

## BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

### JOB DESCRIPTION

**Job Title:** Occupational Therapy Assistant

**Grade:** Band 4

**Reporting to:** Lead Occupational Therapist for FCAMHS

**Accountable to:** Lead Occupational Therapist for FCAMHS

**Location:** Ardenleigh FCAMHS

#### Job Purpose:

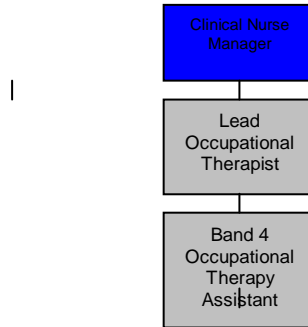
To plan, deliver and evaluate therapeutic Interventions under the clinical guidance of the Occupational Therapist and Unit manager aim to improve service-user's overall motivation and engagement to instil hope, reduce risk and support recovery and transition to less restrictive environments.

#### Job Summary:

Under supervision of a registered Occupational Therapist the post holder will be expected to:

- To role model pro social attitudes and behaviours.
- To role model recovery principles.
- To maintain safe and effective working practices and take steps to minimise risk.
- To develop effective partnerships with appropriate community providers i.e. voluntary projects, community groups and colleges.
- To work with the wider multi-disciplinary team to ensure the appropriateness of the programme and coherence with the ICU procedures.
- Use technical/creative skills to assist in the provision of a flexible, client centred programme of therapeutic activities for individuals/groups of service users with Forensic CAMHS Ardenleigh.
- Co-ordinate a designated programme of therapeutic activities provided within the service as part of the Occupational Therapy Team.
- To deliver appropriate therapeutic interventions with supervision from a qualified occupational therapist using a range of evidence based frameworks.
- To maintain accurate clinical records and appropriate data.
- To engage with clinical reflection, supervision and training to maintain well-being and safe practices.

## Organisation Chart:



## Key Communications and Working Relationships

### Internal

- ❖ Multidisciplinary Team members
- ❖ OT Supervisor
- ❖ OT Colleagues
- ❖ Service Users
- ❖ Carers

### External

- ❖ Other agencies

## Principle Duties and Responsibilities

### Clinical

- ❖ To work effectively as a member of a team in providing a programme of community based therapeutic activities and interventions.
- ❖ To contribute to formal OT assessments, under guidance of a registered OT and provide feedback on clients' occupational functioning.
- ❖ To undertake specific assessments in area of specialised technical/creative skill.
- ❖ Under the supervision of a registered OT, to facilitate and participate in planned group-work and individual activities, ongoing continuous assessment based on the fluctuating needs of the clients.
- ❖ To use specialised technical/creative skills to engage clients in therapeutic activities to promote independence and well being.
- ❖ To assist in implementation, evaluation and modification of OT/team interventions that support young people.
- ❖ Under supervision of a registered OT to provide and co-ordinate a programme of activities, instructing and guiding clients to support them in achieving identified OT goals.
- ❖ According to service need to be responsible for a designated caseload under supervision.
- ❖ To monitor clients progress, taking into account their environment and adjust own clinical intervention accordingly.
- ❖ To demonstrate an understanding of clinical risk and apply this to practice.
- ❖ To demonstrate an understanding of OT and apply this to practice.
- ❖ To undertake delegated tasks to contribute to the safe and smooth running of the service.

### Communication

- ❖ To form professional relationships with clients, who often exhibit challenging

behaviour and communicate with them in a way that respects their views, aspirations, autonomy and culture.

- ❖ To liaise closely with the OT and Multidisciplinary Team providing clinical feedback on clients progress in the areas of self-maintenance, productivity and leisure.
- ❖ To participate in OT and multidisciplinary Team meetings as specified by the supervising OT.
- ❖ To explain and promote the role of OT and the service.
- ❖ To provide advice and support to carers, young people, and colleagues.

#### **Documentation**

- ❖ To ensure that up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.
- ❖ To write up specific assessments and reports, as agreed with the supervising OT, according to local guidance and OT service standards.

#### **Professional Ethics**

- ❖ To adhere to the COT Code of Ethics and Professional Conduct and all other relevant policies and procedures.
- ❖ To respect the individuality, values, cultural and religious diversity of service users, and contribute to the provision of a service sensitive to these needs.

#### **Leadership, Supervision and Appraisal**

- ❖ In line with Trust guidelines, to review and reflect on own practice and performance through regular participation in professional/clinical/management supervision and appraisal.
- ❖ To provide day to day support and peer supervision to junior staff to ensure effective delivery of the programme.

#### **Training Staff and Students**

- ❖ To participate and support in the induction, training and education of students and other staff as appropriate.
- ❖ To participate in the dissemination and sharing of information and skills with staff, students and volunteers.

#### **Service Development and Delivery**

- ❖ To ensure that areas are well maintained and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials.
- ❖ To participate in the delivery of the OT/service development plan.
- ❖ To contribute towards service delivery and proposals within the OT/service.

#### **Professional Development**

- ❖ To undertake relevant activities to meet training objectives identified with the OT supervisor during appraisal and supervision.
- ❖ To keep a record of training and development activities.

#### **Clinical Governance, Quality, Standards**

- ❖ To participate in clinical governance and quality improvement projects as allocated by the supervising OT.
- ❖ To take a lead on specific Clinical Governance projects as agreed with supervising OT.

#### **Line Management, Staff, Budgets, Department**

- ❖ To exercise good personal time management, punctuality and consistent

reliable attendance.

- ❖ To be responsible for maintaining stock and advising on resources to carry out the job.
- ❖ To utilise resources appropriately including the responsible handling of petty cash.

### **Research & Development**

- ❖ As part of a team, to incorporate up-to-date techniques and ideas of positive practice into your programme/activities.
- ❖ To participate in OT/programme/service audit and evaluation activities as agreed with the supervisor.

## **General**

### **Confidentiality**

- ❖ It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act are met in respect of information held on the Trust's computerised systems.

### **Equal Opportunities**

- ❖ The Trust is committed to equality of opportunity. Equal opportunities is an important part of the human resource function and all staff are required to ensure that all policies and practices are in accordance with current legislation, good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### **Health & Safety**

- ❖ Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust Health & Safety policies/codes of practice or regulations applicable to the work place. This job description is not definitive and is subject to revision, in discussion with the postholder, in the light of developments to the service.

### **Training**

- ❖ All staff are expected to undergo any necessary training and development, to keep up to date with the requirements of the job.

### **No Smoking**

- ❖ This Trust acknowledges its responsibilities to provide a safe, smoke free environment, and to ensure that it makes provision for its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

*This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas.*

## **Additional Information**

### **Physical**

- ❖ Daily/frequent/occasional/rare movement of equipment and materials, tables and chairs etc.
- ❖ Daily/frequent/occasional/rare movement of large and heavy equipment.
- ❖ Daily/frequent/occasional/rare requirement to drive/travel between venues.
- ❖ Daily/frequent/occasional/rare assist clients to mobilise.

### **Mental Effort**

- ❖ Daily/frequent/occasional/rare concentration and active participation in clinical activities.
- ❖ Daily/frequent/occasional/rare response to unpredictable situations.
- ❖ Daily/frequent/occasional/rare lone working.

### **Emotional Effort**

- ❖ Daily/frequent/occasional/rare exposure to distressing or emotional situations.
- ❖ Works with a range of clients some with challenging behaviours or some that often disclose emotionally distressing information during treatment.

### **Working Conditions**

- ❖ Daily/frequent/occasional/rare exposure to verbal aggression.
- ❖ Daily/frequent/occasional/rare exposure to odours e.g. clients with poor personal hygiene.
- ❖ Daily/frequent/occasional/rare exposure to weather conditions.
- ❖ Daily/frequent/occasional/rare exposure to dust e.g. in pottery, woodwork.
- ❖ Daily/frequent/occasional/rare exposure to noise e.g. during music sessions.
- ❖ Daily/frequent/occasional/rare exposure to extreme temperatures.
- ❖ Daily/frequent/occasional/rare exposure to infestation and body fluids.

### **Other**

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## **Job Description Agreement**

Budget Holder ..... **Signature**

..... **Name**

Post Holder ..... **Signature**

..... **Name**

Date .....

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

**BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS TRUST**

**PERSON SPECIFICATION**

<b>Location:</b> Ardenleigh Forensic CAMHS	<b>Department:</b> Occupational Therapy
<b>Post Title:</b> <b>Band 4 Occupational Therapy Assistant</b>	<b>Grade:</b> Band 4

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Training &amp; Qualifications / Experience</b>	<p>Relevant Level 3 NVQ qualification (teaching or health and social care etc)</p> <p>Ability to manage conflict effectively and work with young people with challenging behaviour</p> <p>Experience and competency in working with young people with challenging behaviour in a CAMHS unit</p> <p>Can give examples from recent employment or portfolio of:</p> <ul style="list-style-type: none"> <li>• Experience and competency in delivering activities as a therapeutic tool</li> <li>• Experience and competency in facilitating groups</li> <li>• Experience and competency in engagement of service users in projects/care</li> <li>• Experience and competency in using supervision to develop clinical skills</li> <li>• Experience and competency in using risk management plans</li> </ul>	<p>Relevant level 4 qualification.</p> <p>Experience and competency in mental health assessment and implementation of a range of evidence based therapeutic interventions.</p> <p>Evidence of basic skills qualifications in IT, literacy and numeracy</p> <p>Experience and competency in working in partnership with other agencies.</p> <p>Experience of working in a multicultural community</p> <p>Can demonstrate:</p> <ul style="list-style-type: none"> <li>• Awareness of equality and diversity</li> <li>• Health and Safety Awareness/training</li> <li>• Experience of working with people with Autism and sensory processing disorder</li> <li>• Experience and competency in using a therapeutic treatment model</li> </ul>	<p>Application form</p> <p>Certificates</p> <p>References</p> <p>Interview</p>

<b>Skills/Knowledge</b>	<p>Ability to carry out comprehensive assessments and make decisions about ways to positively manage risk.</p> <p>Ability to contribute to Positive Behavioural support plans for young people.</p> <p>To assist in implementation, evaluation and modification of OT/team interventions that support young people.</p> <p>Have an understanding of the Occupational Therapy profession and its role within Child and Adolescent Mental Health Services.</p> <p>Works to identify the young person's priorities and deliver the programme in a responsive and timely way</p> <p>Capable of developing networks external to the service</p> <p>Ability to prioritise and demonstrate effective time management skills.</p> <p>Ability to work under pressure, planning own workload.</p> <p>Ability to teach practical skills.</p> <p>Essential- IT Skills</p> <p>Ability to work in collaboration with a range of healthcare professions</p>	<p>Supervisory skills</p> <p>Working knowledge of Microsoft Packages including Word, Publisher, and Excel etc.</p> <p>To use specialised technical/creative skills to engage clients in therapeutic activities to promote independence and wellbeing.</p> <p>Ability to work flexibly in response to the developing needs of the service.</p> <p>Application of treatment models of Occupational Therapy under supervision</p> <p>Evidence of Understanding the principles of information governance/ confidentiality</p>	<p>Application form</p> <p>Interview</p> <p>Portfolio</p> <p>References</p>
<b>Personal Qualities</b>	<p>Self aware</p> <p>Non judgmental</p> <p>Assertive/Confident/Enthusiastic</p> <p>Good attendance and sickness record</p>	<p>Personal experience of mental health problems</p>	<p>Application form</p> <p>Interview</p> <p>References</p>



<b>Other</b>	<p>Has proven skills in dealing with high emotional situations and responding to high stress situations</p> <p>Willingness to work flexibly</p> <p>Commitment to life-long learning</p> <p>Commitment to the client group</p> <p>Commitment to anti - discriminatory practice</p>	<p>Active commitment to ensure equality of opportunity.</p> <p>Is able to deliver interventions demonstrating a commitment to anti discriminatory practice and with a positive approach to service users potential.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
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**Prepared by Edward Howard & Lucy Papp**

**Date: January 2020**

**Designation: Lead Occupational Therapist/Senior Occupational Therapist**