

Job Description

Post:	Occupational Therapist
Band:	6
Responsible to:	Ward Manager, Head Occupational Therapist
Main Contacts:	Acute and Community Services Multi-Disciplinary Teams

Job Summary

The post holder will work as part of the multi-disciplinary team and develop and co-ordinate occupational therapy for service users within the psychiatric intensive care service.

The post holder will supervise and support the technical instructor and junior staff as applicable to their role.

The post holder will provide a variety of group and individual treatment interventions, promoting a recovery and social inclusion focused approach. They will provide assessment and intervention on the unit and in the community.

The post holder will contribute to clinical evaluation and promote use of evidence based practice to inform service improvement.

Main Duties and Responsibilities

- To be responsible for identifying occupational therapy goals, using a programme of advanced occupational therapy skills, mental health interventions and assessment tools
- To plan, facilitate and evaluate individual and group activity programmes, using graded activity to achieve treatment goals.
- To work with the Occupational therapy team and Multidisciplinary team, contributing advice and specialist knowledge to improve functioning, well-being, social inclusion and vocational activities
- To participate in clinical reviews / ward rounds and contribute to the MDT treatment planning for service users.
- To Select and apply occupational therapy assessments, addressing occupational performance and skills deficits, enabling the service user in areas of self – maintenance, productivity and leisure. This will include a range of group and individual work, both on the ward or in the community.
- Work within current legislative frameworks e.g. MHA, MCA, DoLs

- To contribute to the therapeutic ward environment
- To monitor, evaluate and modify treatment for patients with multiple needs in order to measure progress and ensure effectiveness of intervention.
- To plan, conduct and participate in various treatment sessions in response to assessment and need.
- To support the MDT in the ongoing management, clinical formulation and risk management of PICU patients.
- To work with external services to support the admission and discharge of PICU patients and to provide specialist risk management as required
- To work as a senior Clinical resource for RHSD occupational therapy team..
- To attend appropriate clinical meetings.
- To participate in supervision and training as part of senior PICU MDT.
- Provide line management; supervision, performance review and training to PICU Technical Instructor.
- Contribute to and where appropriate lead in the professional life and quality agenda within the RHSD Occupational Therapy team.
- Provide senior leadership, professional support, participate in and where appropriate lead in in-service training and service development within the Occupational Therapy Team.
- To comply with the professional code of conduct for Occupational Therapy.
- To promote Occupational Therapy core skills in your area of work, RHSD and Pennine Care.
- To maintain strict confidentiality regarding any information concerning patients.
- To be aware of and adopt correct procedures and departmental policies when treating patients, dealing with visitors, students and other staff.
- To establish and maintain professional relationships with patients, their relations and friends and to support and promote patients' rights and identity.

Administration / Managerial

- To assist in the development of Occupational Therapy services in your area of work, RHSD and Pennine Care.
- To ensure implementation of and comply with Occupational Therapy, PICU and RHSD procedures regarding such things as annual leave, sick leave, study leave and compassionate leave.
- To ensure that adequate assessment records are maintained on every patient and that letters and reports concerning treatment are prompt and dispatched appropriately.
- To maintain attendance recording and statistical data as required.
- To be familiar with Health and Safety at Work Act and the resulting unit policy(s) and its implementation for you, staff and visitors.
- To ensure that all accidents and untoward occurrences are reported via the trust incident reporting systems

- To participate in performance review.
- To evaluate and monitor assessment and treatment methods and keep abreast of new developments.
- To attend statutory training required by partnership policy i.e. fire / resuscitation / moving and handling.
- To ensure the safe functioning of the unit by tidying and clearing away equipment as appropriate to ensure that correct procedures are adopted regarding security in the work place.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009."

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will

remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport