



**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:** Reservoir Court Inpatient Unit

**Job Purpose:**

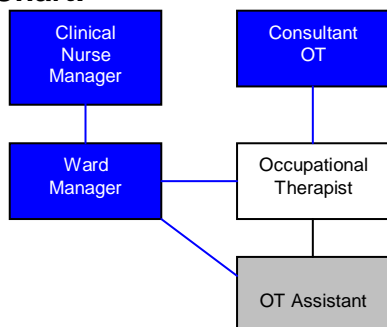
To participate in the provision of Occupational Therapy for people who use functional mental health or organic in patient service.

**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 are met in respect of information held on the Trust's computerised systems.

### **Equal Opportunities**

- ❖ The Trust is committed to equality of opportunity. Equal opportunities is an important part of the human resource function and all staff are required to ensure that all policies and practices are in accordance with current legislation, good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### **Health & Safety**

- ❖ Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust Health & Safety policies/codes of practice or regulations applicable to the work place. This job description is not definitive and is subject to revision, in discussion with the postholder, in the light of developments to the service.

### **Training**

- ❖ All staff are expected to undergo any necessary training and development, to keep up to date with the requirements of the job.

### **No Smoking**

- ❖ This Trust acknowledges its responsibilities to provide a safe, smoke free environment, and to ensure that it makes provision for its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

### **Safeguarding and Infection Control**

- ❖ Every member of staff has a responsibility to be aware of and follow at all times the relevant national and local policy in relation to the safeguarding of children, the safeguarding of vulnerable adults and the prevention and control of infection.

*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 of the service. The post may involve working to a shift pattern in the future which may include working weekends.*

## 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 fluids.

## Job Description Agreement

Budget Holder ..... **Signature**

..... **Name**

Post Holder ..... **Signature**

..... **Name**

Date .....

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.  
An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

# **BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

## **PERSON SPECIFICATION**

<b>Location:</b> Reservoir Court Inpatient Unit	<b>Team:</b> Reservoir Court
<b>Post Title:</b> Occupational Therapy Assistant	<b>Grade:</b> Band 3

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Training &amp; Qualifications / Experience</b>	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
<b>Skills/Knowledge</b>	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  Good computer skills	Second language	Application form Interview Portfolio References

	<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>		
<b>Personal Qualities</b>	<p>Self aware</p> <p>Non judgmental</p> <p>Assertive/Confident/Enthusiastic</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>Willingness to work flexibly</p> <p>Commitment to life-long learning</p> <p>Commitment to the client group</p> <p>Commitment to anti - discriminatory practice</p> <p>Flexible/adaptive with supporting service needs as and when required on other wards.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

**Prepared by: Clare Cook**  
**Designation: Consultant Occupational Therapist**  
**Date: 10/03/2021**