally Responsible for:</b>	Day to day supervision of occupational therapists, occupational therapy assistants and students.

## Job Summary

- Professionally accountable for own caseload, working autonomously to deliver occupational therapy in a variety of inpatient and community settings including the service user's own home.
- To develop and implement occupational therapy treatment plans and provide advice to service users with diverse presentations and complex needs to enable them to maintain, restore or create a balance between their abilities and the demands of their occupation and environment in the areas of self-care, productivity and leisure. Service users have a range of mental health conditions and/or learning disabilities.
- To work compassionately with service users and carers to achieve identified occupational therapy goals and to promote social inclusion, independence and well-being.
- To provide the best possible experience for service users, carers and families
- Responsible for ensuring the highest professional standards and attitudes towards the care of service users are maintained at all times and that care is delivered in accordance with evidence based practice by all staff for whom the post holder has designated responsibility.
- To facilitate others in the team to develop competence by providing clinical leadership and specialist clinical advice on more complex cases.
- To provide clinical supervision to occupational therapy staff and students.
- To be committed to and take a lead role in activities integral to Quality Improvement.
- To promote at all times a positive image of people with mental health conditions and learning disabilities.

- To promote at all times a positive image of the Occupational Therapy Service and the wider Trust.

## Description of the duties

### Clinical Responsibilities

- Manages a complex/specialist OT caseload from assessment to discharge from therapy. Service users may have multiple needs with a combination of physical and mental health or learning disabilities. Service users may demonstrate behaviours that challenge or have difficult family situations of relevance.
- Responsible for ensuring the highest professional standards and attitudes towards the care of service users are maintained at all times and that care is delivered in accordance with evidence based practice by all staff for whom the post holder has designated responsibility.
- Undertakes complex occupational therapy assessments and develops complex therapy programmes.
- Assesses and manages risk effectively in clinical and community settings including the service user's own home.
- Works with service users and carers to identify occupational therapy goals as part of the overall Multidisciplinary Team plan.
- Develops and implements specialist interventions for individuals or groups, in collaboration with the service user(s) and MDT to achieve therapeutic goals.
- Uses technical and creative skills to engage service users in therapeutic activities and encourages service users/carers in a compassionate manner, to support them in achieving their identified goals.
- Monitors and evaluates occupational therapy treatment in order to measure progress and modifies treatment plans to ensure effectiveness of clinical interventions.
- Provides reports and makes recommendations on service user progress at clinical meetings and participates in the clinical decision-making process regarding service user care programmes as part of the multidisciplinary team.
- Provides specialist clinical advice to other healthcare professionals including those in the acute hospital sector with limited mental health or learning disability experience.
- May provide professional advice, as requested and where appropriate, in relation to subject access requests.
- Provides advice, education and training to service users and carers.
- Undertakes health promotion activities.
- Assesses service users for and fits adapted equipment in the home, as appropriate.

- Acts as lead professional for service users on standard care if no other professional is involved in the service user's care and may undertake care co-ordination for service users on Care Programme Approach where there is an occupational therapy component identified.
- Responsible for recognising the potential for or signs of service user harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the service user. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- Demonstrates safe moving and handling of service users, using equipment as required.
- Demonstrates safe physical interventions in the management of violence and aggression as required.

### **Administration Responsibility**

- Undertakes administrative tasks in relation to own work.
- Uses Microsoft Office applications on a daily basis.

### **Research and Audit**

- Keeps up to date with new developments in the field, critically evaluating available research and disseminating information to inform evidence-based practice.
- Maintains a personal professional portfolio of learning activity in compliance with professional body requirements.
- Demonstrates an understanding of the clinical governance framework and contributes to the setting and monitoring of quality standards for clinical work and implements agreed action plans.
- Participates in research projects and clinical audits in own work area as required.

### **Responsibility for Information Systems**

- Responsible for maintaining accurate and comprehensive service user records using RIO or other electronic systems approved by the Trust and in accordance with the Trust and professional record keeping standards.
- Contributes to MDT reports and writes specialist occupational therapy reports for referring agents and other healthcare professionals involved in service users' care.
- Records information required for statistical purposes in an accurate and timely manner.
- Uses clustering tools and related assessments accurately where appropriate.

## **Responsibility for Planning/Organising & Strategic/Business Development**

- Plans own workload, managing competing demands (e.g. urgent referrals) to ensure care is delivered according to clinical priority.
- Delegates work to occupational therapy staff whose competence has been established, whilst maintaining professional accountability and ensuring their work meets required professional standards.
- Plans, organises and writes session plans for individual service users or groups.
- May undertake care co-ordination for service users on Care Programme Approach where there is an occupational therapy component identified.
- As Practice Placement Educator, plans and organises the timetable for students on placement.
- Plans training sessions, workshops, seminars and poster displays.
- Participates in operational planning and the annual business planning process for the Occupational Therapy Service.

## **Policy Development**

- As a member of working groups, revises or develops local policies and procedures.
- Ensures robust implementation, monitoring and evaluation of new or revised policies and procedures in the workplace.

## **Service Development, Project Management**

- Uses the techniques of the Trust's Quality Improvement System to facilitate continual safety and quality improvement activities as part of the team or special interest group.
- Participates in projects to develop occupational therapy services within own area, to meet the changing needs of the service user group.

## **Financial Responsibilities**

- Monitors stock levels and may raise requisitions for authorisation, to maintain appropriate levels of supplies.
- Uses petty cash for therapeutic activities as appropriate.
- Conducts an annual stock take and ensures robust implementation, monitoring and evaluation of new or revised policies and procedures in the workplace

## **Staff Management, Training and Development, HR**

- Provides training to occupational therapy assistants and students, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice.
- Identifies and meets the training needs of carers, volunteers, healthcare staff from other professions and outside agencies regarding occupational performance of service users.
- Leads in the induction of new staff to the clinical area.
- Undertakes day to day supervision of occupational therapy assistants and students including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required.
- Provides clinical supervision to occupational therapist and OT support staff.
- Encourage your team to feel able to raise concerns openly and safely.
- Promote equality of opportunity in service delivery and employment, ensuring that no person receives less favourable treatment than another on the grounds of gender, marital status, race, religion, creed, colour nationality ethnic or national origin, sexual orientation or disability.
- Act as a positive role model at all times, encouraging people to feel equal members of the team whilst working within clear frameworks and policies.
- Leads on recruitment for OT support staff and band 5 occupational therapists where appropriate.

#### **Responsibility for Physical Resources, Estates, Hotel Services**

- Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- Responsible for ensuring that occupational therapy staff are competent to use equipment required in the performance of their role.
- Ensures required standards of infection control are maintained by all occupational therapy staff.
- Ensures safe transport and storage of equipment and materials by all occupational therapy staff.
- Ensures work areas used by self and other occupational therapy staff are kept tidy.
- Ensures available resources are used efficiently and effectively by all occupational therapy staff.
- Advises the Occupational Therapy Clinical Lead and line manager on new or replacement occupational therapy resources/equipment required by staff to carry out their roles.

- Ensures occupational therapy equipment/resources ordered are fit for purpose before being used by self or others.

## **Communication**

- Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- Uses appropriate verbal and non-verbal communication methods to ensure effective therapeutic engagement with service users who have a range of cognitive and communication abilities. This requires giving and receiving complex or sensitive information using persuasion, motivation and reassurance to achieve collaborative participation in the implementation of therapy plans.
- Communicates information regarding service users' needs and progress positively, compassionately and in a timely manner to carers/relatives as appropriate having due regard for confidentiality at all times.
- Attends multidisciplinary team meetings, providing reports and recommendations on service user therapy to inform the clinical decision making process.
- Ensures that effective communication systems are maintained across the multidisciplinary team and strengthens partnership links with GPs, social workers, community and voluntary agencies.
- Depending on work area, may be required to present structured and objective information to the Occupational Therapy Clinical Lead regarding operational issues
- e.g. service pressures.
- Represents the Occupational Therapy Service at a range of meetings, professional forums and special interest groups.
- Uses a range of communication skills to ensure optimal learning for participants in training sessions or undertaking other learning activities.
- Ensures that communication with members of the public is professional and courteous at all times.
- Deals with initial complaints sensitively, avoiding escalation where possible.

## **Analysis and Judgement**

- Uses clinical reasoning and analytical skills to identify the occupational needs of complex service users and formulate occupational therapy intervention plans where conflicting indicators may exist, requiring significant experience to generate potential solutions and make informed decisions.

- Analyses service users' responses/progress when undertaking therapeutic activities. Modifies activities to maximise clinical effectiveness according to the particular circumstances at the time.
- Solves complex clinical problems as required.
- Uses judgement to provide appropriate advice to other staff on complex issues.
- Responsible for maintaining appropriate boundaries with service users.

### **Freedom to Act**

- Works within HCPC Code of Professional Conduct and Professional Standards, accountable for own professional practice including work delegated to others.
- Uses own initiative and has significant discretion in interpreting and applying clinical policies to own complex caseload.
- Receives regular clinical supervision.
- Recognises own limitations and seeks advice and guidance from more experienced colleagues as appropriate.

### **Personal Responsibilities**

- Comply with the terms of the contract of employment, and the Trust's Statement of Values and Behaviours.
- Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- Fully participate in annual appraisal and appraisal reviews.
- Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

### **Other Requirements**

- The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.

- The post holder may be required to work in locations other than those specified in the job description as required by service need.
- The post holder may be required to work flexible hours as required by service need.
- There may be a requirement to change the job description in light of developing service needs.

## General information for all employees

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

## Values and behaviours

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

**Passion:** Doing my best all of the time

Everything I do is in the interests of everyone who uses our services

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

**Respect:** Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

**Integrity:** Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

I am open and honest about when things have not gone well

I raise concerns and report incidents that arise

**Diversity:** Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

I understand and support the benefits that diversity brings to my team

**Excellence:** Striving to provide the highest quality support

I set high standards for my work and personal conduct



I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

### Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

### Other Information

#### CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

#### VALUING DIVERSITY & HUMAN RIGHTS

No person should receive 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 and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

#### INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

#### NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

#### DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

#### RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

#### **SAFEGUARDING & DUTY OF CANDOUR**

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

#### **STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'**

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

**Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to implement new ways of working within their field of expertise.**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

# PERSON SPECIFICATION

**JOB TITLE**    **Specialist Occupational Therapist**

Requirements	Essential	Desirable
<b>Education and Qualification</b>	<p>Degree in Occupational Therapy or equivalent</p> <p>Registration with HCPC</p> <p>Successful completion of preceptorship year as a graduate occupational therapist (or equivalent in non-NHS sectors)</p> <p>Clinical Supervisory Skills course (or willingness to undertake within agreed timescale).</p> <p>Trust training in Appraisal and Recruitment (or willingness to undertake within an agreed timescale)</p> <p>Numeracy, Literacy and ITQ level 2 (or equivalent)</p>	<p>Accredited Practice Placement Educator</p> <p>Post-graduate qualification in a relevant area.</p>
<b>Experience and Knowledge</b>	<p>Significant experience of delivering Occupational Therapy including experience working with service users in mental health or learning disabilities with complex needs.</p> <p>Experience of supervising students on placement</p> <p>Experience of participation in quality improvement activities</p> <p>Experience of participation in clinical governance activities</p> <p>Experience of developing and delivering training</p> <p>National guidance and key standards in own specialist area</p> <p>Health and Safety legislation and its application in practice</p> <p>Legal aspects of Moving and Handling</p>	<p>Day to day supervision of staff</p>

	<p>Mental Health Act and Mental Capacity Act and its application in practice.</p> <p>Clinical Risk Assessment and Management and its application in practice.</p> <p>Clinical Governance and its application in practice.</p> <p>Care Programme Approach and its application in practice</p> <p>Safeguarding and its application in practice.</p> <p>Significant knowledge to post-graduate level of the needs and difficulties of service users in designated specialist area.</p> <p>Significant knowledge of evidence based practice in designated specialist area</p> <p>Research and development methodology.</p> <p>Knowledge of the Trust's Quality Improvement System (or willingness to learn in agreed timescale)</p>	
<b>Skills and Abilities</b>	<p>Communicate complex and sensitive information in a manner appropriate to the individual and situation.</p> <p>Solve complex clinical problems</p> <p>Record keeping and report writing</p> <p>Work collaboratively as part of a multidisciplinary team</p> <p>Manage own caseload and prioritise effectively</p> <p>Motivate and work positively and constructively with other members of the team.</p> <p>Delegate tasks appropriately</p> <p>Apply latest research evidence and evaluative thinking in practice</p> <p>Provide effective teaching, training and clinical supervision.</p>	

	<p>Use multimedia materials for presentations in professional settings.</p> <p>Breakaway techniques (within agreed timescale)</p> <p>Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</p> <p>Compassionate in meeting the needs of vulnerable people and their families and carers.</p> <p>Able to engage with vulnerable people and work effectively in distressing and challenging circumstances</p> <p>Able to work flexibly and co-operatively as part of a team</p> <p>Able to use own initiative and make decisions independently as appropriate to the band</p> <p>Committed to continual quality and service improvement</p> <p>Committed to promoting a positive image of people with mental health conditions or learning disabilities</p> <p>Committed to promoting a positive image of the Occupational Therapy Service.</p> <p>Self aware and committed to professional and personal development. Able to reflect and critically appraise own performance and accept and respond positively to feedback from supervision</p>	
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<b>Other Requirements</b>	<p>Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.</p> <p>Ability to travel independently in accordance with Trust policies and service need.</p> <p>This post is subject to a satisfactory Disclosure and Barring Service check.</p>	
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**Date Job Description and Person Specification agreed:** [Click or tap to enter a date.](#)