

---

**JOB DESCRIPTION – Integrated offender mental health and substance misuse team**

---

---

**DATE**

---

**JOB DETAILS:****JOB TITLE:** Occupational Therapist**BAND:** 6 (Agenda for change)**HOURS:** 37.5**DEPARTMENT:** Inclusion**LOCATION:** Isle of White Prison**REPORTS TO:** Team Manager**ACCOUNTABLE TO:** Head of Inclusion

**RESPONSIBLE FOR:** Provision of a range of graded therapeutic interventions to support the service user in areas of self-maintenance, productivity and leisure within the prison cluster across wellbeing, substance misuse and primary and secondary mental health.

The post holder will be expected to work as part of the multi-disciplinary team and take responsibility for taking the role of care co-ordination of service users with highly complex and multiple needs. Assessment, interventions and procedures may be discussed in clinical supervision. All aspects of the post may involve moderate physical and frequent mental effort with exposure to highly emotional circumstances. The post holder will be in a position to contribute to the development of services. The post holder may also be expected to work autonomously as the Occupational Therapist within the multi-disciplinary team.

---

**WORKING RELATIONSHIPS:**

**INTERNAL:** Administrators, Prison staff, prison healthcare , Administrator manager, Recovery workers, Medical staff, Volunteers, Recovery Champions / peer mentors, Team leaders, Team managers, cluster managers, clinical leads, Inclusion Managers

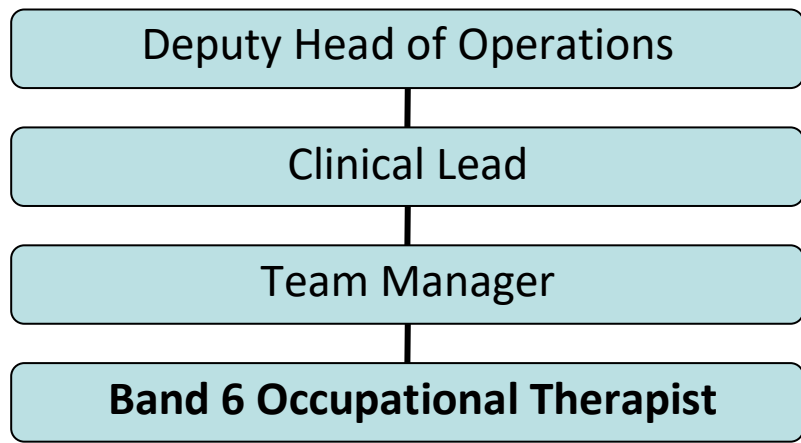
**EXTERNAL:** GP's, Prisons, Probation, Police, Primary and Secondary healthcare services, Health and Non Health related professionals.

---

---

---

## **ORGANISATIONAL STRUCTURE:**



---

## **KEY DUTIES AND RESPONSIBILITIES:**

### **Clinical**

- Lead the development, implementation and evaluation of group work to meet clients identified mental health and substance misuse needs.
- To take responsibility for a clinical caseload. This will include caseload management and decisions on how to prioritise the workload involving clients with highly complex and multiple needs within a restrictive environment.
- As a member of the multi-disciplinary team, to carry out assessments, profession specific/multi-disciplinary/multi-agency, including gathering complex information from clients and other members of the multi-disciplinary/multi-agency team. This includes the use of specialist standardised assessment tools, verbal and non-verbal communication skills and observation of the client and their environment. This also involves completion of highly complex risk assessments and other documentation.
- To undertake the role of Care Co-ordinator for an identified number of clients on the caseload, some of whom may be on enhanced CPA with multiple and complex needs. Contribute to the delivery of CPA multi-disciplinary care plans.
- To contribute to the overall care plan using effective Occupational Therapy treatment programmes and negotiate and communicate these with the client and other members of the treatment team. This will include the use of a highly developed clinical reasoning, practical and analytical skills, all of which are underpinned by advanced theoretical knowledge relevant to the specialism. Effective verbal and non-verbal communication skills will be used which demonstrate empathy and leadership appropriate to the management of the situation.
- To recommend suitable adaptations to enable clients' activities of daily living and to organise the implementation and maintenance of these.
- To implement, evaluate, analyse and adjust treatment programmes according to individual needs, which are highly complex. The frequent use of encouragement, motivation, negotiation, reassurance and training skills as well as discussing with clients their progress will be essential.

- 
- In discussion with the multi-disciplinary team, to decide on the appropriateness of, and to be responsible for, referrals to other agencies/disciplines/services according to individual client need. This will require written and electronic communication according to protocols in line with local and national standards.
  - To keep relevant, accurate records of treatment programmes and interventions which will include hand written and electronic records. This may involve the decision as to handling and communication of sensitive or contentious information. All information must be clear and contain appropriate language for access to clients and other professionals. These should be written according to agreed protocols in line with local and national standards.
  - To write and disseminate reports according to agreed protocols in line with local and national standards. This may involve judging how to communicate sensitive or contentious information. Reports should be clear, accurate and easy to read containing appropriate language for access to clients and other professionals.
  - 
  - To contribute to multi-disciplinary meetings/care and treatment planning contributing the specialist Occupational Therapy perspective. This will include presentation, verbal reporting and negotiating, to achieve agreement on delivery of care.
  - To participate in and provide clinical supervision to maintain best practice. This will include discussion of caseload, reflective practice, and the ability to receive and act on constructive feedback.
  - To take part in and lead on clinical audit within own sphere of responsibility. This may include written and electronic communication across the whole Trust and co-operative working with other disciplines. The post will require knowledge of audit methods.
  - In discussion with the multi-disciplinary team, to be responsible for planning discharge of clients from own caseload. This will involve analysis of the clinical situation and how the case should be best managed in the future. This will involve liaison and communication with other members of the multi-disciplinary/interagency team, clients and carers. This will be recorded manually and electronically, including care co-ordination documentation.
  - To ensure effective and appropriate face to face, telephone, electronic and written methods of communication are maintained at all times.
  - To implement highly developed physical skills pertinent to the area of specialism, for example manual handling, computer and keyboard skills, health and safety, driving, MAPA or PSTS.
  - There will be a requirement to work with clients and carers who may display challenging and aggressive behaviour and to be regularly exposed to stressful and emotional situations.
  - To be able to maintain a strong professional rapport with service users who may not have any insight into their illness or associated needs.

## **Liaison**

- Liaise with professional and voluntary agencies to provide appropriate Specialist advice for Prisoners with Mental Health and substance misuse problems and attend and contribute to appropriate multi-disciplinary team meetings and case reviews.
- To work to the stepped care model within the integrated offender mental health and substance misuse team

- 
- To develop and sustain links with multi-disciplinary services including statutory and non statutory providers
  - To develop a network of contacts with relevant agencies to promote service accessibility for the client group.
  - To attend relevant meeting to represent Inclusion and the team when required.
  - To work across multi-disciplinary/multi-agency teams involved in the delivery of care. This will involve liaison and negotiation around highly complex situations and risks, co-operative working and demonstration of knowledge of multi-agency/interagency approaches

## **Professional**

- To keep up to date records and information for the purpose of internal and external evaluation.
- Responsible for own professional development and participate in continuing education and health promotion programmes.
- To provide information and statistics consistent with requirements.
- To prepare and present reports when required to do so.
- Responsible for participation in the trust appraisal process, identifying own/others mandatory professional, supervisory, personal development and training needs. To demonstrate compliance with Inclusion mandatory training.
- Ensure that clinical supervision of professional practice is undertaken and caseload supervision is carried out.
- To participate and contribute appropriately in research, service modernisation, clinical governance and the NHS operating framework.
- To ensure that the agreed philosophy approach is adopted and followed whilst respecting and valuing the different therapeutic approaches available.
- Responsible of ensuring confidentiality is maintained at all times in accordance with the Data protection act, trust policy and good practice.
- Responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies.
- To adhere to the College of Occupational Therapy Code of Ethics and Professional Code of Conduct, and Core Standards for Occupational Therapists

## **Education:**

- Contribute to the provision of formal and informal training of pre/post registration students, staff members, carers and service users
- Participate in the setting of clinical standards and development of systems that offer effective evaluation of the service

- 
- Contribute to providing formal and informal training on mental health awareness to statutory and non-statutory services.
  - Responsible for the provision of staff induction, mentorship and clinical supervision to professional colleagues as appropriate.

#### **Organisational:**

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures including the specific responsibilities related to infection control.
- Responsibility of ensuring all required data and information is maintained as per Trust guidelines and policies

#### **COMMUNICATION:**

- The post holder is responsible for ensuring accurate and timely written and electronic records are kept which comply with the Trust policy and Professional guidance, reporting on any issues as appropriate.
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current care plans, progress, mental state and psychosocial factors in line with best practice.
- The post holder is responsible for ensuring that they clearly communicate with service users and carers, actively listen to establish an understanding of the needs of the service user and their carers.
- The post holder will develop and maintain good communications and working partnerships with the service user, relatives, primary care staff, other health, prison, police and statutory and non-statutory agencies, involved in care provision. In order that an effective service can be provided for the service user within the prison system.

#### **MANAGERIAL:**

- Responsible for the effective utilisation of clinical resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.
- To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.
- Line management of staff where appropriate
- Responsible for ensuring that appropriate safeguards and practices are adopted when working autonomously with clients independently.

## **SYSTEMS AND EQUIPMENT**

- To contribute to the development of systems and interventions as and when required.
- To familiarise and use I.T. equipment as provided by Inclusion and to include (or any other introduced) and accurately record all required information.

## **DECISIONS AND JUDGEMENTS**

- To make decisions based on effective communication and risk management. To seek management advice where appropriate
- To identify training needs and utilise supervision effectively.
- To be aware of boundaries at all times.
- To be responsible for identifying individual training needs and keep abreast of new trends

## **COMMUNICATION AND RELATIONSHIPS**

- To effectively communicate and work collaboratively with a range of people including service

## **PHYSICAL DEMANDS OF THE JOB**

- To use IT equipment on a daily basis.
- To attend training and meetings in different geographical areas from the service
- To work across the cluster when required to do so
- To work flexible hours in line with service needs (i.e. evening and weekend as part of a rota system).

## **MOST CHALLENGING / DIFFICULT PART OF THE JOB**

- To be responsible for your own security and safety and be fully compliant with trust policies.
  - Exposure to incidents of self harm and self injury
  - Working in a hostile environment and at times be the witness to violent and aggressive behaviour
  - Managing own caseload autonomously while working within the prison environment has challenges that are unique to each of the prisons.
-

---

**JOB STATEMENT:**

<b>Infection Control</b>
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
<b>Learning and Development</b>
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in KSF appraisal processes in line with Trust policy and guidance.
<b>Health and Safety</b>
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
<b>Constitution, Competence and Capability</b>
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
<b>Dignity at Work Statement</b>
South Staffordshire and Shropshire Healthcare NHS Foundation Trust are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
<b>Safeguarding Children and Vulnerable Adults</b>
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

## PERSON SPECIFICATION

<b>JOB TITLE:</b> <b>Occupational Therapist</b>	
<b>DEPARTMENT</b> <b>Inclusion</b> :	<b>BAND:</b> 6 (agenda for change)

\*Assessed by: A = Application    I = Interview        R = References    T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
<b>QUALIFICATIONS &amp; TRAINING</b>			
Registered Occupational Therapist	A	Relevant training / Qualification in associated field	A
Evidence of recent CPD and Post graduate qualification or equivalent	A/I	<ul style="list-style-type: none"> <li>• CBT</li> <li>• Motivational Interviewing</li> <li>• Brief solution focussed therapy</li> <li>• Mapping techniques (ITEP/BTEI)</li> </ul>	A
	A/I	First Line management training or equivalent.	
<b>EXPERIENCE</b>			
Considerable of experience of working in the mental health field	A	Experience of developing and Delivering group work.	A/I
Experience of providing specialist interventions for those with mental health problems, counselling techniques, CBT, motivational interviewing	A/I	A commitment to and understanding of harm reduction & recovery approaches to working with drug users.	A/I
Providing supervision and line management of staff.	A/I		
Evidence of good practice	A/L		
Excellent communication skills and a willingness to promote service user involvement.	A/I		
Ability to hold a complex caseload of			



clients presenting with a different range of needs.	A/I		
Case management experience & the ability to work under pressure.	A/I		
Good presentation skills both written and oral including the ability to produce & present reports.	A/I		
<b>SKILLS, KNOWLEDGE &amp; ABILITIES</b>			
Ability to work effectively as a member of a team.	A/I	Knowledge of criminal justice field	A/I
Ability to work effectively as a member of a team.	A/I		
Understanding of equal opportunities	A/I		
Awareness of personal and professional responsibilities in regard to child protection and can demonstrate an understanding of safeguarding procedures and practice guidelines.	I		
Ability to prioritise	A/I		
Ability to work collaboratively with other professionals.	A/I		
Good interpersonal skills and communication skills	A/I		
Ability to work under pressure	A/I		
Some degree of flexibility in working hours	A/I		
Good IT skills	A/I		
The ability and willingness to work some evenings and weekends.	A/I		
Ability to liaise and build links with relevant statutory and non-statutory agencies.	A/I		
Ability to collect, interpret and keep			

statistical data & produce well written reports.	A/I		
<b>PERSONAL ATTRIBUTES</b>			
Commitment to work within the framework of the recovery agenda	A/I		
Reliable and punctual	A/R		

<b>JOB HOLDER</b>	<b>SIGNATURE</b>
	<b>DATE</b>
<b>MANAGER</b>	<b>SIGNATURE</b>
	<b>DATE</b>