

## JOB DESCRIPTION

### **1. GENERAL INFORMATION**

Job Title:	<b>Clinical Specialist Occupational Therapist</b>
Grade:	Band 6
Salary:	£38,768 - £46,124 per annum inclusive of allowances
Hours:	37.5 hours per week
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service
Responsible to:	Team Manager
Accountable to:	Head of Service Head of Occupational Therapy (Professionally)
Responsible for:	Relevant team members and students

### **2. JOB SUMMARY**

The Islington Community Mental Health Team supports frail older adults with functional mental illness and/or dementia and provides a range of health and social care interventions.

The post holder as an essential member of the multidisciplinary team and is responsible for providing a high standard of clinical assessment and interventions relevant to this service area.

The postholder will provide occupational therapy specific assessments, care and evidence-based interventions for an identified caseload of service users and will provide input to the MDT's discussions care plans for individual service users.

As part of their generic role, the post holder will be the care co-coordinator for designated service users. Other generic roles include working on the duty service which is shared on a rotational basis with other team members. The team manager may also assign other duties as appropriate.

This job description is written as an indication of the nature and scope of duties and responsibilities. Additional competencies may be required to fulfil specific areas of need for this service user groups.

The postholder, recognising service users as individuals, will foster collaborative working with other agencies both in investigations and in joint working; and in co-production with

the service user; agree the best approach to meeting individuals' mental health, physical health and recovery, social, spiritual and recreational care needs, and ensure that care provided respects equality and diversity that is supportive of service users and their carers.

### **3. MAIN DUTIES AND RESPONSIBILITIES**

#### **Clinical/Practice**

- a) To provide specialist occupational therapy in the service users' home or relevant community setting, to service users with complex needs (mental health and/or dementia, physical health and age-related frailty) by assessing, planning and evaluating all stages of the occupational therapy process considering the needs of a diverse community.
- b) To carry out comprehensive functional assessments to determine the impact of mental and physical health conditions including cognitive and/or sensory impairment on a service user's abilities and deliver evidence-based intervention to maintain or improve service user's occupational performance, restore occupational identity and promote independence.
- c) To plan and implement individual and/or group interventions in collaboration with service users using graded activity to achieve therapeutic goals.
- d) To assess for and provide equipment including instructions on safe use as well as advise on environmental adaptations and use of assistive technology where indicated or refer on to other relevant agencies when appropriate.
- e) To evaluate care and interventions and to modify and adjust accordingly with service user and carers on a regular basis.
- f) To undertake care co-ordinator responsibilities.
- g) To apply a range of therapeutic modalities, using evidence-based interventions in accordance with existing care pathways.
- h) To provide the occupational therapy perspective to MDT meetings and case discussions including discharge and or transfer/ placement of service users.
- i) To assess and manage risk on a continuous basis, in line with Trust policy. At all times to act in accordance with Trust policies in relation to risk assessment contributing to comprehensive assessments of risk and monitoring as appropriate.
- j) To encourage service users to accept an optimum level of responsibility for their programme of care and with their consent and where appropriate, seek the co-operation of friends, relatives and carers.
- k) To be a resource for the team providing occupational therapy professional guidance, and to lead on the evaluation and continued development of the occupational therapy service within the team.

- l) To identify carers and to offer carers assessments and review carers care plans.
- m) To undertake the assessment of physical health care needs of service users by team members and ensure that on-going physical health monitoring / review of service users takes place. To provide relevant information for service users relating to health promotion and well-being.
- n) To be able to demonstrate and explain clinical reasoning in relation to professional input to a service users' care plan when required to members of the team, trainees or others external to the organisation.
- o) To recognise and respond appropriately to challenging behaviour in line with Trust policies.
- p) To be compliant with safeguarding and mental capacity assessment requirements to protect children and vulnerable adults. To undertake safeguarding investigations in accordance with policy.
- q) To follow Trust policy in promptly reporting all accidents and incidents. Undertaking investigations when called upon to do so or nominating / supervising relevant others in this role.
- r) To monitor and alert medical staff as to any changes in relation to medication with regards to efficacy, possible side effects and user-centred medication concordance.
- s) To ensure the implementation of national guidelines for clinical best practice and apply to practice wherever relevant.

### **Administrative**

- a) To assist in the organisation of the day-to-day smooth running of the team using performance management systems to ensure the effective delivery of contract activity to agreed quality standards.
- b) To act promptly in responding to and reporting complaints, incidences relating to service users, staff, visitors or others using the correct format in accordance with Trust policy.
- c) To contribute to the administrative duties required by the team.
- d) To manage own diary and prioritise competing demands.

### **Communication**

- a) To maintain confidentiality of information, in accordance with Trust Policy.
- b) To contribute to the effective communication process of often sensitive or highly sensitive information with service users, carers, and family, friends and staff colleagues.

- c) Always acting in a dignified, compassionate and responsible manner with service users, visitors, carers and colleagues; listen carefully and respond using appropriate language and communication skills which acknowledge cultural differences and professional boundaries.
- d) To communicate appropriate and accurate information to and from other departments, service lines, and agencies as required.
- e) To lead, attend and participate in team meetings and contribute ideas to multi- professional team discussions.
- f) To maintain contemporaneous care records in line with Trust policy and professional standards of documentation, including care plans, pathway documents, Carenotes progress notes and professional reports accurately and in a timely manner.
- g) To work in ways that support shared responsibility within the team, demonstrating support, respect and courtesy towards colleagues and those from other disciplines.
- h) 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 Trust policy. Ensure that all incidents are investigated, findings communicated, and action plans are actioned.

### **Continuing Personal and Professional Development**

- a) To ensure that professional registration requirements are met to maintain HCPC registration.
- b) To receive regular line management and professional supervision from nominated supervisors and to participate actively in annual review of performance as part of the appraisal system.
- c) To attend and participate in regular personal and professional development activities and SAMH Occupational Therapy meetings.
- d) To attend appropriate training courses as Identified by IPR/PDP plans, keeping up to date with developments within the area of practice.
- e) To actively maintain an awareness of current professional developments within the occupational therapy and mental health, including current legislation, practice, research and development and policy.
- f) To ensure that all Trust mandatory training requirements are up to date.

### **Training and Teaching**

- a) To deliver training to other service providers on topics related to occupational therapy e.g. management strategies for supporting people with complex needs.
- b) To contribute to In-service training.

- c) To act as practice educator for occupational therapy students on placement.
- d) To participate in Preceptorship for new graduate staff as required.
- e) To demonstrate own role and act as a role model to others.

#### **Audit/Research**

- a) To participate in activities that relate to clinical governance both within Occupational Therapy and SAMH, e.g. to take an active role in Quality Improvement or relevant research projects, clinical audit and/or evaluations of project work.
- b) To provide information to others on local and national resources, OT issues, current developments and ideas and methods of service delivery in the area of older adult mental health.

#### **Policy and Service Development:**

- a) To promote a culture that fosters staff involvement and a progressive attitude to service improvement.
- b) To work with the Team Manager to deliver a culture and style of leadership that develops, empowers and recognises achievement while delivering results.
- c) To work with the MDT to deliver SAMH's workforce plans in the team and integrated governance requirements; this may include contributing to the developing of policy and guidelines which determine practice standards.
- d) To lead, where relevant on agreed SAMH clinical governance programmes and service evaluations in discussion with Team Manager.

#### **Health and safety**

- a) To recognise own role in meeting the requirements of the Health and Safety at Work Act 1974.
- b) To ensure safe working practices and environments.
- c) To report, without delay, all hazards, both real and potential.
- d) To ensure appropriate use, maintenance, cleanliness, replacement and storage of all material and equipment.
- e) To abide by local and Trust policies and procedures with relation to health and safety.

#### **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. 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 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. Health and Care Professions Council for Occupational Therapists), 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**

MB – Oct 2021

## PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

**POST:** Clinical Specialist Occupational Therapist Band 6

REQUIREMENTS	Please Tick One Box	
	Essential	Desirable
<b>Education/Qualifications</b>		
Diploma/ Degree Qualification in Occupational Therapy	✓	
Masters' Degree or equivalent specialist knowledge in relevant professional field.		✓
Current HCPC registration.	✓	
Evidence of further post-registration relevant training /ongoing academic study relevant to area of practice e.g. sensory integration / frailty / cognitive rehabilitation / assessment and management of falls	✓	
<b>Knowledge/Experience</b>		
Demonstrable experience in a specialist capacity caring for older people with mental health problems and/or dementia in a community care or inpatient setting.	✓	
Demonstrate a sound knowledge and understanding of the needs of older people with mental illness and/or dementia and the opportunities and challenges of caring for them.	✓	
Demonstrate a sound knowledge and experience in relation to functional mental health and dementia; treatment, impact and evidence-based care.	✓	

Demonstrate a clear understanding of the Mental Health Act and Mental Capacity Act legislation, its application and use in practice.	✓	
Demonstrate a sound knowledge and understanding of the needs of informal carers.	✓	
Demonstrable understanding and experience of professionally specific and generic assessment tools and treatment modalities.	✓	
Demonstrate an understanding of risk together with an ability to evaluate and contain risk with reference to the individual, staff and carers.	✓	
Demonstrate a clear understanding of their own role and that of others within the MDT.	✓	
<b>Skills / Abilities:</b>		
Excellent verbal and written communication skill	✓	
Ability to work autonomously.	✓	
Demonstrate well developed interpersonal skills	✓	
Ability to maintain boundaries and form positive therapeutic relationships with service users and carers.	✓	
Competent using computers and keyboards for entering personally generated data, generating and responding to emails, conducting web searches, storing data and retrieving data, producing reports etc.	✓	
Highly motivated and committed to improving quality and services for older people and people living with dementia.	✓	