

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
OCCUPATIONAL THERAPY SERVICES - MENTAL HEALTH SERVICES**

Post Title: Senior Occupational Therapist

Grade: Band 6

Post Base: Rholben Villa, Maindiff Court Hospital

Reporting to: Professional Lead Occupational Therapist/CMHT Lead

Accountable to: Professional Lead Occupational Therapist

Reporting to the Post Holder: 1 x OT Support Worker

Job Framework

Working independently, the post holder will manage a varied and complex caseload providing Occupational Therapy assessment and intervention to adults with mental health difficulties who are accessing the community mental health team. The post holder will be required to work as part of the multi-disciplinary team offering advice & recommendations to the team based on the outcome of assessments & interventions carried out with service users. The post holder will be expected to care coordinate and work within the limits of their professional competence.

Key Areas

Clinical

- To practice occupational therapy safely.
- To assess and provide Occupational Therapy intervention in cases presenting a high degree of complexity in an autonomous manner.
- To assess risks and respond appropriately.
- To be proficient in reasoning and in determining intervention strategies in complex situations and patients with complex needs.
- To draw on and apply previous experience to identify and address problems that clients display and provide rationale for the chosen theoretical framework in which intervention is to be based.
- To independently plan, implement, evaluate and review treatment plans on an individual and group basis.
- To carry out specialist occupational therapy techniques.
- To undertake home assessments and treatment as appropriate.
- To carry out and interpret formal standardised assessments.
- To actively engage carers/families in the therapeutic process, motivating and supporting them to take responsibility for decision making and goal setting
- To manage and prioritise case load independently.
- To terminate treatment when optimum levels of function have been reached.
- To critically examine and evaluate own clinical performance, initiate changes in work practice, and integrate new knowledge into practice.
- To analyse, evaluate, interpret and communicate an overview of the patterns of referral, interventions and outcomes of intervention.
- To function in a multi-disciplinary team identifying unique skills of the occupational therapist and act as a care coordinator when required.

- To actively develop and maintain close working relationships with colleagues and agencies.
- To participate in ward rounds and MDT meetings.
- To lead and be proactive in developing clinical networks as a shared governance activity.
- To maintain and actively develop close working relationships with colleagues across disciplines and agencies e.g. voluntary, statutory and private.
- To undertake a share of section duties to enable the service to function effectively.
- To deal appropriately and professionally with general enquiries coming into the department in accordance with area procedures and this may include complaints.
- To maintain records and documentation required by work settings in accordance with Aneurin Bevan University Health Board and occupational therapy service guidelines and RCOT standards.
- To demonstrate an understanding and working knowledge of relevant legislation and local policies.
- To identify supervisory needs and use clinical supervision appropriately.
- To adhere to the RCOT code of professional conduct and ethics including confidentiality.

Management/admin

- To appraise staff within the team, and identify their development needs.
- To delegate tasks appropriately and monitor outcomes.
- To formulate local policies and procedures.
- Able to identify source of costs relating to own, existing and potential clinical practice.
- To prioritise own work within the resources available to the service and to highlight deficiencies to the Ward Manager and Lead Occupational Therapist where they impact on service quality or standards.
- To assist the Ward Manager and Lead Occupational Therapist with identifying methods or changes in practice to address deficiencies.
- To contribute to the induction of new staff.
- To collaborate with others to modify and develop the service in line with changing circumstances and needs.
- To develop, monitor and audit standards in order to influence clinical and professional practice.
- Able to understand the influence of health and social care policy on the service within the immediate clinical area, the Mental Health & Learning Disabilities Division and Aneurin Bevan University Health Board.

Fieldwork educator

- To supervise students of own and other professions, providing feedback, formative and summative assessment.
- To use a variety of teaching and learning methods.
- To facilitate student learning activities to achieve desired student competence.
- To facilitate students' clinical reasoning and reflective practice.
- To work collaboratively with the university lecturer to provide an effective programme of fieldwork education for a student.
- To develop learning objectives for fieldwork in collaboration with fieldwork co-ordinator, students and college.

Supervisor

- Able to supervise junior and unqualified staff.
- Able to conduct appraisal interviews and arrange for training and professional development needs of staff to be met.

- Able to demonstrate a knowledge and understanding of the theoretical principles underpinning staff appraisal and performance review and be able to apply in accordance with Aneurin Bevan University Health Board and Occupational Therapy guidelines.
- Able to supervise junior staff in making their contribution to project work.

Researcher

- Able to undertake research and/or audit projects.
- Able to undertake clinical and/or organisational evaluation.

Professional Development

- To develop specialist skills and expertise within the field of Occupational Therapy and adult mental health.
- To maintain an up to date knowledge of mental health legislation.
- To undertake reflective practice and to contribute to professional debate on a range of clinical issues relating to the delivery of adult mental health services.
- To be actively involved in the implementation of new service developments.
- To contribute to the development of standards and outcome measurements for good practice.
- To take an active role within local service and clinical networks.
- To be able to balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.
- To promote professionalism for Occupational Therapy, both internally and externally.
- To be involved in supervising Occupational Therapy students and to educate students from other disciplines in the role of the Occupational Therapist.
- To participate in student and support worker training as directed by supervisor.
- To engage in regular supervision with an identified supervisor.
- The post holder will participate in a yearly PADR with the Professional Lead Occupational Therapist and Ward Manager.
- To identify and attend specialist in-service and external training, seminars, lectures and courses as identified in discussion with the Professional Lead Occupational Therapist.
- To acknowledge limitations in own practice and seek help from experienced colleagues / supervisor to develop professional competencies / practice.
- To be aware of professional developments in assessment and intervention and contribute to the development of good practice within the field of Occupational Therapy and adult mental health.
- To maintain basic audit and research skills contributing to the evaluation of service delivery by participating in audit activity within the Occupational Therapy service.
- To have an understanding of, and to apply the principles of clinical governance.
- To take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with guidelines from the College of Occupational Therapy as required for professional registration.

Health and Safety at Work

All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work

You are to attend all mandatory/statutory training according to Aneurin Bevan University Health Board requirements

Confidentiality

- In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.
- Similarly, no information of a personal confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as serious gross misconduct, which could result in disciplinary action being taken against you. Individuals employed with the Aneurin Bevan University Health Board are responsible for any records they create, use or handle. This responsibility is established at, and defined, by law.
- All employees working for or within the NHS who record, handle, store or otherwise come across information, have a personal common-law duty of confidence. The Data Protection Act 1988 now places statutory restrictions on the use of personal information, including health information. All staff need to acknowledge the importance and serious consequences can result should a record go missing. Any disclosure of such information without permission is a disciplinary offence and may result in dismissal.

Review

The job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the Aneurin Bevan University Health Board's requirements in consultation with yourself.

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
PERSONAL SPECIFICATION**

SENIOR OCCUPATIONAL THERAPIST (BAND 6)

Attribute	Essential	Desirable	Measured by Application Form, Portfolio and References	Interview
Education and training	Degree or Postgraduate Diploma in Occupational Therapy		✓	
	HCPC Registration		✓ and web site check	
	Commitment to lifelong learning		✓	
	Up to date professional portfolio		✓	✓
		Membership of BAOT	✓	
		Membership of RCOT Specialist Section in Mental Health	✓	
Experience	Relevant and appropriate experience in adult mental health.		✓	
	Supervision experience of junior staff and students		✓	✓
	Extensive clinical experience including individual and group work		✓	✓
		Experience of carrying out research or audit	✓	✓
		Experience of a range of physical settings	✓	✓
		Leadership experience	✓	✓

Physical make up	Able to undertake duties as specified in the job description		Occupational Health screening	
Knowledge and understanding	Specialist knowledge and application of OT assessments and interventions relevant to mental health.		✓	✓
	Detailed knowledge and application of OT outcome measures		✓	✓
	Planning and co-ordination of treatment packages		✓	✓
	Ability to analyse professional and ethical issues		✓	✓
	Detailed and applied knowledge of health legislation and current practice		✓	✓
	Detailed knowledge and application of principles of clinical governance		✓	✓
	Application of health, safety and risk management policies		✓	✓

Skills and attributes	Ability to work in a team	Ability to speak Welsh	✓	✓
	Ability to build effective working relationships with a range of people.		✓	✓
	Effective written and oral communication skills		✓	✓
	Word processing and internet skills		✓	✓
	Ability to work autonomously and set own priorities		✓	✓
	Supervisory/appraisal skills		✓	✓
	Ability to reflect on and critically appraise own performance		✓	✓
	Ability to organise and respond effectively to complex information		✓	✓
	Ability to work under pressure		✓	✓
	Training and presentation skills		✓	✓

Other	The ability to move between sites within the Health Board area in a timely manner / patients' homes as demanded by the job		✓	✓
			✓	✓
	Commitment to client centred and non-discriminatory practice		✓	✓
	Flexible approach to work		✓	✓
	Ability to cope with emotional or distressing circumstances		✓	✓
	Ability to cope with occasional exposure to challenging work environments			