

Band 6 Clinical Specialist (Occupational Therapist)

JOB DESCRIPTION

1. GENERAL INFORMATION

Job Title:	Clinical Specialist Occupational Therapist
Grade:	Band 6
Hours:	22.5 hours per week
Terms & Conditions Of Service:	In accordance with the Agenda for change NHS Terms & Conditions of Service.
Responsible to:	Operational Service Manager NCL Perinatal Service
Accountable to:	Associate Divisional Director – Services for Aging & Perinatal Mental health Division (SAPMH)



2. JOB SUMMARY

The North London Partners Specialist Perinatal Mental Health Service is a community mental health service for pregnant and postnatal women with severe and complex mental illness. The aim of the team is to detect, prevent and treat perinatal mental health problems to improve the experience of pregnancy and the first year postpartum for women and their families.

Camden & Islington Mental Health Foundation Trust jointly with Barnet, Enfield & Haringey Mental Health Trust secured investment to develop perinatal mental health services across five boroughs in the North Central London area. The service has been running since 2017 and provides specialist perinatal mental health services across the boroughs of Camden, Islington, Barnet, Enfield and Haringey. The service operates with 3 clinical sub-teams across the partnership;

- West team (Barnet)
- East team (Enfield & Haringey) &
- South team (Camden & Islington)

Staff work closely with the five maternity sites in North Central London; University College London Hospital, Whittington Hospital, Royal Free Hospital, Barnet Hospital and North Middlesex University Hospital. Clinics run at maternity sites, children's centres and community centres across the boroughs as well as home visits. The successful post holder must be willing to travel and work flexibly.

In addition to the focus on maternal mental health, specialist perinatal mental health services also consider the infant and mother-infant relationship. Promoting the emotional and physical wellbeing and development of the mother and infant are central to the work of all professionals within high quality perinatal mental health services.

The post holder will be supported by the clinical leads in the Perinatal Service to manage a caseload of clients in line with the requirements of the service line operational policy and service line strategy and that safe, evidence based, effective, culturally competent care is delivered in a timely manner to service users.

The post holder will formulate, implement and review plans for the treatment and management of women with a full range of clinical presenting problems. Additionally, they will thoroughly assess risk; formulate safe and effective risk management plans and document and communicate these clearly and concisely. Specialist Occupational Therapy interventions will be applied utilising specialist assessment and evaluation tools drawn from the Model of Human Occupation. The post holder may be expected to participate in formal child protection procedures and to be involved in interagency work with families. Awareness of current policies and practice in this area is essential.

Appropriate training, support and regular supervision will be provided by MDT and the Occupational Therapy Lead. Some experience of supervision and training others is required.

In carrying out this role the post holder will make best use of the resources available to them; ensuring that at all times best use is made of health and social care resources to assist recovery and re-enablement. The post holder will support governance and audit within



the team, ensuring that service delivery focuses on the quality agenda and that dignity, privacy and respect is afforded at all times to service users.

This job description is written as an indication of the nature and scope of duties and responsibilities. Additional competencies may be required. It is not intended as a fully descriptive list and does not include specific skills or therapeutic interventions that may be required of the specialist service area.

The post holder will be expected to carry out other duties assigned by the Operational Service Manager, which are appropriate to the grade. This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service.

3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical

- i) To undertake initial clinical assessment and formulation using a range of both specialist and generic tools.
- ii) To provide specialist, culturally appropriate, evidence based occupational therapy assessments for service users within the team in order to establish and meet their occupational needs (both mental health and physical health).
- iii) To provide full vocational needs assessment, advice and on-going intervention related to an individual's vocational needs.
- iv) To select and use validated standardised assessment tools routinely and in practice, exhibiting clinical reasoning skills; to include the Model of Human Occupation (MOHO) assessments.
- v) To apply specialist clinical knowledge and skills to carry out evidence based occupational therapy, perinatal, infant, child and parent child interaction interventions both individual and in groups, which are underpinned by relevant perinatal and occupational therapy theoretical approaches and in line with the Trust's Research and Development Strategy and in accordance with Nice guidelines; to lead and supervise junior staff in this practice as required.
- vi) To plan, implement and review individually tailored programmes of intervention using individual and group work approaches.
- vii) To support service users and colleagues to ensure that care plans are developed in partnership with the individual and that they reflect 'recovery goals'. These should be strengths-based and oriented towards reinforcing a positive identity and developing valued social roles.



- ix) To monitor and evaluate the effectiveness of occupational therapy interventions and the agreed mental health and parent infant interventions against clear aims, objectives and outcome measures in line with evidence based practice and in conjunction with service users, carers and other professionals.
- x) To identify opportunities and needs for group work in the community and to plan, implement, facilitate and evaluate community groups which promote social inclusion for perinatal service users.
- xi) Making an autonomous judgement about own caseload
- xii) To assess, plan, implement and evaluate care in negotiation with service users, carers and other services, considering the needs of a diverse community
- xiii) Intervening using a range of therapeutic modalities e.g. CBT, Systemic Family Therapy etc.
- xiv) Assisting in and determining the point of discharge / transfer of the service user
- xv) To communicate clinical assessment or presentation to others within the team and appropriate external agencies including GPs
- xvi) To maintain contemporaneous records to the standard required by the trust and the relevant professional body
- xvii) To assess and manage risk
- xviii) Encouraging service users to accept an optimum level of responsibility for their programme of care and with their consent, where appropriate, seek the cooperation of friends / relatives / carers.

3.2 Knowledge

- i) To recognise and respond appropriately to challenging behaviour in line with Trust policies.
- ii) To undertake safeguarding investigations when called upon to do so.
- iii) To have detailed knowledge, understanding and experience of Mental Health Law including the Mental Health Act 1983 (amended 2007), the Community treatment legislation, the Care Programme Approach (1995) and the Mental Capacity Act (2005)
- iv) To follow all Trust Policy relevant to service user care and conduct of own role
- ix) To be able to work and travel across a geographical area or across integrated teams.
- v)
- vi)



- vii) To follow trust policy in promptly reporting all accidents and incidents. To undertake investigations when called upon to do so or nominating / supervising relevant others in this role.
- viii) To ensure that all duties within the role are delivered in accordance with trust policy and professional registration. Ensuring that professional registration requirements are maintained for themselves and relevant team members.

3.3 Training and Supervision

- i) To provide consultation on perinatal mental health issues related to occupational therapy to other staff within the service.
- ii) To provide advice, consultation, training and supervision, where appropriate, to other health and social care staff working with the client group
- iii) To be managed by and receive supervision from a nominated line manager, including annual review of performance as part of the appraisal system.
- iv) To ensure that all personal and mandatory training requirements are continually up-to-date as required by Trust policies and professional requirements.
- v) To act as a role model to other staff to supervise and mentor trainees and other staff.

3.4 Communication

- i) To maintain confidentiality of information, in accordance with Trust Policy.
- ii) To sensitively manage complex and difficult situations deploying effective conflict resolution techniques as required
- iii) To contribute to the effective communication process of often sensitive or highly sensitive information with service users, carers, family, friends and staff colleagues.
- iv) To always act in a dignified and responsible manner with service users, visitors, carers and colleagues; listening carefully and responding using appropriate language and communication skills which acknowledge cultural differences and professional boundaries.
- v) To communicate appropriate and accurate information to and from other department/ service lines / agencies as required.
- vii) To use and complete care plans, pathway documents and RiO progress notes and professional reports accurately and in a timely manner.
- viii) To ensure that all team members are accountable for shared responsibility within the team, by demonstrating support, respect and courtesy towards colleagues and those from other disciplines.
- ix)



- x) To ensure effective dissemination of information relating to all trust business and changes in policy and practice
- x) To complete routine or requested managerial reports accurately and in a timely manner
- xi) To act promptly in ensuring that all incidents related to service users, staff, visitors or others are reported using the correct format and procedures in line with the trust guidance. To ensure that all incidents are investigated and any findings communicated.

3.5 Health and safety

- i) To recognise own role in meeting the requirements of the Health and Safety At Work Act 1974.
- ii) To ensure safe working practices and environment.
- iii) To report, without delay, all hazards - real and potential.
- iv) To ensure appropriate use, maintenance, cleanliness, replacement and storage of all material and equipment.
- v) To abide by local and Trust policies and procedures with relation to health and safety.
- vi) To be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment. Following such procedures as required.

4. PROBATIONARY PERIOD

This post is subject to the requirements of a six month probationary scheme for new staff only.

5. PARTNERSHIP WORKING

Camden and Islington NHS Foundation Trust & the London Boroughs of Camden & Islington are working in partnership to provide mental health services. Employees from all the participating organisations work closely together and have joint management and supervision arrangements. In addition you will be expected to collect and report data relating to performance indicators for both organisations.

6. CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times.



7. VALUING DIVERSITY

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working

status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

8. INFECTION CONTROL

The prevention and control of infection is the responsibility of everyone who is employed by Camden and Islington NHS Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment.

The nurse or other person in charge of any patient or resident area has a direct responsibility for ensuring that cleanliness standards are maintained throughout that shift.

9. HEALTH & SAFETY

All staff must comply with all Foundation Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

10. NO SMOKING POLICY

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

11. DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.



12. DATA PROTECTION ACT

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

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In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the access to Health Records Act 1990.

14. SYSTEMS AND IT SKILLS REQUIREMENTS

All Trust staff are expected to use and to enter data onto the Foundation Trust Clinical Information System and to use other required IT applications where it involves their work. All Foundation Trust staff will also need to have the essential IT skills in order to use the Foundation Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin the above.



15. WASTE DISPOSAL

All staff must ensure that waste produced within the Foundation Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Foundation Trust policy.

16. IMPROVING WORKING LIVES (IWL)

IWL is an NHS-wide initiative aimed at ensuring staff have good work/life balance, access to training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

17. PROFESSIONAL REGISTRATION

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Foundation Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Foundation Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

18. RISK MANAGEMENT

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.



All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

19. SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

20. REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on an annual basis.

21. INITIALS AND DATE OF PREPARATION

CK July 2023