



JOB DESCRIPTION

Job Title: Senior Occupational Therapist

Grade: Band 6

Reporting to: Ward Manager/ In-patient Lead Occupational Therapist

Accountable to: Head of Nursing & AHP's for Acute & Urgent Care /Lead OT for Acute & Urgent Care

Location: Acute In-patient Service

Job Purpose:

- ❖ To work as an integrated member of the ward team providing an efficiently administered and professionally competent Occupational Therapy service for people who use the acute in-patient service. To assist the inpatient ward manager in the provision of discharge and OT therapeutic interventions. To act on behalf of and deputise for the Clinical Services Lead OT and provide leadership to the ward team and wider OT Service in their absence.

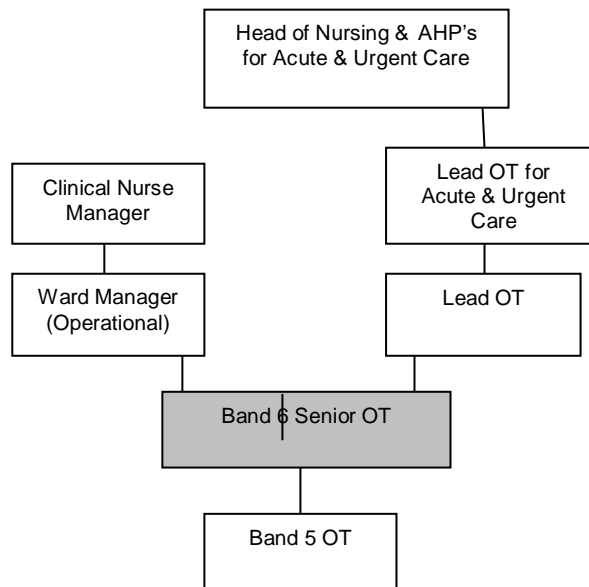
Job Summary:

- ❖ To work as an integrated member of the multidisciplinary ward based team working into the ward shift numbers over a 7 day period and undertake shift patterns that include weekends and bank holidays.
- ❖ To work flexibly, where appropriate to provide OT cover in the absence of the Occupational Therapy across the Acute & Urgent Care Service
- ❖ To participate in the planning, development and evaluation of the service, holding responsibility for defined projects.
- ❖ To provide leadership and line management duties to the band 5 OT and OT Assistant/s providing guidance, supervision and appraisal, as well a programme of In-patient based interventions.
- ❖ To manage a defined caseload of clients with complex needs, using evidence based/client centred principles to assess, plan, implement and evaluate interventions in a range of settings and facilitating discharges.
- ❖ To maintain multidisciplinary clinical records.

Key Communications and Working Relationships

Internal

Organisation Chart



- ❖ Multidisciplinary Team members
- ❖ Matrons
- ❖ Team Managers
- ❖ Trust Lead OT
- ❖ Service Development Manager
- ❖ Clinical Lead for acute & Urgent Care
- ❖ OT staff
- ❖ Other Lead/Clinical specialist OTs
- ❖ Service Users
- ❖ Carers

External

- ❖ University Placement Teams
- ❖ Other agencies

Principle Duties and Responsibilities

Clinical

- ❖ To work effectively as an integrated member of a ward based multidisciplinary

team, working into the shift numbers to providing a programme of suite/department/domiciliary/ community-based interventions.

- ❖ To select and apply occupational therapy assessments for a defined caseload of service users with complex needs, addressing occupational performance and skill deficits, enabling the service user in areas of self-maintenance, productivity and leisure.
- ❖ Ensure all service users have standardised occupational therapy assessments and a collaborative care plan which contributes to effective case management and access to appropriate services so as to provide an integrated care pathway for service users to achieve sustained recovery.
- ❖ To work with service users to identify specific goals and interventions as part of the overall care plan.
- ❖ To plan and co-ordinate individual and/or group interventions, in collaboration with the Occupational Therapy Assistants, activity worker and service users, employing graded activity to achieve therapeutic goals.
- ❖ To monitor, evaluate and modify treatment for clients with multiple needs in order to measure outcomes and ensure effectiveness of interventions.
- ❖ To be responsible for implementation, evaluation and modification of OT /team interventions.
- ❖ To demonstrate and apply a high level of understanding of the effect of disability and advise on lifestyle changes and adaptations to the client's physical and social environment.
- ❖ To assess for clinical risk and apply this in practice.
- ❖ To undertake delegated tasks to be responsible for the safe and smooth running of the suite/service.
- ❖ To be responsible for ensuring that the requirements of the Mental Health Act 1983 are observed, adhered to and implemented.
- ❖ To provide crisis intervention for service users experiencing mental health difficulties and self-harm or suicidal behaviours, including facilitating admission.

Communication

- ❖ To form professional relationships with clients, who often exhibit challenging behaviour and communicate with them in a way that respects their views, aspirations, autonomy and culture.
- ❖ To establish effective communication networks with service users, carers, team members, OT colleagues and other agencies.
- ❖ To work as a member of the multidisciplinary team, contributing to decisions with regard to service users care programmes.
- ❖ To provide advice and support to carers.
- ❖ To explain and promote the role of OT and the service, negotiating priorities where appropriate.
- ❖ To lead/facilitate OT/multidisciplinary meetings/handovers/reviews.
- ❖ To liaise closely with the Suite Manager to plan shift work that makes the most effective use of the OT resource.

Documentation

- ❖ To ensure that own/other staffs up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.
- ❖ To ensure that occupational therapy documentation is completed in line with the use of therapeutic and standardised tools.

- ❖ To write up specific assessments and reports, according to local standards.

Professional Ethics

- ❖ To adhere to the RCOT Code of Ethics and Professional Conduct and all other relevant, national and local, policies, procedures and standards.
- ❖ 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 HCPC registration and compliance with HCPC standards of conduct and proficiency.

Leadership, Supervision and Appraisal

- ❖ To deputise for the ward manager/in-patient Lead OT providing day to day leadership and management of the team/service offering effective guidance, supervision and appraisal of staff as appropriate.
- ❖ To demonstrate leadership skills, through the management of designated projects within the team with respect of own area of professional expertise.
- ❖ To take responsibility of the clinical area in the absence of the unit manager assuming their responsibilities
- ❖ In line with Trust guidelines, to review and reflect on your own practice and performance through regular participation in professional/clinical/management supervision and appraisal. .

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.
- ❖ To regularly be responsible for the supervision and written assessment of OT students on practice placement within the Trust.

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 tasks to maintain the safe and effective running of the service commensurate with the grade of the post.
- ❖ To participate in the planning evaluation and audit of practice, clinical pathways and protocols.
- ❖ To participate in the operational planning, implementation of policy and service development within the team, leading on delegated projects.
- ❖ To contribute to the delivery of the OT/ in-patient service development plans.
- ❖ To participate in and adhere to the requirements of the Trust Observation and Escort Policy.

Professional Development

- ❖ To apply specialist skills and knowledge in order to establish professional competence and fitness to practise as a Senior OT and as a senior member of the multidisciplinary ward team.
- ❖ To undertake relevant activities to meet training objectives identified during appraisal and supervision.
- ❖ To maintain a professional portfolio for CPD recording evidence of reflective practice and learning outcomes.

Clinical Governance, Quality, Standards

- ❖ To apply national guidelines and legislation relating to health and social care in service provision.
- ❖ To contribute to clinical governance arrangements and the quality agenda, including the setting and monitoring of practice standards.
- ❖ To take a lead on specific Clinical Governance projects as agreed.

Line Management, Staff, Budgets, Department

- ❖ To be responsible for maintaining stock and advising on/ordering resources to carry out the job.
- ❖ To be responsible for the appropriate use of resources, including the responsible handling of petty cash.
- ❖ To co-ordinate/manage the day-to-day activities of ward staff as appropriate.
- ❖ To deputise for the Ward Manager / In-patient Lead OT as appropriate.
- ❖ To be responsible for providing a safe ward environment identifying hazards, reporting and taking remedial action as appropriate.
- ❖ To work with the Ward Manager to ensure day-to-day management of the clinical area, maintenance of data, e.g., duty rotas, e-rostering, use of bank and agency staff
- ❖ Responsible for the effective utilisation of ward team/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager

Research & Development

- ❖ To demonstrate the ability to critically evaluate current research and apply to practice as appropriate.
- ❖ To participate in OT/service audit and evaluation activities as agreed.
- ❖ To broaden research and development skills through participation in local audit and research projects.
- ❖ To undertake research and/or audit projects relevant to OT and/or service, disseminating findings at a local level.

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 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.

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

Location: Acute In-patient Services	Department: Occupational Therapy
Post Title: Senior Occupational Therapist	Grade: Band 6

Attributes	Essential	Desirable	How Identified
Training & Qualifications	<p>Diploma/Degree in OT</p> <p><i>If not already undertaken willingness to undertake the following training within 6 months:</i></p> <ul style="list-style-type: none"> ❖ Food hygiene cert at Level 2. ❖ Clinical risk ❖ AVERTS ❖ Immediate Life Support ❖ Health & Safety ❖ Mental Health Act <p>Within 6 months:</p> <ul style="list-style-type: none"> ❖ Leadership ❖ Fieldwork Education <p>Relevant post graduate training</p>	Car driver	<p>Application form</p> <p>Certificates</p> <p>References</p> <p>Portfolio</p>
Experience	<p>Documented evidence of CPD</p> <p>Need to demonstrate significant post registration experience as an OT including dedicated time spent in mental health.</p> <p>Working knowledge of the Mental Health Act 1983</p> <p>Experience of audit</p>	<p>Post registration experience in a range of clinical setting</p> <p>Clinical Leadership and deputy management experience</p> <p>Experience of working in a multicultural community</p>	<p>Application</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>

Skills/Knowledge	<p>Specialist knowledge and application of current best practice in OT and mental health/clinical speciality</p> <p>Specialist application of the OT process with designated client group</p> <p>Supervisory/appraisal skills (Band 6)</p> <p>Planning and co-ordination of treatment packages</p> <p>Ability to work autonomously and set own priorities</p> <p>Ability to organise and respond effectively to complex information</p> <p>Extensive group work experience</p> <p>Understanding of OT outcome measures</p> <p>Good organisation skills</p> <p>Understanding of team/group dynamics</p> <p>Detailed knowledge of Health legislation and current practice, including CPA and risk assessment and Management</p> <p>Ability to work under pressure</p> <p>Effective written and oral communication skills</p> <p>Ability to build effective working relationships</p> <p>Ability to analyse professional and ethical issues</p> <p>Computer literacy</p> <p>Detailed knowledge of the principles of Clinical Governance and its application</p> <p>Ability to reflect and critically appraise own performance</p> <p>Applied Health/safety</p> <p>Applied Equal opportunities</p>	<p>Second language</p> <p>Knowledge of a range of community agencies/facilities</p> <p>Supervisory/appraisal skills (Band 5)</p>	<p>Application form</p> <p>Interview</p> <p>Portfolio</p> <p>References</p>
Personal Qualities	<p>Self aware</p>	<p>Personal experience of mental health problems</p>	<p>Application form</p> <p>Interview</p>

	Non judgmental Assertive/Confident/ Enthusiastic		References
Other	Registration with the HCPC Willingness to work flexibly Commitment to life-long learning Commitment to client centred, anti – discriminatory practice	Membership of Professional Body (COT) Membership of special interest group/networks	Application form Interview References Certificate

Updated December 2021