



**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Occupational Therapist  
**Grade:** Band 5  
**Reporting to:** Lead Occupational Therapist  
**Accountable to:** Consultant Occupational Therapist  
**Location:** Ardenleigh Women's Secure Blended Service

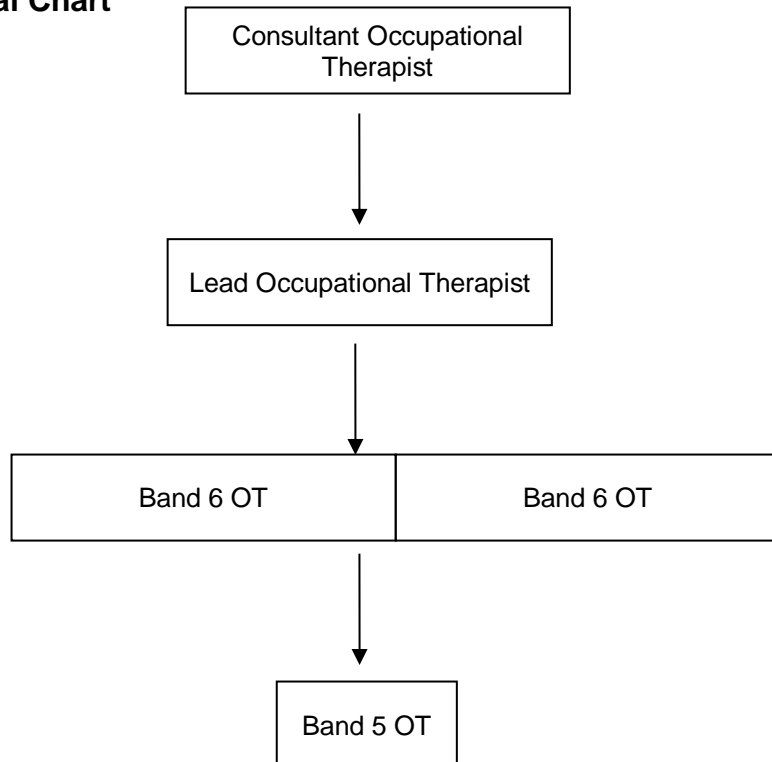
**Job Purpose:**

To participate in the delivery of evidenced based Occupational Therapy assessments and interventions for the service users within Secure and Complex Care programme.

**Job Summary:**

- ❖ To manage a defined caseload, using evidence based/client centred principles to assess, plan, implement and evaluate interventions in a range of settings.
- ❖ To maintain clinical records.
- ❖ To develop post graduate skills and knowledge through participation in the preceptorship programme.
- ❖ To support a recovery focussed care pathway

### Organisational Chart



### Principle Duties and Responsibilities

#### Clinical

- ❖ To work effectively as an Occupational Therapist in providing timely assessments and intervention plans focused on maximising occupation to promote treatment outcomes and recovery
- ❖ To advocate for and promote the role of Occupational Therapy within the service, provide rational and demonstrated effective team working in providing a programme of therapy centre/unit/community based interventions.
- ❖ To hold a defined caseload of service users based on your clinical team, addressing the need in identified areas of Occupational deficit including life and social skills, health and wellbeing, leisure & recreation and education & employment.

- ❖ To work with service users to identify OT goals as part of the overall recovery journey.
- ❖ To plan and implement individual and/or group interventions, in collaboration with the service users, employing graded activity to achieve therapeutic goals.
- ❖ To monitor and evaluate treatment in order to measure outcomes and ensure effectiveness of the interventions.
- ❖ To demonstrate and apply a basic level of understanding of the effect of disability and recommend adaptations to the client's physical and social environment.
- ❖ To assist in implementation, evaluation and modification of OT service programme.
- ❖ To assess for clinical risk and apply this in practice.
- ❖ To undertake delegated tasks to contribute to the safe and smooth running of the service as defined by the lead OT.

### **Communication**

- ❖ To form professional relationships with clients, who often exhibit challenging behaviour and communicate with them in a way that recognises and respects equality and diversity.
- ❖ To establish effective communication networks with service users, carers, team members, OT colleagues and other agencies.
- ❖ To participate or work as a member of the multidisciplinary team, contributing to decisions with regard to service users treatment programmes.
- ❖ To provide advice and support to carers, and technical support staff.
- ❖ To promote the role of OT within the Secure and Complex Care programme.

### **Documentation**

- ❖ To ensure that up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.
- ❖ To write up specific assessments and reports, according to local standards.

### **Professional Ethics**

- ❖ To adhere to the COT Code of Ethics and Professional Conduct and all other relevant National and local 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
- ❖ To maintain hpc registration and compliance with hpc standards of conduct and proficiency.
- ❖ To address issues of unprofessional conduct where necessary.

### **Leadership, Supervision and Appraisal**

- ❖ In line with Trust guidelines, to review and reflect on your own practice and performance through regular participation in professional/clinical/management supervision and personal development reviews.
- ❖ To provide day to day support and supervision to junior staff to ensure effective delivery of the programme.
- ❖ To participate in the supervision of junior staff as defined by the Lead OT.
- ❖ To take a lead on specific tasks and projects as defined by service need

**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.
- ❖ To participate in the planning evaluation and audit of practice, clinical pathways and protocols.
- ❖ To participate in the delivery of the OT/service developments.
- ❖ To participate in the development and implementation of departmental policies and procedures.
- ❖ To act as O.T. representative at committees/meetings as directed by the Lead O.T.

**Professional Development**

- ❖ To apply acquired skills and knowledge of professional practice in order to develop fitness to practise as an OT.
- ❖ To participate in the in service postgraduate preceptorship programme.
- ❖ To undertake relevant activities to meet training objectives identified during supervision and personal development reviews.
- ❖ To maintain a professional portfolio for CPD recording evidence of reflective practice and learning outcomes in line with hpc guidance.

**Clinical Governance, Quality, Standards**

- ❖ To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
- ❖ To contribute to clinical governance arrangements and the quality agenda.
- ❖ To take a lead on specific Clinical Governance projects as agreed.

**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**

- ❖ To demonstrate the ability to critically evaluate current research and apply to practice as appropriate.

- ❖ To participate in OT/programme/service audit and evaluation activities as agreed.

## **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.

Consultant Occupational  
Therapist

### 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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### **Job Description Agreement**

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

..... **Name**

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

..... **Name**

Date .....

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