

HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title: Assistant Therapy Practitioner – Occupational Therapy

Grade: Band 4

Directorate: East and North

Hours: Full time

Accountable to: Emma Field Lead Occupational Therapist

Responsible to: Madeleine Stokes Head Occupational Therapist

Base: Rosanne House, Welwyn Garden City

Community Teams

Occupational Therapy (OT) is an integral part of the Community teams in Mental Health Services for Older People. OT provides occupation-based assessments and care plans to meet the needs of service users. It also provides individual assessment and intervention to support Service users. As an Assistant Therapy Practitioner you would be involved in the provision of interventions for service users, this would involve a variety of techniques, such as confidence building, anxiety management, development of coping strategies, community integration and the use of equipment. You would also be involved in the provision of groups for service users. Training can be given on these techniques.

Hertfordshire Partnerships University Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.

- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

Our Mission

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them

- Providing the very best experience of joined-up care in line with what service users and carers have told us makes 'Great Care'

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

Our Values	we are...	you feel...
Welcoming		✓ Valued as an individual
Kind		✓ Cared for
Positive		✓ Supported and included
Respectful		✓ Listened to and heard
Professional		✓ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

Job Summary:

An exciting opportunity for the post of Assistant Therapy Practitioner has become available in the East Specialist Mental Health Team for Older People.

The post is for an individual who has experience of working with occupational therapists. The post holder will be supported by an established team of occupational therapists and support

staff. The role primarily involves individual treatment within people's homes however will also involve some group work.

The ATP role is based at Rosanne House in Welwyn Garden City and is a community based post providing services across the East of Hertfordshire.

We provide Occupational Therapy (OT) for those experiencing a range of mental health issues in later life. We provide a range of OT assessments and support our service users to achieve their goals through graded intervention, psychoeducation and encouragement to re-engage in activities which are meaningful to the service user.

We are a welcoming and positive team who work hard to achieve positive outcomes for our service users therefore experience of team working is required. You will need to have clinical experience of working with people with mental health needs. A passion for helping people to engage in meaningful occupations is essential.

As a member of the team you will:

- Be part of the specialist mental health team for older people
- Be supervised and supported by an OT
- Be part of the wider MDT
- Access CPD opportunities
- Have an opportunity to work autonomously, use your initiative and creative skills
- Develop knowledge and application of the Model of Human Occupation and other specialist assessments

All staff should comply with the Trusts' Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Key Relationships:

- To work with Occupational Therapists within the service and the wider Trust network.
- To work with other Multi-Disciplinary Team members
- To work with service users and carers
- To work and liaise with other statutory and non-statutory service providers involved in service user care and Treatment.

Duties and Responsibilities:

- To plan and facilitate occupationally based groups guided by an Occupational Therapist.
- To work individually with service users on specific tasks and therapeutic activity guided by an Occupational Therapist.
- To carry out specific Occupational Therapy assessments as guided by an Occupational Therapist.
- To promote a culture of engagement in meaningful occupation within the service in order to enhance quality of life.
- To provide interventions in the manner that is consistent with Trust standards and values.
- To provide feedback to the team regarding observed occupational performance during a session which will contribute to assessment and therapeutic interventions.
- To maintain clinical records using the electronic patient record system.

- To liaise with carers and other professionals as relevant.
- To exercise good personal time management, punctuality and consistent reliable attendance.
- To attend mandatory training.
- To undertake relevant activities to meet training objectives identified with your supervisor.
- To keep a record of your training and development activities.

Clinical Responsibility

- To work effectively as a member of a team in providing therapeutic activities using a person centered and occupationally based approach.
- To provide core Occupational Therapy advice, intervention and support given to service users and their carers under guidance of the Occupational Therapist.
- To provide timely feedback to the MDT information regarding the service users wellbeing and occupational performance.
- To use technical / creative skills to engage service users in meaningful and appropriate activities to promote independence, recovery and well-being.
- Under guidance of an Occupational Therapist, facilitate and deliver planned group-work and individual activities.
- Under the guidance of the Occupational Therapist provide ongoing assessment and adjustment of clinical interventions based on the fluctuating needs of the service users.
- Undertake delegated tasks to contribute to the safe and smooth running of the service.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
- To contribute to risk assessments with regards to service users and clinical environment.
- To report incidents, safeguarding concerns, complaints and compliments.
- To actively participate in regular supervision and annual appraisal.
- To actively participate in safety huddles and de-brief sessions as appropriate.
- To adhere to the Code of Ethics and Professional Conduct, the Trust's Code of Conduct for Non-qualified Staff and all other relevant policies and procedures.

Leadership and Staff Management Responsibility

- To support in the learning and experience of Occupational Therapy and other Multi-disciplinary students on placement within the unit within the remit of the role.
- To provide supervision for Band 3 staff as agreed by the Occupational Therapist.

Financial Responsibility

- To manage stock, advising and obtaining resources to carry out the job.
- To be responsible for the safekeeping and use of equipment and materials.
- To follow Service procedures with regards to use of and recording of petty cash use within the unit.
- To be responsible for the completion of own expenses claim.
- To ensure effective and efficient use of resources.

Service Development and Improvement

- To assist in the implementation, evaluation and modification of Team interventions.
- Participate in clinical audit and research activity as necessary to the role.
- To actively promote the Occupational Therapy service.

Communications

- To demonstrate effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- To form therapeutic relationships with service users which overcome any barriers to gain co-operation and encourage engagement.
- To report effectively to the MDT on service users performance, progress in areas of self-maintenance, productivity and leisure verbally and in writing.
- To adhere at all times to Trust data security policies and procedures.

Analytical and Judgment Skills:

- To respect the individuality, values, cultural and religious diversity of service users and contribute to the provision of a service sensitive to these needs.
- To observe, assess and report Occupational performance using appropriate Model of Human Occupation tools, which may indicate either positive or negative effects of treatment to aid treatment planning.

Planning and Organisational Skills:

- To exercise good personal time management, punctuality and consistent reliable attendance. Include management of own electronic diary.
- To undertake delegated tasks which contribute to the safe and smooth running of the service.
- To demonstrate and role model effective time management when planning and facilitating activities.
- To help develop, plan and deliver therapy programmes with guidance from the Occupational Therapist.

Physical Working Conditions and Environment:

- To work within the team base, unit or community setting as appropriate.
- To be compliant with trust Lone worker policies and procedures and maintaining own electronic diary.
- To be fully compliant with appropriate Respect level for service area.

Information Resources:

- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards.
- To contribute to the recording of statistical activity as appropriate in the setting
- To comply with health and safety requirements as per policy.

Additional Information:

Knowledge and Skills Framework:

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Approved outlines are available on the HPT e-ksf local library

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trust space).

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties

and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.