

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:	Occupational Therapist
JOB REFERENCE NUMBER:	GG-GG-13
BAND:	5
WARD/DEPT.	Generic
DIRECTORATE/LOCALITY:	Trust Wide
ESSENTIAL QUALIFICATIONS:	Diploma or Bachelor Degree in Occupational Therapy

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### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Band 8b Manager
REPORTS TO:	Clinical Team Leader
RESPONSIBLE FOR:	

## **ROLE SUMMARY**

Take a clinical role in the assessment, planning, implementation and evaluation of services for clients.

Contribute to, and participate in multi-disciplinary team assessment

Be involved in the planning, development, delivery and evaluation of person centred care planning and person centred formulations

Provide a first line response to referrals, providing where necessary a health and social care needs assessment or meeting the needs already identified in a health and social care needs assessment.

Ensure as named practitioner accurate mental health clustering is carried out on admission, discharge and at review.

## **DUTIES AND RESPONSIBILITIES**

### **General**

Take a clinical role in the assessment, planning, implementation and evaluation of Occupational Therapy treatment options for individuals experiencing severe mental health problems within the service

Manage a caseload under supervision

Contribute to, and participate in multi-disciplinary team assessment

Be involved in the planning, development, delivery and evaluation of the recovery programme

Contribute to the provision of a high standard of service delivery and the development of the occupational therapy service, within the multi-disciplinary team context

### **Managerial**

Contribute as a clinician to the planning, development and evaluation of the service

Exercise effective time management, and take responsibility for organising and planning own work schedule

Work closely with the multi-disciplinary team to provide a safe and effective service for service users

Participate in the induction and the preceptorship of new staff

Participate in reporting and recording incidents, complaints and accidents involving patients, staff or visitors in accordance with Trust and Service Standards

Use available resources effectively

Attend appropriate meetings as required

## **Clinical**

Manage independently, under supervision, a caseload of clients

Contribute to the design and delivery of group components of the recovery programme

Use specialist occupational therapy / mental health assessments where appropriate for individual therapy, including functional, daily living, or vocational assessments, which may be carried out in the unit, in client's homes, or other community settings

Plan and implement specialist occupational / individual / group therapy interventions using graded approaches where necessary to achieve therapeutic goals

Evaluate treatment progress, using evidence based practice

Use developed and effective communication styles with clients and carers

Practice clinical risk assessment and management, communicating any concerns to other professionals in event of increased risk factors

Attend multi-disciplinary team meetings, case conferences, reviews, ward round, and ward handovers to communicate profession-specific knowledge concerning issues of patient care

Maintain independently clear written records or reports of clients' treatment

Be professionally and legally accountable for all aspects of treatment provided regarding the clinical management of your caseload

Escort patients within and outside the hospital grounds and leading groups of escorts. Report verbally and when necessary in writing on observations while escorting

Maintain a practical working knowledge of the Mental Health Act 1983

Ensure that the minimum requirement of clinical supervision is adhered to in line with professional standards and Trust stated policy

Contribute as part of the team to the training of occupational therapy students and trainees from other professions

Facilitate the sharing and teaching of the occupational therapist role, knowledge and skills to other professionals and students, to promote a clear understanding of occupational therapy treatment aims and ensure a consistent approach to client care

Have an understanding of the principles of the recovery model

Be aware of issues relating to cultural difference and diversity and be proactive in managing any identified concerns as per the relevant Trust policy

Able to work on early and late shift pattern, seven days per weeks (not night shift)

Fitness to undergo full personal safety training and required to respond to incidents

Undertake Trust generic preceptorship and preceptorship specific to Occupational Therapists

Undertake surveys and audits

Regularly undertake research and development and equipment testing

Discharge statutory social care functions as delegated under Section 75 agreement with Norfolk and Suffolk County Councils for Service Users and Carers on behalf of the organisation

Provide appropriate health and social care interventions according to service users' recovery goals

Assess health and social care needs as part of an integrated team, and implement / commission packages of care where appropriate

### **Professional**

Be committed to continuing professional development, maintaining a portfolio that reflects professional development (as per Health Care Professionals Council requirements), adhering to the College of Occupational Therapists Code of Ethics and Professional Conduct.

Comply with and keep knowledge up to date regarding Department of Health guidelines; Trust policies and procedures and other relevant documents

Identify, through appraisal, objectives for professional development outside of mandatory training

Attend mandatory training as per Trust requirements

### **Organisational**

Comply with health and safety at work legislation ensuring welfare of patients, staff and self, reporting all accidents, incidents faults and defects.

Keep up to date with Trust news and developments via electronic and published communications; and ensure that this information is disseminated to all staff effectively

Conditions of service: Trust terms and conditions apply.

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you



Working together  
for better mental health

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

Receive clinical and managerial supervision from a competent supervisor.  
Supervise lower banded staff.

### RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health

and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Occupational Therapist**

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Degree or Diploma in Occupational Therapy  Professional Registration with Health Care Professionals Council		<b>Certificates</b>
<b>EXPERIENCE</b>		Working clinically in a Mental Health setting	<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Clinical Assessment  Risk Assessment  Crisis management  Problem solving  Effective time management  Verbal and written communication  Liaison with other professionals  Familiarity with standard ICT  Commitment to professional	Data inputting  Basic skills for running therapeutic groups	<b>Application Form / Interview / References</b>



	development and lifelong learning.		
<b>KNOWLEDGE</b>	<p>Basic understanding of Mental Health Act 1983 and any updates</p> <p>Basic understanding of Community Care Act and Carers Act</p> <p>Specialist Knowledge and application of Occupational Therapy Assessments and interventions relevant to this client group</p>	<p>Understanding of applications of brief therapies</p> <p>Understanding of interface between primary and secondary care services</p> <p>Understanding of the principles and application of the recovery model and social inclusion</p>	<b>Application Form / Interview / References</b>
<b>OTHER (Please specify)</b>	Able to travel independently		<b>Application Form / Interview / Document Check</b>

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Occupational Therapist
WARD / LOCALITY:	Trust Wide
DATE COMPLETED:	Generic 2016

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather		X	11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment/work area	X	
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)	X	
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment	X		16. Dangerous Chemicals – Substances in containers	X	
7. Unpleasant substances	X		17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions	X		9. Standing/sitting with limited scope for movement	X	
2. Working in physically cramped conditions	X		10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements	X		11. Walking for long periods	X	
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling	X		13. Pushing/pulling trolleys or similar equipment	X	
6. Manipulating objects		X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running	X				

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill		X
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff	X	
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle		X
3. Analyse statistics	X		11. Perform calculations	X	
4. Operate equipment/machinery	X		12. Make clinical diagnoses		X
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding	X	
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work	X				
8. Prepare detailed reports	X				

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field		X

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily: ☒

Weekly: ☐

Other frequency (please comment)

Advice to clients within assessment or on caseload

**How often is the post holder's work checked/monitored/assessed?**

Daily: ☐

Weekly: ☐

Other frequency (please comment)

Caseload review scheduled monthly

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	3	Possibly daily in a ward environment can include unwashed clothing and tobacco smoke
	6	When completing reports/documents in relation to clinical role e.g. DCN reports. Essential usage frequent with electronic CPA/ DCN Reports. Usage can be for periods of time up to and over 4 hours continual working in front of a VDU
	7	Can be daily in a ward environment – clinical waste removal
	8	Dealing with fouled linen can be a daily occurrence dependant on patient group
	9	Can be daily dependent on patient group
	10	During room searches / bed linen changes – can occur daily at times dependent on patient group
	12	Blood / body fluids can occur daily dependent on patient group
	14	Infrequent but can be an escort on ambulance transfer
	15	On infrequent occasions this has been known to happen
	16	Cleaning substances such as Acticlore, usage depends on patient group
	18	Can be exposed to verbal aggression on a daily basis dependant on patient group. All staff carry alarms to raise assistance.
	19	Can be exposed to physical aggression on a daily basis dependant on patient group. All staff carry alarms to raise assistance.
<b>Physical effort</b>	1	Daily working conditions
	2	During restraint / staff offices on some wards – can be daily dependent on role and patient group
	3	Frequently during a day
	4	Light furniture (can be daily) without aids, the lifting of equipment with mechanical aids can also be daily e.g. hoist usage dependent on patient group
	5	During controlled restraint, can be daily dependent on patient group
	8	Restraint training emphasises not to run but staff are expected to move quickly in response to an alarm sounding
	9	During controlled restraint, can be daily dependent on patient group for up to 20 minutes per restraint and can occur on more than one occasion per shift
	10	During controlled restraint, can be daily dependent on patient group for up to 20 minutes per restraint and can occur on more than one occasion per shift
	11	Maximum continuous walking up to one hour maximum with no break
	13	Pushing / pulling medication trolleys – can be daily
	15	Can be used daily dependent on patient group
<b>Emotional effort</b>	1	May type distressing information as part of the DCN report. In frequent
	2	Can occur daily if most senior member of qualified nursing staff on duty however highly distressing events would be communicated by a more senior member of staff
	4	Can occur daily e.g. communicating with a patient who may have been verbally aggressive towards you the day before.
	5	Can occur daily if most senior member of qualified nursing staff

		on a ward and an incident has occurred also part of the DCN role to support frontline staff
	6	Can occur frequently if most senior member of qualified nursing staff on a ward e.g. MHA Section renewal or unwelcome news from a relative.
	7	The role involves caring for those with challenging behaviours on a daily basis
	8	Attendance at incidents can be daily as part of a ward team, a response team or as the Duty Charge Nurse, dependent on client group.
<b>Mental effort</b>	1	Possibly twice a year dependent on holding the correct qualification
	2	Daily occurrence in a care environment
	3	Analysis of staff statistics can occur weekly
	4	Hoists / cleaning equipment / computer workstations this can be daily
	5	This very rare but an individual may be called upon to give evidence in court at an inquest or hearing
	6	Can be security, staff, quality development meetings – attendance can be weekly
	7	Drug screening – occurrence depends on the patient group can be daily
	8	E.g. Preparation of detailed CPA reports and tribunal reports if required to do so - can be weekly
	9	Patients money books, valuables, leave forms – can be daily
	11	Medication administration / patients monies– can be daily
	13	Security / health and safety fault finding and reporting – occurs as frequently as faults are found, can be more than once a day.
<b>Freedom to act</b>	1	Daily when working autonomously
	2	When working unsocial hours (between 17.00hrs and 09.00hrs Monday to Friday and all weekend from 17.00hrs Friday to 09.00hrs Monday)

**Manager responsible for completion of this document**

**Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**


**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**