

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Occupational Therapist
<b>BAND</b>	5
<b>RESPONSIBLE TO</b>	Therapy Lead
<b>ACCOUNTABLE TO</b>	Service Lead
<b>BASE</b>	Stansted Clinic
<b>HOURS OF WORK</b>	37.5

## ROLE SUMMARY

- The community team of West Essex is part of the wider Hertfordshire and West Essex Integrated Care System, supporting out of hospital care for West Essex residents.
- The post holder will be working as part of the integrated community teams with a focus on rehabilitation. This will involve helping patients to engage as independently as possible in activities which enhance their health & wellbeing. Interventions will be carried out within patients own homes, 24 hour care facilities and clinics.
- The post holder will work as part of the integrated team to plan, deliver and evaluate all aspects of the patient treatment process. This at times will include onward referrals to appropriate community based health and social care agencies.

## KEY RESPONSIBILITIES CLINICAL

### **Clinical responsibilities**

Demonstrate the ability to:

- Undertake workload planning, prioritisation and delivery of occupational therapy within the designated caseload.
- Work with a caseload of service users with multiple rehabilitation needs to identify occupational therapy goals as part of the overall care plan, using assessment tools and standardised outcome measures.

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- Apply an understanding of the effects of disability to enable patients and carers to adjust to major lifestyle changes as a result of disabilities, acute conditions or terminal illness.
- Provide information and negotiate outcomes with patients, carers, other health care workers and agencies, establishing robust communication networks.
- Assess, plan, implement and evaluate effectiveness of client centred individual and / or group interventions, using graded activity, specialist equipment and environmental adaptations to achieve therapeutic goals.
- Develop clinical competence in the moving and handling of patients, specialist equipment, adaptations and risk assessment. Provide staff, patient and carer training in these areas.
- Undertake home assessments with patients, taking into consideration stamina and medical state of patient, transporting options, inclement weather, suitable clothing
- Manage unpredictable home environments (e.g. carer or patient with challenging behaviour, patient becoming unwell).
- Undertake movement of heavy patients and equipment, using hoists where appropriate.
- Participate as a member of the multidisciplinary team, contributing to decisions regarding patient rehabilitation programmes.
- To collaboratively discuss and agree SMART goals and outcomes for treatment with patients. This at times may involve negotiation and motivation skills and the need to work sensitively with patients.
- To ensure patients understand and consent to treatment plans. If the patient does not have the capacity to give consent, to be able to work within the legal framework as appropriate.
- To develop collaborative treatment programmes with patients, carers and colleagues, demonstrating client centred practice and specialist problem solving techniques. The selection of techniques will be based on both theoretical, practical knowledge and evaluative past experiences.
- Evaluate patient progress, reassess and review treatment programmes as required through the monitoring of medical and rehabilitation needs and adjusting if needed. This will involve determining the potential for rehabilitation and future care and support needs
- Plan and prioritise own workload and delegate tasks where appropriate to ensure effective use of time.
- Facilitate the safe transfer of patients using approved moving and handling techniques and equipment.
- To assess and clinically justify the provision of equipment to patients. To be responsible for ensuring equipment provided is safe to use and advise the multi-professional team/family where appropriate.
- Identify and undertake risk assessments of patients and environments during each intervention.
- To liaise with GP's, other professionals and voluntary agencies to deliver patient centred care to a high standard.

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- To be able to hand over patients to non-qualified staff, providing a clear treatment plan and review progress of this at appropriate and regular intervals.
- To be able to manage discharges of patients in a timely manner in agreement with patient, carers and families. To complete clear discharge summaries explaining interventions, outcomes of therapy and appropriate next steps.
- Maintain up-to-date written, electronic and activity data in accordance with professional and Trust standards, ensuring accurate data input into computerised systems.
- Provide specialist occupational therapy reports, including clinical observations and standardised assessment results, relevant to practice setting.
- Ensure appropriate assessment of patients, identifying specialist equipment needs, taking into consideration budgetary constraints and finite resources.

## **ADDITIONAL DUTIES**

### **Communication Skills:**

- Using verbal, non-verbal and written communication skills to ensure that patients and carers have an understanding of their condition and aims of therapy input.
- The Therapist must effectively alter their communication techniques according to individual needs of patients (for example the patient may have a learning disability, sensory problems, neurological difficulties or may not use English as their first language).
- To be able to effectively communicate with the multidisciplinary team where required.
- To escalate concerns to senior staff in a timely manner, if there are any concerns regarding patients safety and or staff. Such as completing DATIX forms, safeguarding referrals in line with Trust policy.
- To represent the therapy service in meetings with the aim of actively contributing and reporting back relevant information.
- Maintain accurate clinical records in accordance with professional and trust standards.
- To produce timely and accurate electronic patient records and reports in accordance with governing body regulations.

### **Professional Skills:**

- The Therapist must be able to adapt their intervention to meet the needs of the individual patients. Patients seen will range from the vulnerable, to those who are extremely well informed about their condition.
- The therapist must take a holistic view of patients and their wellbeing, providing a patient centred approach to their care. The therapist must be sensitive to patients' own cultures, beliefs and emotions.
- To be professionally and legally accountable for all aspects of own work including the management of patients in your care.
- To participate in specific projects within your area of work to enhance patient care and service delivery.
- To supervise and support assistants and students with guidance from line manager when needed.
- To effectively manage your own workload within your working hours. This will include the completion of clinical and non-clinical tasks.

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- Actively participate in Continuous Professional Development and maintain a portfolio recording learning outcomes.
- To take an active part in the therapy in service training programme, helping to deliver the training as required.
- Ongoing evaluation of own work and current practices through the use of Evidence Based Practice. To participate in audits and implementation of outcome measures for service development.
- Demonstrate a sound understanding of Clinical Governance and Risk Management and apply this understanding to work situations.
- To deputise in the absence of therapy leads. To work when required on a flexible basis across localities to cover service needs.
- Delegate tasks appropriately to assistants, carers and other professionals.
- Demonstrate an awareness of trust wide and local policies and procedures.
- Understand national guidelines and legislations relating to health and social care and their impact on service provision.
- Maintain confidentiality at all times, consistent with Trust policy.
- Adhere to the relevant RCOT and HCPC professional guidelines

#### **Education and Research:**

- Maintain appropriate and up to date knowledge and skills by undertaking training for professional development in accordance with personal and service needs.
- Identify learning needs and provide training and mentoring to support team members, students and health care professionals.
- To provide clinical support to colleagues as required.
- To actively participate in clinical supervision on a regular basis in line with Trust guidelines.
- To participate in annual appraisal and maintain a personal development plan.
- To participate in service development to ensure innovative practice and maintenance of standards.
- Complete mandatory training in line with Trust policy and procedures

You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

## **OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES**

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# PEOPLE FIRST

## OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

## OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

## OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

## OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## INFECTION CONTROL

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The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more



identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

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## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**