

JOB DESCRIPTION

Adult and Older Adult Mental Health – Newham Locality

JOB TITLE:	Senior Occupational Therapist (rotational)
BAND:	Band 6
DEPARTMENT:	Across Adult and Older Adult Mental Health departments (depending on rotation)
DIRECTORATE:	Newham Mental Health
LOCATION:	Across sites in Newham (depending on rotation)
REPORTING TO:	Operational Team Leads
ACCOUNTABLE TO:	Directorate Lead for Occupational Therapy; Service Managers

JOB SUMMARY

The purpose of this role is to be part of the Senior Occupational Therapy rotation, providing Occupational Therapy (OT) input across Adult, Learning Disability and Older Adult Mental Health services in Newham.

Rotations will include both inpatient and community settings, including Acute Adult Inpatient, Acute Adult triage wards, Community Services, Early Intervention Services, Home Treatment Team/Crisis, Adult Learning Disabilities, Inpatient Dementia and Diagnostic Memory Services. Rotations are subject to further expansion and changes based on community and service needs.

The role has particular focus on service users' recovery and social inclusion goals, via both individual and group work and across settings. There are no care-co-ordination responsibilities, but where appropriate, Occupational Therapists might take on the role as keyworker. The success of the post-holder will be measured by service user outcomes and satisfaction as well as the degree to which OT input supports service users to move on from requiring active mental health care support.

KEY RELATIONSHIPS

- Service users, carers, dependents and their representatives
- Multidisciplinary colleagues across settings
- OT Integrated team (across Inpatient and Community setting)
- Early Intervention Services (EIS)
- Diagnostic Memory Services
- Community Recovery Teams (CRT)
- Community Integrated Mental Health Services (CIMHS)
- Home treatment Team (HTT)
- Adult Learning Disability Services
- Older Adult Services
- Community Health Newham
- Peer support workers
- Employment Specialists within Individual Placement Support (IPS) services
- Sports Therapist
- Links with community teams and other appropriate community agencies
- Voluntary, Third sector and statutory organisations
- Student placement service and relevant HEIs
- External OT professionals

MAIN DUTIES AND RESPONSIBILITIES

Clinical care	<u>Inpatient service:</u> <ul style="list-style-type: none"> ▪ To provide occupational therapy assessment and intervention for clients
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	<p>admitted to the acute admission and triage wards. Services are provided in both individual and group formats.</p> <ul style="list-style-type: none"> ▪ To undertake specialist assessment of daily living skills to ascertain level of functional ability, risk factors, level of support / accommodation needs in order to aid discharge planning. ▪ To independently assess client's mental state, identify any significant risk factors and draw up appropriate management plans, both in general and pertaining to occupational functioning. <p><u>Early intervention service:</u></p> <ul style="list-style-type: none"> ▪ To provide occupational therapy services for those on the Newham Early Intervention Service caseload, either in the community or the inpatient admission wards as necessary. ▪ Services will be provided in both individual and group formats, although the post-holder will not ordinarily provide inpatient group work. ▪ To contribute to the duty system by being part of the duty rota. <p><u>Diagnostic memory services:</u></p> <ul style="list-style-type: none"> ▪ To independently and accurately complete generic, initial assessments as part of the wider Diagnostic Memory Service. ▪ To accurately complete and score standardized cognitive assessment such as the ACE-111, and communicate factors likely to have affected assessment conditions. ▪ To undertake specific functional assessments, informed by information from initial assessment and collateral sources, to ascertain occupational performance in meaningful and relevant everyday tasks. ▪ To apply sound clinical reasoning when commenting on occupational performance skills, making specific reference to processing/cognitive skills to contribute to an informed diagnosis. <p><u>Community settings:</u></p> <ul style="list-style-type: none"> ▪ To provide occupational therapy services for those on the CRT and/or CIMHS caseload. <p><u>Inpatient long stay Dementia:</u></p> <ul style="list-style-type: none"> ▪ To provide occupational therapy input to everyone who could benefit from it on the ward. ▪ To lead on the ongoing development of an optimized environment for service users living with Dementia. <p><u>Adult Learning Disability Team:</u></p> <ul style="list-style-type: none"> ▪ To provide a specialist occupational therapy service to adults with learning disabilities with complex physical, cognitive, psychological, social, sensory and emotional needs, taking account of people's diversity. ▪ To manage caseload independently, drawing on problem solving and clinical reasoning skills in line with evidence based and client-centered principles. Occupational therapy will be provided in the setting most appropriate for the client's needs e.g. home, school, college, day
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	<p>opportunity placement, team base or other community facilities.</p> <ul style="list-style-type: none"> Develop specialised programmes of treatment, rehabilitation and maintenance in collaboration with clients, carers and other agencies by selecting the most appropriate intervention options which balance the complex interactions of risk, safety, client choice, independence, areas of conflict, eligibility for services and cost effectiveness. <p><u>Home treatment team:</u></p> <ul style="list-style-type: none"> To provide occupational therapy services for those on the HTT caseload. <p><u>Across settings:</u></p> <ul style="list-style-type: none"> To develop and implement treatment plans based on assessment, with the general aim of benefitting service users by optimizing independence, improving occupational performance and increasing social inclusion. To benefit the service by reducing dependence on specialist services and reducing cost to the service and partners (e.g. through decreasing use of unnecessary supported housing or facilitating discharge from an inpatient setting) where possible and applicable. To play a pivotal role in the vocational pathway (where appropriate), linking closely with the community teams, employment specialists and external agencies, to ensure that service users' vocational needs are met. To include physical occupational functioning needs through treatment planning, making use of OT service collaboration agreements to provide adaptive equipment where required. Assess the need for special equipment or adaptations in line with the eligibility criteria set out by Newham Adult Social Care and prepare and present the case at the Adult Social Care Equipment or Adaptations Panels if required and applicable in area of rotation e.g. Learning Disabilities rotation. To promote the empowerment and education of clients in relation to their holistic health. This focuses on social inclusion, health promotion and relapse prevention. To clearly communicate how mental health and/or learning difficulties impact on a service users' function in the occupational areas of self-care, productivity and leisure as well as their performance in the cognitive, inter/ intra personal and physical domains. To involve families and carers in the treatment plans where appropriate and to carry out carers assessments where necessary. To consider the needs of dependents in treatment plans and refer on to appropriate agencies as necessary. To evaluate effectiveness of therapy interventions in conjunction with clients/carers, other professionals. To provide professional advice and act as liaison for staff in primary healthcare settings for clients with mental health problems. To promote and apply equal opportunities and anti-discriminatory
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	<p>interventions that respect the clients' customs, values and spiritual beliefs at all times.</p> <ul style="list-style-type: none"> ▪ To attend clinical meetings/ ward rounds/ professionals meetings etc. (as appropriate) and contribute clinical information on progress with other OT and MDT professionals. ▪ To develop and maintain links with relevant, statutory and non-statutory agencies throughout Newham with a view to facilitating a network of community support for clients (e.g. day care services, user led initiatives, voluntary bodies and work, training and education services).
Administration / Information resources	<ul style="list-style-type: none"> ▪ To keep up to date, accurate written records of the clients' treatment and progress and to ensure that own and others documentation is adequately stored in line with Trust and RCOT guidelines. ▪ To produce clinical reports as required and disseminate to other involved professionals, agencies and the client. ▪ To collect performance statistics and submit them as per service requirement; to maintain performance standards relating to clinical information using trust systems and keeping to required deadlines. ▪ To carry out administration tasks as required for the smooth running of the team. ▪ To ensure that accurate and current service information is available to users and carers and to provide as necessary.
Management	<ul style="list-style-type: none"> ▪ To implement all Trust and local policies. ▪ To follow the Trust and OT service policies and procedures and the RCOT professional standards in clinical practice. ▪ To contribute to the development of ward and OT service policies. ▪ To be involved in service developments as required. ▪ To ensure service provided to caseload is culturally sensitive and responsive to the ethnic diversity within the borough. ▪ To actively encourage user involvement in service development and ensure that service provision meets their needs and those of their carers. ▪ To contribute to audits in relation to service evaluation and review. ▪ To attend staff and business meetings within the OT service, relevant MDT meetings and other clinical specialist groups. To take a lead in some team meetings as required.
Human Resources	<ul style="list-style-type: none"> ▪ To contribute to the training and development of OT's / other disciplines by providing advice, acting as a role model, providing training, supervision. ▪ To assist in the induction for new and locum staff. ▪ To provide supervision for junior staff in the occupational therapy team

	<p>as required.</p> <ul style="list-style-type: none"> To act as fieldwork educator for students on placements.
Performance and Quality	<ul style="list-style-type: none"> To promote and apply evidence based practice to service delivery. To keep abreast of new developments and research in both OT and mental health in general. To contribute to service activities related to clinical effectiveness via audit, research and evidence based practice. To maintain a personal CPD portfolio and participate and initiate relevant CPD activities. To ensure own professional development through regular participation in clinical/professional supervision with a more senior OT. To participate in yearly individual performance reviews. To take a lead on both delegated and initiated projects in agreement with service leads.
Financial and Physical Resources	<ul style="list-style-type: none"> To observe policies and procedures for the safe use of therapeutic equipment in line with health and safety requirements. Responsible for accurately completing petty cash vouchers related to purchases made for client service provision.

JOB DESCRIPTION AGREEMENT

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 or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.



Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

General Data Protection Regulation (GDPR)	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.</p>
Safeguarding	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
Service User and Carer Involvement	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
Personal Development	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
Quality Improvement	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
Professional Standards	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
Conflict of Interests	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
Risk Management	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
Personal and Professional Development/Investors in People	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	ESSENTIAL/DESIRABLE	SELECTION METHOD (S/I/T)
Education/Qualification/Training	<ul style="list-style-type: none"> Diploma or degree in Occupational Therapy HCPC Registration Member of the Royal College of Occupational Therapy Practice Placement Educator Training Experience of CPD and role development activities 	E E D D E	S S S/I S/I S/I
Experience	<ul style="list-style-type: none"> Experience in clinical mental health setting and/or demonstrable experience highly related to the clinical field Evidence of Service Development activities Experience of working as part of a Multi-disciplinary team Experience of managing own caseload Experience of individual and group work Experience of staff/student supervision 	E E E E E E	S/I S/I S/I S/I S/I S/I
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of applied social, health and medical sciences including psychology, anatomy, physiology and sociology Knowledge of how mental health difficulties impact upon occupational functioning and performance. Knowledge of current National legislation, policies and guidelines relevant to adult community mental health and their application Working knowledge of Clinical Governance and its 	E E E E	S/I S/I S/I S/I

	application		
	<ul style="list-style-type: none"> • Knowledge of RCOT standards of practice and their application 	E	S/I
	<ul style="list-style-type: none"> • Knowledge of Equal Opportunities, confidentiality and consent issues 	E	S/I
	<ul style="list-style-type: none"> • Occupational and vocational assessment skills 	E	S/I
	<ul style="list-style-type: none"> • Specialist clinical skills to carry out OT interventions: therapeutic and activity based interventions; remedial training and cognitive behavioural interventions and psychosocial and psycho-educational interventions 	E	S/I
	<ul style="list-style-type: none"> • Specialist Health Promotion and rehabilitation skills in order to promote social inclusion and prevent relapse and hospitalisation 	E	S/I
	<ul style="list-style-type: none"> • To have developed interpersonal skills enabling therapeutic alliances to be developed and maintained with clients who have complex needs 	E	S/I
	<ul style="list-style-type: none"> • Ability to evaluate the effectiveness of OT interventions including knowledge of outcome measures 	E	S/I
	<ul style="list-style-type: none"> • Ability to manage a complex clinical caseload 	E	S/I
	<ul style="list-style-type: none"> • Ability to undertake clinical risk assessment 	E	S/I
	<ul style="list-style-type: none"> • Ability to plan, prioritise and coordinate clinical service provision 	D	S/I
	<ul style="list-style-type: none"> • Ability to communicate difficult information 	E	S/I
	<ul style="list-style-type: none"> • Ability to undertake supervision 	E	S/I
	<ul style="list-style-type: none"> • Ability to provide training and presentations 	D	S/I
	<ul style="list-style-type: none"> • Ability to assess and manage verbal aggression and risk of physical aggression in inpatient and community settings, reducing risks to those involved. 	E	S/I
	<ul style="list-style-type: none"> • Ability to plan and work with statutory and non-statutory services around clinical issues 	E	S/I
	<ul style="list-style-type: none"> • Word-processing/IT skills 	E	S/I
	<ul style="list-style-type: none"> • Good organisational and time management skills 	E	S/I
	<ul style="list-style-type: none"> • Ability to maintain the profile of OT within a MDT and the organisation 	E	S/I

Other	<ul style="list-style-type: none"> Physical skills required facilitating a wide range of activities both on a one-to-one and group basis, including using equipment as required 	E	S/I
	<ul style="list-style-type: none"> Mental and emotional effort required to undertake concentration required for clinical consultations and interventions on both a one-to-one and group basis. 	E	S/I
	<ul style="list-style-type: none"> Mental effort required to undertake intense concentration for data analysis, strategic planning, holistic formulations; report writing etc. 	E	S/I
	<ul style="list-style-type: none"> Ability to manage frequent highly distressing clinical interactions with clients who have serious mental health problems, including crisis situations 	E	S/I

S: Shortlisting I: Interview T: Test

Last update: June 2023_M.Hodges