

JOB DESCRIPTION

JOB TITLE:	Specialist Occupational Therapist
BAND:	Band 7
DEPARTMENT:	Bedfordshire and Luton Adult Community Eating Disorders Service (CEDS)
DIRECTORATE:	Specialist Services - Mental Health, Bedfordshire
REPORTING TO:	CEDS Senior Therapist/ Head Occupational Therapist Specialist Services
ACCOUNTABLE TO:	Consultant Clinical Psychologist/ Clinical Lead/ Head Occupational Therapist Specialist Services
LOCATION	Luton and Bedfordshire (countywide service) Based in Dunstable
WTE	1.0 wte

JOB SUMMARY

The post holder will work closely with a multi-disciplinary professional team within the Adult Community Eating Disorders Team (CEDS) in Bedfordshire and Luton. The post holder will lead on the planning, co-ordination, delivery and evaluation of high-quality evidence based and person-centred Specialist Occupational Therapy (OT) provision for service users of CEDS.

The post holder will provide support to service users to engage in intensive treatment support to prevent admission to hospital where clinically appropriate; support with effective transitions for service users; and meal planning, delivered in a sensitive and motivational manner. This would be carried out in the outpatient's clinics and home environments and will include both one-to-one and group interventions.

Service users will be seen at a variety of sites across the county of Bedfordshire and Luton including the home environment, and the post holder will be expected to travel throughout the county to meet the service needs and for clinical supervision and MDT meetings. Travel to in-patient services outside the county may also be necessary to support service users for discharge. The service user group seen by the post holder will include people experiencing severe or complex eating disorders, and may present with high levels of physical and psychiatric risk, with high levels of distress, for example suicidal ideation, self-harming behaviour, and histories of trauma and abuse. The post holder will work closely with the Senior Therapist, Operational Manager, Clinical Nurse Specialist and Head Occupational Therapist to agree case and workload levels, and systems of monitoring quality of practice. The post holder will directly contribute to the positive working environment within the multi-disciplinary team.

The post holder will participate in the planning, development and evaluation of clinical services using advanced clinical skills and knowledge; participate in and contribute to the development of the Intensive Community Support (ICS) & ARFID services and provide training and consultancy for Occupational Therapy within the ICS & ARFID services. The role may also include line management and supervisory responsibility for Occupational Therapy Technicians within CEDS.

It will be essential for the post holder to develop and maintain links with relevant statutory and non-statutory agencies throughout Luton & Bedfordshire, with particular reference to day care services, recovery college, user led initiatives, voluntary bodies and work, training and



education services, with the aim to reduce the need for hospital admissions and support successful recovery focused care transitions within mental health service.

KEY RESPONSIBILITIES

1. To be responsible for the planning and delivery of occupational therapy within the Intensive Community Support (ICS) and ARFID Services, prioritising clinical needs, and to provide an effective service to service users presenting with eating difficulties.
2. To provide Specialist Occupational Therapy assessment, formulation and intervention for service users with ARFID, addressing occupational performance and skill deficits, enabling the client in areas of self maintenance, productivity and leisure.
3. To plan and implement collaborative care plans in collaboration with service users, carers and other professionals and services involved in a person's care.
4. To contribute to monitoring and reviewing of mental health needs and risks, and ensure safe management and referral of people presenting with escalating risks.
5. Support with transitions as per Eating Disorders Transitions Standards.
6. Promote awareness and understanding of the safe and effective support needs of people with disordered eating

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<p>As a member of the multidisciplinary team, contribute to the safe and effective care of patients referred to the eating disorders service</p> <p>To use advanced clinical reasoning to assess how service users mental health difficulties impact upon their occupational areas and performance.</p> <p>To apply specialist clinical knowledge and skills to carry out occupational/vocational assessments and one-to-one and/or group interventions</p> <p>To undertake specialist assessment of daily living skills to ascertain level of functional ability, risk factors, level of support / accommodation needs in order to aid discharge planning / community care plans / OT evidence based interventions</p> <p>To contribute in assessing service users mental state and identify any significant risk factors, both in general and pertaining to community integration with support from senior staff.</p> <p>To promote the empowerment and education of clients in relation to their holistic health. This focuses on social inclusion, health promotion and relapse prevention.</p> <p>To define and prioritise needs of clients using a needs led, client centred approach.</p> <p>To promote OT within the service to staff, clients, carers, and other stakeholders</p>
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	<p>To be involved in planning and initiating OT provision in collaboration with other professionals, geared to the clients' needs.</p> <p>To prioritise clinical workload as necessary according to individual clients' needs and the standards of the CEDS/ OT service.</p> <p>To act as a key worker for allocated cases as required.</p> <p>To manage difficult clinical situations.</p> <p>To plan intervention in conjunction with the MDT ensuring regular evaluation of the care plan.</p> <p>To liaise with the appropriate professionals and team to develop innovative ways of facilitating a smooth transition between episodes of care</p> <p>To evaluate effectiveness of therapy interventions, in conjunction with clients/carers, other professionals etc.</p> <p>To share clinical expertise with other team members to help manage more complex clinical issues on a day-to-day basis and with other relevant health professionals and agencies as appropriate.</p> <p>To promote and apply equal opportunities and anti-discriminatory interventions that respect the clients' customs, values and spiritual beliefs at all times.</p> <p>To produce clinical reports on a regular basis and disseminate to other involved professionals, agencies and the client as appropriate.</p> <p>To make entries in the multi-disciplinary notes pertaining to the service users occupational therapy assessment, intervention and progress.</p> <p>To attend clinical meetings/ ward rounds/ CPA meetings and contribute clinical information on service users progress.</p> <p>To develop and maintain links with relevant, statutory and non-statutory agencies throughout Luton & Bedfordshire with particular reference to day care services, recovery college, user led initiatives, voluntary bodies and work, training and education services.</p>
Clinical	<p>To promote and apply evidence based practice to service delivery.</p> <p>To keep abreast of new developments and research in CEDS/ OT in adult mental health.</p> <p>To take a lead in clinical effectiveness activities and to contribute to this via audit, research and evidence based practice.</p> <p>To contribute to regular Trust-wide Clinical Interest groups undertaking delegated tasks as appropriate.</p> <p>To maintain Continuing Professional Development (CPD) and keep a personal CPD portfolio.</p> <p>To ensure own professional development through regular participation in supervision.</p>

Administration	<p>To keep up to date, accurate written records of the service users' treatment and progress and to ensure that own and others documentation is adequately stored in line with Trust and RCOT guidelines.</p> <p>To ensure compliance with confidentiality is maintained.</p> <p>To collect statistics submitting them as per service requirement.</p> <p>To carry out administrative tasks as required for the smooth running of the CEDS/ OT service.</p> <p>To ensure that accurate and current service information is available to users and carers and to provide as necessary.</p> <p>To create and co-ordinate an information resource for clinical effectiveness materials.</p> <p>Use all Trust information systems as required and in a timely manner to enter patient data, activity data, and incident reporting.</p> <p>Use using email and diaries, and any other systems in compliance with NHS information governance and local Trust requirements</p>
Management	<p>To independently manage a client caseload in response to clients needs and the remit of the service.</p> <p>Exercise clinical professional judgement in complex clinical cases and refers to Clinical Lead when necessary.</p> <p>To represent the service in meetings in the absence of the Clinical Lead, as negotiated.</p> <p>Lead on implementation of agreed service development priorities.</p>
Human Resources	<p>To contribute to the training and development of OT's / other disciplines by providing advice, acting as a role model, providing training and supervision.</p> <p>To assist in the recruitment of staff within the service as required.</p> <p>To work closely with the Operational Manager and Clinical Lead with development and implementation of team operational policies</p> <p>To provide professional and clinical supervision for qualified Occupational Therapists and Occupational Therapy Assistants, ensuring the implementation of appraisal and individual performance review as required.</p> <p>To ensure continued personal and professional development for supervisees is met through training and educational opportunities.</p> <p>To act as fieldwork educator for students on placements.</p>
Performance and Quality	<p>To implement all Trust and local policies.</p> <p>To follow the Trust and OT service policies and procedures and the Royal College of Occupational Therapy professional standards in clinical practice.</p> <p>To actively encourage service user involvement in service development and ensure that service provision meets their needs and those of their carers.</p>

	<p>To attend staff and business meetings within the CEDS/ OT service, relevant MDT meetings and other clinical specialist groups.</p> <p>To take a lead in some departmental meetings as required. To represent the department at service management meetings as required.</p> <p>To contribute to audits in relation to service evaluation and review.</p> <p>To offer OT professional advice to other professionals and care groups as appropriate.</p> <p>To assist with the development of culturally sensitive OT services. To ensure that the service provided by the department is responsive to the ethnic diversity within the locality.</p>
Financial and Physical Resources	To observe policies and procedures for the safe use of therapeutic stock and equipment in line with health and safety requirements.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

General Data Protection Regulation (GDPR)	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.</p>
Safeguarding	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
Service User and Carer Involvement	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
Personal Development	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
Quality Improvement	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
Professional Standards	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
Conflict of Interests	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
Risk Management	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
Personal and Professional Development/Investors in People	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	<ul style="list-style-type: none"> Diploma or degree in Occupational Therapy HCPC Registration Postgraduate training in Sensory Integration or other relevant postgraduate training Membership of professional body and/or special interest group Clinical supervision training 	<ul style="list-style-type: none"> E E E D E 	S / I
Experience	<ul style="list-style-type: none"> Demonstrable experience as an Occupational Therapist; with some experience of working with people who have an eating disorder Evidence of service development activities Experience of clinical effectiveness activity Experience of working as part of a Multi-disciplinary team Experience of working in the community Experience of individual and group work Experience of CPD and role development activities Experience of supervising staff and or students 	<ul style="list-style-type: none"> E E E E E E E E 	S / I
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of how mental health and eating disorder difficulties impact upon occupational functioning and performance Knowledge of Equal Opportunities and confidentiality Knowledge of the Model of Human Occupation and its practical application in the clinical field Skills in devising and implementing strategies to improve and monitor quality Knowledge of current legislation, policies and guidelines relevant to adult mental health and eating disorders Working knowledge of clinical governance and its application 	<ul style="list-style-type: none"> E E E E E E 	S / I

S: Shortlisting I: Interview T: Test