

## Job Description and Person Specification

### Job Title: Occupational Therapist



*respect ♦ open ♦ accountable ♦ working together ♦ innovative ♦ excellence*

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## Job Description

**JOB TITLE: Occupational Therapist**

**BAND: 5**

**Directorate: West Kent**

**DEPARTMENT: West Kent Community Rehabilitation Service**

**HOURS OF WORK: 5 x 7.5hour shifts covering 08:00 – 20:00 Monday - Saturday**

**RESPONSIBLE TO: Team Leader**

**ACCOUNTABLE TO: Clinical Lead Occupational Therapist**

**BASE: Albion Place, Maidstone**

### JOB PURPOSE:

To assist in identifying, developing and providing the Occupational Therapy contribution within the multi-disciplinary service in accordance with the needs of service users and the requirements of the service.

To assess, plan, deliver and evaluate therapeutic interventions for identified service users.

To manage a defined caseload of service users with occupational needs using evidence based, service user centred, hope and recovery, health promotion and relapse prevention orientated principles and practice.

### KEY RESULT AREAS:

- To ensure assessment of service users and analyse and interpret information gained to form an accurate formulation of function, strengths, capabilities and occupational needs.
- To work collaboratively with service users, staff, and carers to identify goals to determine and deliver an appropriate intervention/recovery plan which maximises occupational engagement and performance whilst balancing risk, and promoting choice and independence.
- To monitor, evaluate and modify therapeutic interventions in order to measure progress and increase efficacy for the best possible service user outcomes and experience.
- To act as a competent clinician supporting best practice in line with NICE guidance and professional standards.
- To adhere to and apply the current Code of Ethics and Professional Conduct of Occupational Therapists and Health and Care Professions Council (HCPC) Standards of Conduct, Performance and Ethics and Standards of Proficiency for Occupational Therapists.
- To be responsible for maintaining professional registration.
- To support the implementation of the current and future Allied Health Professions (AHP) strategy.
- To adhere to KMPTs policies, procedures and guidelines.

- To ensure that the Trust's values are upheld in Occupational Therapy practice.
- To be professionally and legally responsible and accountable for all aspects of own work.
- To take into account the individuality of the views, wishes, values and beliefs of service users, and relatives, respecting equality and diversity and contribute to the provision of a service sensitive to these needs.
- To effectively liaise with service users, family, carers, advocates and health and social care professionals regarding service user's assessment, treatment and care to ensure continuity of care and delivery of a coordinated service as a member of the MDT
- To ensure all communication adheres to Trust policy and Caldicott / data protection principles.
- To assess capacity and obtain informed consent from service users and work within a legal framework with those service users who lack capacity to consent to treatment.
- To ensure service users are involved in the planning and prioritisation of their care plans wherever possible.
- In conjunction with colleagues to undertake, record, review and work within individual risk assessment and management plans in line with service and Trust policy.
- In conjunction with others to identify service user's needs for additional care provision / housing/specialist placement/further assessment /referral on to other agencies as required.
- To apply national guidelines, audit results, current knowledge, research, evidence-based practice and legislation to develop and improve service provision.
- To participate in monitoring equipment and materials, advising on resources to carry out the job, including the responsible use of petty cash.
- To utilize the supervision and appraisal process in order to ensure that Occupational Therapy is contributing to the Trust's, and the Service objectives.
- To undertake statutory and essential training in accordance with Trust policies and procedures.
- To demonstrate on-going personal development through participation in internal and external development opportunities, including audit and research activity, recording learning outcomes through maintaining a CPD portfolio.
- To undertake practice placement educators' course and participate in student education
- To attend and actively participate in relevant clinical meetings/forums.
- To actively participate in the preceptorship programme during the first post registration year in the NHS
- To contribute to the development of others supporting the induction, supervision and evaluation of support staff and students.
- To travel between locations in a timely manner
- To link with special interest groups both internal and external to the Trust to share good practice
- To act as a representative of the service as required.
- To assist in the recruitment and selection process for staff as required.

**ENVIRONMENT:**

- Clinical work will be carried out in the community across the locality.
- Shared office space.
- Ability to move between locations in a timely manner.
- Shift working between 08:00 and 20:00, 6 days a week, throughout the year
- Supporting service users to function to their optimal ability in their environment. This can involve working in a diverse range of settings with a range of associated demands. For example: challenging behaviours and/or exposure to poor hygiene (personal/environmental).
- Maintaining and promoting a safe environment taking account of infection control and identifying and reporting hazards and risks in a timely manner.

- Accompanying, escorting and transporting service users as required.
- Driving unit vehicles as per needs of the service and as individual capabilities allow.
- Working contracted hours as per the requirements of the service. May also be required, at times, to work at other Trust units and/or sites.
- Physically able to carry out all duties required of the clinical setting, including successful completion of physical interventions training as required.

**JOB SUMMARY:**

- Demonstrates ability to work as a team member as well as autonomously
- Managing a case load of service users who have complex needs
- Balancing all aspects of the job role.
- Being flexible and responsive to competing demands
- Promoting Occupational Therapy in the service and keeping an occupational focus at the centre of practice

**COMMUNICATION AND WORKING RELATIONSHIPS:**

- Service users
- Carers and families
- Multi disciplinary team
- External stakeholders
- Professional colleagues
- Clinical supervisor
- Line manager

**COMMUNICATIONS AND WORKING RELATIONSHIPS:**

**STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

**HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

**SAFEGUARDING:**

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

**PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.



The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

#### **CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

#### **THE TRUST'S MISSION STATEMENT:**

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

#### **STATEMENT OF THE TRUST'S AIMS AND VALUES:**

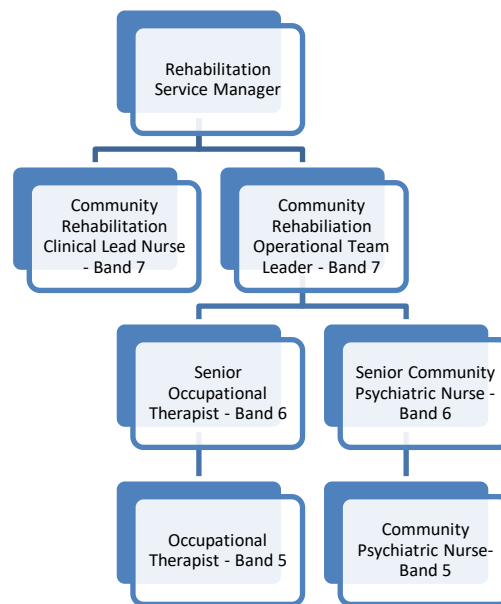
- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

#### **CONFIDENTIALITY:**

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of

patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

**ORGANISATION CHART:**



**JOB DESCRIPTION AGREEMENT:**

**Job Holder's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

## Person Specification

### Knowledge, Skills, Training and Experience

|  | Essential  | Desirable   |
|--|--|---|
| <b>Training, Qualifications and Registration</b> | Qualified and registered as an Occupational Therapist with Health and Care Professions Council.  |   |
| <b>Experience</b>                                | <p>Experience of (either through previous employment or student placements) of people with mental health problems.</p> <p>Experience of (either through previous employment or student placements) of working with individuals and groups.</p> <p>Experience of applying the OT process.</p>   | Documented evidence of Continuing Professional Development. |
| <b>Knowledge and Skills</b>                      | <p>Computer literate</p> <p>Knowledge of and ability to apply national policies and procedures including but not limited to confidentiality, consent, risk management, service user involvement.</p> <p>Knowledge in the application of relevant OT theoretical models, and approaches relevant to service user group.</p> <p>Basic factual knowledge of the importance of enabling people to do the things they want, need or are expected to do to support them in being well in life.</p> |   |

|       |   |  |
|-------|---|--|
| Other | <ul style="list-style-type: none"><li>• To be aware and demonstrate the Trust values.</li><li>• To be able to travel efficiently throughout the area.</li></ul> |  |
|-------|---|--|