

Job Description

1. Job Details

Job Title: Specialist Occupational Therapist

Reports to: Service Manager

Accountable to: Clinical OT Lead

Band: 6

Main Location: County wide

Date: November 2021

2. Job Summary

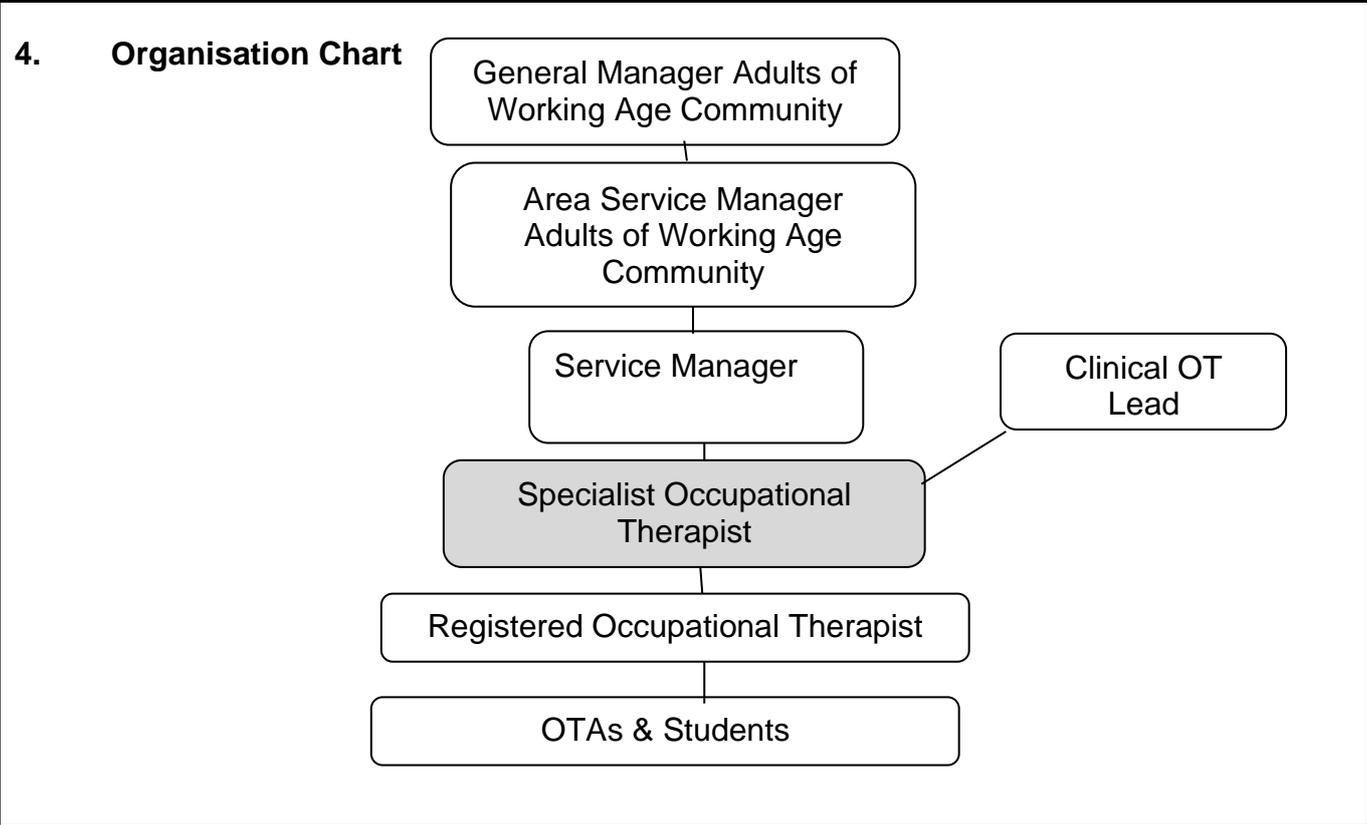
- To manage a caseload, using OT evidence based, client centred Recovery principles to assess, plan, implement and evaluate interventions.
- To develop OT Therapeutic interventions within the CMHT (individual and group) for all clinical pathways, utilising and promoting the use of standardised OT assessment (MOHO) and treatment pathways in your area.
- To provide professional supervision and training for junior staff and students.
- To participate in the planning, development and evaluation of clinical services using OT clinical skills and knowledge.
- To provide specialist OT clinical advice on the assessment and intervention of clients' occupational and functional needs. Interventions provided will be within the practitioner's sphere of competency and within their major skill set, the practitioner is expected to liaise with colleagues who may be more experienced within a particular field as and when required.
- Assessment and prescription of assistive equipment.
- To develop and champion recovery-oriented practice and wellness planning.
- To develop collaborative partnership working with our external partners within the neighbourhood for example CCGs, voluntary sector, education and employment services. You will play a pivotal role in this work alongside our partner agencies and people with lived experiences.

- To support the development of peer supporters within the team workforce co-producing and co-facilitating Recovery education courses.
- To utilise RCOT recommended resources and recommendations to inform development of clinical practice.

3. Dimensions (Financial responsibility)

Facilitate compliance of staff with national, Trust and local policies and guidance in order to maintain a safe environment and good working practices.

The post holder will regularly support the budget holder to ensure all resources are managed effectively e.g., financial, staff, equipment, stock control etc. and in co-ordinating the OT clinical requirements within the budget allocation for the clinical area.



5. Knowledge, Skills and Experience

- **Knowledge**

- Knowledge and understanding of Mental Health Conditions and treatment models.
- Detailed knowledge of legislation relevant to Mental Health.
- Working knowledge of the principles of the Care Plan Approach.
- Extensive knowledge of the principles of risk assessment and risk management.
- Specialist knowledge and application of OT assessments and interventions and outcome measures, relevant to client group.
- Knowledge and application of theoretical models of practice including the Model of Human Occupation.
- Evidence of service user and carer involvement activity.
- Understanding of OT Professional Code of Conduct and OT core skills, and their application in practice

- **Experience**

- Experience of working in teams and building effective working relationships.
- Experience of working autonomously and setting own priorities.

- **Skills**

- Excellent communication skills – both verbal and written.
- Planning and decision-making skills.
- Computer literacy.
- Experience of group work skills.
- Ability to work as part of a team.
- Commitment to client centred Recovery practice.
- Ability to apply Evidence Based Practice.
- Understanding team dynamics.

- Supervisory / appraisal skills.
- Ability to reflect and critically appraise own performance.
- Ability to analyse and resolve professional and ethical issues.
- Ability to respond efficiently to complex information within tight deadlines.
- Effective leadership skills.

6. Key result areas (main duties/responsibilities)

Clinical

1. To be responsible for delivery of Occupational Therapy (individual and group interventions) within CMHT, prioritising clinical needs to provide an effective service, appropriate to life stage and abilities.
2. To work with a caseload of service users with complex mental health needs to identify OT goals as part of the overall care plan, using specialist mental health and OT assessment and treatment tools and pathways.
3. To identify and assess the occupational needs of community service users within the locality. Implementing clear referral systems and care pathways for the occupational therapy service, prioritising clients according to occupational need.
4. To plan and implement individual and/or group interventions, in collaboration with the service user, using graded activity to achieve therapeutic goals.
5. To monitor, evaluate and modify treatment for service users with complex needs to measure progress and ensure effectiveness of intervention.
6. To demonstrate understanding of the effect of disability and recommend adaptations to the client's physical and social environment.
7. To facilitate service user empowerment and choices for occupational participation, determining their own lifestyle within the contexts of health promotion and overcoming health inequalities.
8. Provide clinical training and supervision to client's extended support network as appropriate.
9. To utilise specialist OT interventions for care pathways, for clinical practice delivery to formulate, plan and organise activities and/or programs of care.
10. To attend team meetings and MDTs as required and contribute to discussion involving

plan of treatment and care.

11. Demonstrate awareness of the Recovery philosophy and the social inclusion agenda.
12. To support with duty when required within the team.

Communication

13. To apply a comprehensive range of communication skills with users and carers, team members, OT colleagues and external agencies.
14. To effectively work as a member of the multi-disciplinary team and implement core decisions regarding service users care programmes.
15. To work collaboratively and co-produce with service users and carers to develop the Occupational Therapy service.
16. To effectively work as a member of professional and team management structures.
17. To represent OT within the CMHT and represent the service line on professional and wider networks as appropriate.
18. To link with relevant special interest groups, both internal and external to the Trust and to share good practice.
19. Promote service user and carer involvement, ensuring that autonomy and choice are embedded into the philosophy of the team.
20. To support and promote our IPS service (Work your way).

Documentation

21. Maintain appropriate, up-to-date, written and electronic records and activity data in accordance with Professional and Trust standards.
22. Provide departmental and corporate administration through collection and completion of statistics.
23. Provide specialist OT / other reports as required.

Leadership, supervision and appraisal

24. To review, reflect and change own practice through effective use of professional and operational supervision and appraisal.

25. To provide effective supervision, appraisal and support to designated staff.
26. To apply clinical and operational leadership skills through the management of dedicated projects, including quality improvement and service innovation.
27. To actively demonstrate the use of evidence-based interventions with service users, and share this knowledge across the Trust.

Training staff and students

28. To identify with junior OT staff their training needs and PADR development plans.
29. To undertake the planning and implementation of the induction, training and education of students and other staff.
30. To be responsible for the supervision of OT students on practice placement within the CMHT and be part of the wider HEE work on development of student placements.
31. Liaise with AHP practice learning and preceptorship team.
32. To be a clinical resource and offer expert guidance and supervision to other OTs in a particular area of practice.
33. Supporting staff that are completing preceptorship program and provide a preceptor to these staff. Ensure they are getting support and guidance as and when required.

Professional ethics and development

34. To comply with the RCOT Code of Ethics and Professional Conduct, HCPC standards and national and local procedures and guidelines and facilitate compliance of staff.
35. To respect the individuality and diversity of clients and actively contribute to the provision of a service sensitive to those needs.
36. To demonstrate the ability to reflect on complex ethical issues and to provide guidance to junior staff.
37. Demonstrate an ability to apply complex skills and knowledge commensurate with maintaining a specialist level of professional practice.
38. Demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes through maintaining and developing a professional portfolio for CPD.

Service Development and delivery

39. To participate in evaluation and audit of practice, clinical pathways and protocols within service area and corporate OT as required.
40. To actively participate in the delivery and review processes of the OT Strategy and Business Plan and local service delivery.
41. To work collaboratively as a member of the multidisciplinary / inter-agency team to support the planning and achievement of local service objectives, including partnership agencies.
42. To participate in development of local OT service provision in collaboration with senior staff.
43. To participate and lead in the embedding of the care pathways across the CMHT.
44. To embed Recovery pathways promoting social inclusion and re-enablement in line with the community mental health framework.
45. To utilise specific standardised occupational therapy assessments and interventions and to share this knowledge with other Trust OTs.
46. To actively develop service user and carer involvement in all areas of occupational therapy service delivery.
47. To lead and promote innovative practice in development of Recovery culture within services.
48. To develop peer supporters and support them within the team.

Clinical Governance and Quality Standards

49. To actively contribute to the Trust's, Directorates and Team's Clinical Governance activities and be involved in achieving the quality agenda.
50. To apply an understanding of the application of national guidance and legislation relating to health and social care in Mental Health service provision.
51. To exercise good time management, punctuality and consistent, reliable attendance.
52. To participate in the selection, recruitment and retention and line management of allocated staff, in collaboration with relevant staff.
53. To facilitate compliance of staff with national, Trust and local policies and guidance in order to maintain a safe environment and good working practices.

Research and practice development

54. To contribute to and support research activity within the local / Trust-wide OT service.
55. Demonstrate the ability to evaluate current research, apply it to practice and disseminate findings at a local level.
56. To broaden research and development skills through participation in local audit and research projects.

Information Governance

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

Infection Control

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

Values

As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values:

People first – We put our patients and colleagues at the centre of everything we do

Respect – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment

Honesty – We are open and transparent in all we do

Do your best – We work closely with our partners to achieve the best possible outcomes for people.

Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm

SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

Health & Safety

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

7. Communications and Working Relationships

INTERNAL

Local Multidisciplinary team
Service manager and clinical lead
Clinical Lead OT
OT Professional lead
OT Special interest group
Occupational Therapists within the Trust
Trust Networks

EXTERNAL

VCSE organisations
Service user and carers groups
Medequip
Social care
Partnership trusts
Other external agencies and specialist sections as required.

8. Most Challenging Part of your Job

To work efficiently within tight deadlines whilst providing a comprehensive service to service users and their carers. You will also need to maintain effective working relationships with other professionals and external agencies alongside providing this service.

9. Job Description Agreement

Job Holder's Signature..... Date.....

Senior Officer/Head of Department

Signature..... Date.....

Title:.....

**Job Description Additional Information
Appendix A**

Physical Effort

Due to the broad geographical area this post covers the post holder will need to be a car driver or to demonstrate that they can travel within the area frequently, transporting Service Users as needed occasionally, without compromising service needs.

The post holder is expected to work with Service Users in their homes and occasionally they will need to be aware of and respond to hazards.

The post holder will need to be computer literate and use IT systems on a daily basis.

Frequent, light physical effort for short periods of time – driving, walking short distances, computer use.

The post holder will occasionally transport and transfer light materials to support groupwork.

Mental Effort

The working environment is one of unpredictability, due to the needs of the patient group. The work pattern requires frequent concentration when assessing the needs of the patients where the work can be both predictable and unpredictable. There will be times when the post holder will need to deal with patient crisis.

Emotional Effort

The post holder may experience occasional verbal or physical abuse and aggression.

May need to deal with safeguarding incidents and may be called to give evidence in some cases.

There may be occasional exposure to distressing or emotional circumstances; and difficult family situations/patients or clients with challenging behaviour.

Working Conditions

The post holder will be working in the community setting within personal environments where at times unpleasant smells and odours may be present. The post holder may be in contact with unpleasant conditions that relate to suicide, self-harm and potential aggression from patients who may be suffering from a degree of distress.



Job Appendix Agreed

Job Holders Signature ----- Date-----

Senior Officer/

Head of Department Signature ----- Date-----

PERSON SPECIFICATION

Job title: Specialist Occupational Therapist

Grade: Band 6

Directorate: Adults of Working Age Community

Hours: 37.5

Area	Essential	Desirable
Attainment/ Qualifications	<ul style="list-style-type: none"> • Registered Occupational Therapist • Degree/ Diploma in Occupational therapy • Training relevant to specialist area 	<ul style="list-style-type: none"> • Educator accreditation • Membership of OT professional body and / or special interest group
Skills	<ul style="list-style-type: none"> • Commitment to client centred Recovery practice • Skills in applying evidence-based practice • Skills in understanding team dynamics • Ability to build effective working relationships • Ability to work autonomously and set own priorities • Supervisory / appraisal skills • Ability to reflect and critically appraise own performance • Ability to analyse and resolve professional and ethical issues • Ability to respond efficiently to complex information within tight deadlines • Effective leadership skills • Comprehensive range of high-level verbal and written communication skills • Planning and decision-making skills • Computer literate • Training and facilitation skills • Group work skills • Ability to work flexibly and under pressure • Commitment to student and staff supervision • Commitment to lifelong learning 	

<p>Knowledge/ Experience</p>	<ul style="list-style-type: none"> • 3 years post registration experience as an OT • 2 years post registration experience working with adult Mental Health service users • Experience of working with people who have severe and enduring needs • Extensive clinical experience including individual and group work • Experience of supervising junior staff and students • Experience of audit, research and clinical governance procedures and their application in practice • Ability to manage complex and sensitive information using well-developed motivational and negotiating skills, representing the OT service in a variety of different situations • Understanding of Mental Health conditions and treatment models • Detailed knowledge of legislation relevant to Mental Health and Specialist practice where appropriate • Working knowledge of the principles of CPA (Care Programme Approach) where appropriate • Extensive knowledge of the principles of risk assessment and risk management • Specialist knowledge and application of OT assessments and interventions and outcome measures, relevant to client group • Knowledge and application of theoretical models of practice including the Model of Human Occupation • Evidence of service user and carer involvement activity • Understanding of OT Professional Code of Conduct and OT core skills, and their application in practice 	
-------------------------------------	--	--

	<ul style="list-style-type: none">• Working knowledge of Clinical Governance• Open to new ideas and awareness of general issues that might have relevance to service user's involvement	
Values	<ul style="list-style-type: none">• <i>Respect</i>• <i>Honesty</i>• <i>People First</i>• <i>Do your best</i>	