

JOB DESCRIPTION

POST TITLE:	Senior Occupational Therapist
BASE:	Nicholsons House/Erleigh House, Berkshire
BAND:	6
LINE MANAGER:	BEDS Service Manager
PROFESSIONAL ACCOUNTABILITY:	OT Professional Lead

OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

The post holder will be responsible for the assessment, development, implementation and evaluation of care plans, and activities to support young people referred to the Berkshire CYP Eating Disorders Service.

The service is an outpatient service that provides evidence based psychiatric, nursing and therapeutic interventions for young people under the age of 18 presenting with eating disorders, including where these disorders are co-morbid with neurodevelopmental diagnosis.

All young people who are accepted to the service will follow a structured programme, in line with relevant NICE guidelines . Interventions are delivered by a multi-disciplinary clinical team comprising of: Consultant Psychiatrist, Psychologists, Nurses, Occupational Therapist, Social Worker, Dietitian, Family Therapist, Support staff including Assistant Psychologists, Administrators, and Managerial Support.

The role includes delivering care to young people both individually and in groups, on site or via digital media. The post holder will be expected to work with this complex patient group without direct supervision, but reporting to and in collaboration with senior colleagues, to deliver a high standard of evidence-based care and treatment in order to maximise each young person's individual potential. .

This post includes working with families and / or carers in collaboration with other members of the multidisciplinary team and also with community CAMHS, children's social care and other Local Authority and voluntary sector colleagues. The Service is an integral part of the wider specialist CAMHS service in Berkshire and is managed alongside and closely linked to the CAMHS Specialist Community Teams.

The service operates from 9am-5pm Mon-Fri.

It is expected that all staff will take an active role in ensuring SHaRON, (*Support, Hope and Recovery Online Network*), is used effectively.

MAIN DUTIES

Clinical

1. To demonstrate a high level of skill in assessment and treatment of children and young people referred to Berkshire Eating Disorders Service (BEDS) , in accordance with a needs-led, patientcentred approach and in line with local objectives.
2. To contribute occupational therapy skills to the multi-disciplinary team.
3. To be active in providing patient-centred individual and group work, OT, and mental health interventions, using a graded range of treatments and activities, and carrying out specialist OT assessments using a range of assessment tools.
4. To monitor and evaluate the therapeutic value of individual and group work interventions and contribute to evaluation and audit of the service as a whole.
5. To apply a high level of understanding of the effect of disability and provide training and advice to carers and patients on lifestyle changes and adaptations to the patient's social and physical environment.
6. To communicate effectively through written notes and reports and verbal communication with all relevant personnel involved in patient's care.
7. To liaise closely with professional colleagues and attend relevant meetings and case conferences as required.
8. To generate and develop links with community-based resources in order to promote social inclusion and recovery.
9. To seek opportunities for joint working with other agencies, and thus maximise the resources available to patients.
10. To develop and maintain links with Trust, community, and hospital-based OT and other relevant staff providing services to children and young people
11. To provide treatments and activities in a range of venues.
12. To participate in the Care Programme Approach and Care, Education and Treatment Reviews.
13. To take part in individual/peer group clinical supervision and appraisals.
14. To promote service user involvement in all aspects of the service and ensure that service users are provided with information on all aspects of their care.
15. To communicate with parents, carers, and other relatives, and provide support and information as required, whilst observing the boundaries of patient confidentiality.

Professional

1. To develop one's own professional and specialist skills and knowledge at the competency level of a senior OT.
2. To keep abreast of developments pertaining to the provision of mental health services for children and young people and related care.
3. To take a lead role in matters relating to OT within the service.
4. To represent OTs at multi-disciplinary forums and attend professional forums when required.
5. To enhance standards of care by developing models of OT practice, promoting evidence-based practice, participating in audit, quality improvement and clinical governance projects as required.
6. To maintain regular contacts with CYPF Division and Trust Professional Leads for Occupational Therapy.
7. To provide teaching, supervision, and support to junior staff, including the Activity Coordinator and Clinical Support Workers as required, and promote reflective practice models within the service.
8. To provide supervision, preceptorship and support for junior staff including Clinical Support Workers in the Service.
9. To act as fieldwork educator for OT students and to contribute to the learning of students of all disciplines on placement with the team.
10. To receive professional and management supervision.
11. To work autonomously as required and exercise professional judgement regarding risk management, care planning and discharge planning.
12. To work according to the College of Occupational Therapy Code of Ethics.
13. To discharge responsibilities in line with national and local policy, Mental Health Act legislation and team objectives.

Organisational

1. To maintain a good standard of clinical records and statistical information
2. To provide a high standard of written reports as required.
3. To be responsible for ordering and maintaining equipment used by OTs.
4. To carry out risk assessments relating to all activities used and take appropriate action to minimise risks.
5. To ensure that activity and statistical data relating to OT are recorded.
6. Identify any issues relating to Health and Safety and ensure they are brought to the attention of the Service Manager.
7. To take on other designated duties relating to the requirements of the service or as requested by the Clinical Service Manager.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.

3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.



If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD (v)		
	Application Form (E/D)	Interview (E/D)	Selection Tool (E/D)
1. Education /Training	E		A/I
Diploma or degree in Occupational Therapy	E		A/I
Good standard of general education	E		
HPC Registration	D		A/I
Previous experience of COT preceptorship programme	D		
Further relevant qualification in the field of mental health			
Evidence of continuous professional development	E		

<p>2 . Previous Experience</p> <p>Post-qualification experience which may include role of a supervisee for junior staff or students, and leadership experience, which may be gained if you have been working as a qualified O.T. for 2 years or more</p> <p>Experience of working with children and young people with mental health problems</p> <p>Experience of working with people with mental health problems</p> <p>Experience of individual and group work OT intervention</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>	
<p>Experience of multi-disciplinary team working</p> <p>Experience of working in a community mental health service</p> <p>Experience of supervising staff and students</p>	<p>E</p> <p>E</p> <p>D</p>	<p>I</p> <p>I</p>	

3. Knowledge, Skills & Abilities			
Thorough working knowledge of mental health problems and their management	E		A/I
Knowledge of OT assessment and treatment approaches	E		A/I
Knowledge of current mental health policy	E		A/I
Ability to offer a range of good quality OT assessments and treatment interventions to individuals and groups	E		A/I
Ability to work as a member of a multidisciplinary team	E		A/I
Ability to work autonomously and set own priorities within caseload management	E		A/I
Ability to apply patient-led principles and form non-discriminatory therapeutic relationships with the service users and their parents/ carers	E		I
Ability to take responsibility appropriate to senior clinician role, and make decisions	E		I
Ability to contribute creatively to the development of the service.	E		I
Ability to work within a changing and progressive environment	E		I

<p>Ability to deal with emotionally demanding situations, and to remain calm under pressure.</p> <p>Ability to reflect and critically appraise own performance</p> <p>Computer literacy</p>	<p>E</p> <p>D</p> <p>D</p>		<p>I</p>
<p>4. Additional Requirements</p> <p>Able to commit to flexible working patterns, including weekend working and shift work</p> <p>Ability to travel independently and efficiently to deliver clinical care from multiple sites including service user homes.</p>	<p>E</p> <p>E</p>		<p>I</p> <p>A</p>

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