

## Job Description

|  |   |
|--|---|
| <b>Job Title:</b>                      | Senior Occupational Therapist   |
| <b>Directorate:</b>                    |   |
| <b>Department:</b>                     | Occupational Therapy  |
| <b>Professionally accountable for:</b> | Professional accountable for junior occupational therapy staff working in specified clinical area.                              |
| <b>Responsible to:</b>                 | Operationally responsible to the Team Leader/Modern Matron<br>Professionally to the Clinical specialist occupational therapist. |
| <b>Accountable to:</b>                 | Director of operational services and the Director/Deputy Director of occupational therapy/ Service Director                     |
| <b>Pay band:</b>                       | 6   |
| <b>On call requirement:</b>            | No  |
| <b>Disclosure required:</b>            | Enhanced DBS  |
| <b>Professional Registration:</b>      | Current registration with the HPC as an occupational therapist  |

### Job outline:

To provide occupational therapy interventions for referred clients using evidence based, client centred principles to assess, plan, implement and evaluate interventions.  
To promote and develop the role of Occupational Therapy within the clinical area.  
To act as a care coordinator if appropriate.

### Scope & Authority:

- To manage a caseload of clients.
- To provide specialist clinical advice and input for clients with complex problems and needs.
- To ensure occupational therapy contribution to the provision of quality clinical care and performance standards.
- To participate in the planning, development and evaluation of occupational therapy and local multi-professional services.

**Key Result Areas:**

**Clinical**

- Operate as a senior occupational therapy practitioner and manage an appropriate complex clinical caseload.
- Promote evidence based practice in occupational therapy and the relevant mental health service/ learning disability service.
- Provide a specialised range of clinical interventions and demonstrate knowledge of models of practice.
- Monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of interventions.
- Provide clinical assessment, formulation, intervention, review and where appropriate CPA including care co-ordination for service users, their families and carers.
- Contribute to the development of multi-disciplinary best practice clinical guidelines and protocols.
- Have a basic working knowledge of the medication prescribed for the persons in their care. To include usual dosage, common side effects and the need for any special monitoring. Any reported or observed side effects must be brought to the attention of the prescriber.
- Supervise the work of more junior qualified staff and provide support and guidance.
- Ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist occupational therapy reports relevant to the practice setting.
- To adhere to Trust risk management policies and procedures.
- To champion occupational and recovery approaches within the service area.
- Be aware of and able to use de-escalation techniques and physical breakaway

**Communication**

- Ensure effective communication with all parts of the service, other agencies and people who use services and their carers.
- Ensure representation in strategic meetings and raise awareness of the contribution of occupational therapy.
- Develop and maintain effective communication structures, facilitating two-way communication on professional and Trust issues.
- Provide advice to team members, clients, carers and the wider network.
- Liaise regularly with the clinical specialist occupational therapist on professional and service issues.
- Communicate effectively with clients and their carers and ensure that communication difficulties are addressed sensitively.

**Leadership**

- To fully participate in the Trust's performance review and personal development planning process on an annual basis.
- To provide effective guidance, supervision and appraisals for junior staff.
- Represent the clinical specialist occupational therapist when appropriate at relevant meetings.
- To act as a designated pin holder for the integrated community equipment store, to an agreed threshold where relevant.

### **Staff and Training**

- Supervise occupational therapy staff and ensure all staff receive a performance review and personal development plan on an annual basis in conjunction with operational managers.
- To participate in the annual training analysis for occupational therapy staff in the locality care group.
- To contribute to the occupational therapy development plan
- To contribute to regular speciality away days
- To contribute to the provision of high quality practice placements in liaison with the Practice Education Coordinators.
- To provide training to others in line with service training agenda.
- To ensure that staff adhere to Health and Safety guidelines and maintain safe environments and working practices.

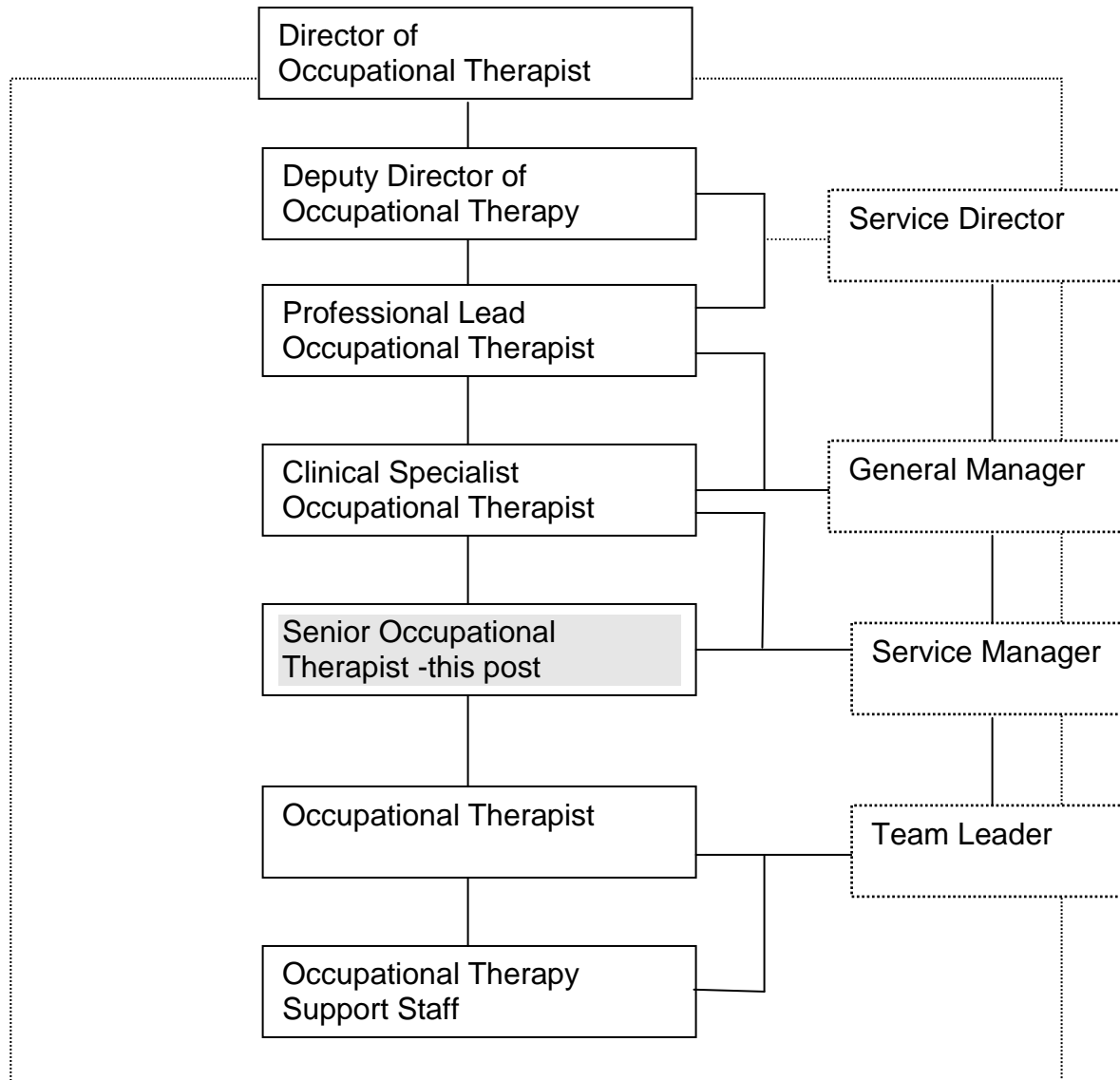
### **Research and Development**

- Contribute and participate in occupational therapy research and development, working with clinical specialist therapist and education providers and in line with Trust and service area research priorities.
- Engage actively in practice development, evaluation, audit and research activities relevant to occupational therapy and the directorate.

### **Staff leadership and management**

- To provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependant on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:
  - Understand the Trust's key priorities and those of your care group and translate these into key priorities for your care group
  - Ensure clarity and effectiveness in developing and designing roles
  - Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
  - Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development
  - Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback
  - Promote an effective team ethos.
  - Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
  - Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.
  - Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
  - Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or service users who wish to raise issues about discriminatory practice or experience.

### Position in the Organisation & Key relationships



### All staff are required to:

- **Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.**

Generic Senior Occupational Therapist

- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.

## Person Specification

|                     |                                      |
|---------------------|--------------------------------------|
| <b>Job title:</b>   | <b>Senior Occupational Therapist</b> |
| <b>Directorate:</b> | As per Job Description               |
| <b>Department:</b>  | Occupational therapy                 |
| <b>Pay band:</b>    | 6                                    |

|   | Essential                                      | Desirable                                | Evidenced by  |
|---|--|--|---------------|
| <b>A – Qualifications</b>   |  |  |               |
| <ul style="list-style-type: none"> <li>Degree/Diploma in occupational therapy</li> </ul>  | ✓  |  | A / C         |
| <ul style="list-style-type: none"> <li>Evidence of post graduate level study/training</li> <li>Registration with the HPC as an occupational therapist</li> <li>Practice Education training</li> <li>Management/Leadership training</li> <li>Training in the use of standardised occupational therapy assessment tools</li> </ul>  | ✓<br>✓<br>✓<br>✓                               | ✓  | A / C / I / T |
| <b>B – Knowledge/Experience</b>   |  |  |               |
| <ul style="list-style-type: none"> <li>Experience as a qualified occupational therapist in mental health</li> <li>Broad experience of working with clients with a range of mental health problems</li> <li>Experience of both group and individual work</li> <li>Experience of multidisciplinary working</li> <li>Experience of supervising staff and students</li> <li>Experience as a Care Coordinator</li> <li>Experience in a clinical area related to the post</li> <li>Experience of multi-agency work</li> <li>Leadership experience</li> <li>Experience in applying a range of assessment tools and a comprehensive knowledge of occupational therapy clinical approaches used in mental health</li> <li>Research experience</li> <li>Lived experience of mental health issues</li> <li>Member of the British Association of Occupational Therapists</li> </ul> | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br><br><br><br><br><br><br>✓<br>✓<br>✓ | A / C / I / T |
| <b>C – Skills</b>   |  |  |               |
| <ul style="list-style-type: none"> <li><b>Communication/Relationship skills:</b></li> <li>Able to communicate complex condition related information to service users, carers and colleagues</li> <li>Work with others in the development of knowledge, ideas and work practices including policies and strategies.</li> <li>Develop partnership working with individuals, groups, communities and agencies.</li> <li>Delegate work to others</li> </ul>   | ✓<br>✓<br>✓<br>✓                               |  | A / C / I / T |

|   | Essential | Desirable | Evidenced by  |
|---|-----------|-----------|---------------|
| <ul style="list-style-type: none"> <li><b>IT skills:</b><br/>Ability to use Trust IT systems including e-mail and electronic clinical records (standard keyboard skills)</li> </ul> | ✓         |           | A / C / I / T |
| <b>D – Approach/Values</b>  |           |           |               |
| <ul style="list-style-type: none"> <li>Demonstrate support for the values and beliefs of the Care Group and those of the Trust</li> </ul>   | ✓         |           | I             |
| <ul style="list-style-type: none"> <li>Demonstrate an understanding of the practices of Human Rights in the delivery of this role</li> </ul>  | ✓         |           | I             |
| <ul style="list-style-type: none"> <li>Team working</li> </ul>  | ✓         |           | I             |
| <ul style="list-style-type: none"> <li>Ability to travel across sites</li> </ul>  | ✓         |           | I             |
| <ul style="list-style-type: none"> <li>Punctual and flexible across hours of work when required</li> </ul>  | ✓         |           | I             |

To be evidenced  
by key:

A – Application C - Certificate

I – Interview

T - Test

**Approved by:**

**Approved**

**Manager**

**Date**