



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title: Occupational Therapy Assistant

Grade: Band 3

Reporting to: Occupational Therapy Supervisor/Ward Manager

Accountable to: Consultant Occupational Therapist / Clinical Nurse Manager

Location: **Sage Ward**

Job Purpose:

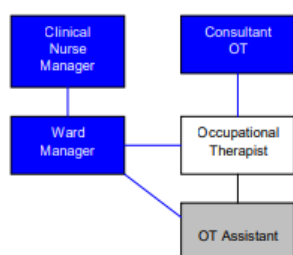
To participate in the provision of Occupational Therapy for people who use functional mental health or organic in patient service.

Job Summary:

Under supervision of a registered Occupational Therapist the post holder will be expected to:

Use technical/creative skills to assist in the provision of a flexible, client centred programme of therapeutic activities for individuals/groups of clients who experience mental health difficulties.

Organisation Chart:



Key Communications and Working Relationships

Internal

- Multidisciplinary Team members
- Occupational Therapy Supervisor
- Occupational Therapy Colleagues
- Service Users
- Carers

External

- Other agencies

Principle Duties and Responsibilities

Clinical

- To work effectively as a member of a team in providing a programme of ward and community based therapeutic activities
- To contribute to formal occupational therapy assessments, under guidance of a registered occupational therapist and provide feedback on service users' occupational functioning.
- To undertake specific assessments in area of technical/creative skill.
- Under the supervision of a registered occupational therapist, facilitate and participate in planned group-work and individual activities. With ongoing continuous assessment and the adjustment of own clinical interventions, based on the fluctuating needs of the clients.
- To use technical/creative skills to engage clients in therapeutic activities to promote independence and well being.
- To assist in implementation, evaluation and modification of occupational therapy /team interventions.
- Under supervision of a registered occupational therapist to provide a range of activities, instructing and guiding clients to support them in achieving identified Occupational Therapy goals.
- To demonstrate an awareness of clinical risk and apply this in practice.
- To demonstrate an understanding of occupational therapy and apply this to practice.
- To undertake delegated tasks to contribute to the safe and smooth running of the service.

Communication

- To build a rapport with clients of whom may be experiencing distress due to their mental state. To be able to communicate with them in a way that respects their views, aspirations, autonomy and culture.
- To liaise closely with the occupational therapist and Multidisciplinary Team providing clinical feedback on clients progress in the areas of self maintenance, productivity and leisure.
- To participate in occupational therapy and multidisciplinary Team meetings as specified by the supervising occupational therapist.
- To provide advice and support to carers.

- To explain and promote the role of occupational therapy and the service.

Documentation

- To ensure that up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.

Professional Ethics.

- To adhere to the College of Occupational Therapists Code of Ethics and Professional Conduct and all other relevant policies and procedures.
- To respect the individuality, values, cultural and religious diversity of service users, and contribute to the provision of a service sensitive to these needs.

Leadership, Supervision and Appraisal

- In line with Trust guidelines, to review and reflect on own practice and performance through regular participation in professional/clinical/management supervision and annual development review.

Training Staff and Students

- To participate in the induction, training and education of students and other staff as appropriate.
- To participate in the dissemination and sharing of information and skills with staff, students and volunteers.

Service Development and Delivery

- To ensure that areas are well maintained and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials by self and others.
- To participate in the delivery of the occupational therapy and ward development plan.

Professional Development

- To undertake relevant activities to meet training objectives identified with the occupational therapy supervisor during appraisal and supervision.
- To keep a record of training and development activities.

Clinical Governance, Quality, Standards

- To participate in clinical governance and quality improvement projects as allocated by the supervising occupational therapist.

Line Management, Staff, Budgets, Department

- To exercise good personal time management, punctuality and consistent reliable attendance.
- To be responsible for maintaining stock and advising on resources to carry out the job.
- To utilise resources appropriately including the responsible handling of petty cash.

Research & Development

- As part of a team, to incorporate up-to-date techniques and ideas of positive practice into your activities.
- To participate in occupational therapy /service audit and evaluation activities as agreed with the supervisor.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

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An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Additional Information

Physical

- Daily/frequent/occasional/rare movement of equipment and materials, tables and chairs etc.
- Daily/frequent/occasional/rare movement of large and heavy equipment.
- Daily/frequent/occasional/rare requirement to drive/travel between venues.
- Daily/frequent/occasional/rare assist clients to mobilise.

Mental Effort

- Daily/frequent/occasional/rare concentration and active participation in clinical activities.
- Daily/frequent/occasional/rare response to unpredictable situations.
- Daily/frequent/occasional/rare lone working.

Emotional Effort

- Daily/frequent/occasional/rare exposure to distressing or emotional situations.
- Works with a range of clients of whom are experiencing periods of distress due to their mental state which can result in challenges within role and some clients often disclose emotionally distressing information during treatment.

Working Conditions

- Daily/frequent/occasional/rare exposure to verbal aggression.
- Daily/frequent/occasional/rare exposure to odours e.g. clients with poor personal hygiene.
- Daily/frequent/occasional/rare exposure to weather conditions.
- Daily/frequent/occasional/rare exposure to dust e.g. in pottery, woodwork.
- Daily/frequent/occasional/rare exposure to noise e.g. during music sessions.
- Daily/frequent/occasional/rare exposure to extreme temperatures.
- Daily/frequent/occasional/rare exposure to infestation and body fluid

Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

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PERSON SPECIFICATION

Location: Sage ward	Department: Sage ward
Post Title: Occupational therapy assistant	Grade: Band 3

Attributes	Essential	Desirable	How Identified
Training & Qualifications/ Experience	relevant level 3 qualification Or experience in an occupational therapy Service Or DOH approved In service training course Or Care certificate AND Relevant work experience	Health/Social Care/ Teaching experience Experience of working in a multicultural community	Application form Certificates References
Skills/Knowledge	Ability to work single handed with individuals/groups within a supported environment Observational skills Competency in one or more leisure/creative/technical activities Ability to teach practical skills Good organisation skills Ability to work as part of a team Basic literacy and numeracy skills	Second Language	Application form Interview Portfolio References

	<p>Good computer skills</p> <p>Good communication skills, both written and verbal</p> <p>Good interpersonal skills</p> <p>Understanding of professional conduct</p> <p>Health/safety and risk awareness</p> <p>Equal opportunities awareness</p> <p>Understanding of occupational therapy</p>		
Personal Qualities	<p>Self aware</p> <p>Non judgmental</p> <p>Assertive/Confident/Enthusiastic</p>		<p>Application form</p> <p>Interview</p> <p>References</p>