

Central and North West London NHS Foundation Trust

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Occupational Therapist
<b>GRADE:</b>	Band 6
<b>LOCATION:</b>	Rehabilitation –Inpatient/Community
<b>ACCOUNTABILITY:</b>	Managerially to – Service Manager Professionally to – Borough and Rehabilitation Services Lead Occupational Therapist
<b>HOURS:</b>	37.5 hours a week (Inclusive of weekend working)

**JOB SUMMARY:**

The post holder will work as a Snr Occupational Therapist in Rehabilitation Inpatient /Community services as required

**Key Tasks**

To provide the Rehabilitation Service with an occupational therapy service and expertise; this will include individual and group work, assessment, intervention and evaluation in accordance with the College of Occupational Therapy Code of Ethics.

Specific to assessment the Occupational Therapist (OT) will utilise MOHO evidence based assessment tools in order to establish a baseline functional assessment from which recommendations can determine further on going care and treatment to enable optimum functioning.

To establish links with other OT's in interfacing rehabilitation and community mental health teams to enable effective continuation of Occupational Therapy input if required.

To manage a caseload of service users with complex, severe and enduring mental health needs; using evidence based and recovery principles to assess, plan, implement and evaluate treatment.

To integrate evidence based practice and skilful use of assessments & interventions with personal recovery principles in order to improve the service users' quality of life and to support them to do the things they want to do and live the life they want to lead.

To apply a high level of understanding of the effects of mental illness and physical conditions; providing training and advice on lifestyle changes and adaptations to the service user's social and physical environment. This will include undertaking assessments and making recommendations with regards to the provision of equipment/aids and adaptations.

To contribute to service development of Local & Trust wide OT services.

To provide leadership for junior / unqualified staff through supervision and appraisal as required.

To act as fieldwork educator to students on practice placement.

## **1.Clinical**

- 1.1 To provide specialist, culturally appropriate, evidence based occupational therapy assessments for service users in order to establish and meet their occupational needs.
- 1.2 To provide full vocational needs assessment, advice and on-going intervention related to an individual's vocational needs.
- 1.3 To select and use validated standardised assessment tools routinely and in practice, exhibiting clinical reasoning skills; to include the Model of Human Occupation (MOHO) assessments.
- 1.4 To apply specialist clinical knowledge and skills to carry out evidence based occupational therapy interventions, both individual and in groups, which are underpinned by relevant theoretical approaches and in line with the Trust's Research and Development Strategy; to lead and supervise junior staff in this practice as required.
- 1.5 To plan, implement and review individually tailored programmes of intervention using individual and group work approaches.
- 1.6 To support service users and colleagues to ensure that care plans are developed in partnership with the individual and that they reflect 'recovery goals'. These should be strengths-based and oriented towards reinforcing a positive identity and developing valued social roles.
- 1.7 To monitor and evaluate the effectiveness of occupational therapy interventions against clear aims, objectives and outcome measures in line with evidence based practice and in conjunction with service users, carers and other professionals.
- 1.8 To establish links with the CNWL Recovery College as appropriate.
- 1.9 To apply a high level of understanding of the effects of mental illness and provide training and advice on lifestyle changes and adaptations to the service user's social and physical environment.
- 1.10 To determine the impact of mental and physical conditions on service user's functional ability and undertake assessment/make recommendations with regards to the provision of equipment/aids and adaptations.
- 1.11 To be aware of medication issues in line with the CNWL OT Medication Management guidelines.
- 1.12 To follow local protocol and obtain recommended equipment and/or liaise with local providers of equipment to ensure provision as appropriate.
- 1.13 To proactively undertake and ensure rigorous risk assessment & risk management strategies are applied. To ensure maximum 'risk tolerance' facilitates the individual's recovery, in line with risk policies and local guidelines.
- 1.14 To work in partnership with other agencies and offer supervision and guidance to external agencies as required.
- 1.15 For Practitioners to be aware of and sensitive to the safeguarding needs of children and adults in their work, and knowledgeable both about potential indicators of abuse or neglect and about what to do if they had concerns about a child's or adult's welfare.
- 1.16 To identify carers needs in line with CPA policy and national requirements.
- 1.17 To support service users in relation to their physical health, employment, and housing and welfare benefits issues; referring to specialist provider services as necessary.
- 1.18 To provide OT consultation to other professionals within the team.

- 1.19 To provide all service users on caseload with a full adult mental health assessment and offer regular monitoring of mental state.
- 1.20 To complete the HONOS screening clustering tool and implement subsequent identified OT care package.
- 1.21 To facilitate effective links with community resources in order that a socially inclusive focus towards treatment and discharge planning is maintained.
- 1.22 To facilitate smooth transitions for service users between inpatient and community settings

## **2 Communication**

- 2.1 To demonstrate excellent communication skills and form positive therapeutic relationships using warmth and empathy and enable service user empowerment.
- 2.2 To establish and maintain effective communication networks with service users, with complex learning, emotional and behavioural needs, their carers, other professionals and agencies in order to ensure a comprehensive and consistent approach to client care.
- 2.3 To provide and receive highly complex, sensitive, condition related or distressing/unwelcome information to service users and carers demonstrating empathy and reassurance.
- 2.4 To demonstrate skills and resourcefulness in communication when barriers to understanding are present, including utilising interpreting resources.
- 2.5 To promote the role of OT within the Rehabilitation Service, representing an OT clinical perspective in all clinical meetings.
- 2.6 To develop and maintain robust partnership working with Trust service lines ; and other statutory and non-statutory providers.
- 2.7 To confidentially handle and liaise regarding sensitive issues and information with other services such as GPs, CAMHS, Police, etc.
- 2.8 To attend and contribute to OT specific meetings and Team clinical and business meetings.
- 2.9 To work in close co-operation with OT colleagues within the Trust contributing to relevant OT business/training meetings, both locally and trust-wide.
- 2.10 To provide feedback, to OT and MDT colleagues, from specialist interest groups and committees.

## **3 Documentation**

- 3.21 To ensure timely, accurate and informative records of clinical assessments, interventions and contacts are recorded on JADE which meet all standards, according to Trust policy and CQUIN targets.
- 3.22 To provide timely, comprehensive, clearly written occupational therapy reports on service user's assessments and treatments.
- 3.23 To record the OT treatment plan within the service users Rehabilitation care plan.
- 3.24 To maintain accurate supervision records (junior staff and students) as defined in the Trust OT Guidelines, including the maintenance of a supervision record log.

#### **4 Leadership/Management**

- 4.21 To be responsible for the bidding and commissioning of services to meet the individual's occupational needs (for example community resources).
- 4.22 To provide input into the recruitment and induction of new staff where appropriate.
- 4.23 To offer support and guidance to junior members of staff, in the absence of seniors, on a day-to-day basis and co-ordinate the day-to-day activities of junior staff, support staff and students as appropriate.
- 4.24 To demonstrate effective leadership skills through the management of designated projects.
- 4.25 To be responsible for the effective use of physical resources and supplies including stock and petty cash.

#### **5 Clinical Governance**

- 5.21 To comply with and implement relevant national policy legislation and guidance taking a lead on translating such documents into occupational therapy practice.
- 5.22 To apply national and Trust wide guidelines/standards of practice; in line with Trust and the College of Occupational Therapists' standards and guidelines.
- 5.23 To work with the service line / borough frameworks to implement the care quality agenda.
- 5.24 To act as an autonomous clinician, assuming accountability for own clinical practice.
- 5.25 To maintain and observe confidentiality of all information relating to service users as detailed in the Confidentiality Policy and Caldicott Principles; and to adhere to CNWL Information Governance Policy.

#### **6 Service Delivery and Development**

- 6.1 To ensure that all assessments and interventions comply with the OT Rehabilitation Services identified package of care, for the individual care clusters.
- 6.2 To safeguard the health, safety and welfare of service users at all times.
- 6.3 To encourage and support MDT colleagues to practice within a personal recovery framework which supports social inclusion and self management.
- 6.4 To contribute as a member of the multi-disciplinary team, to the delivery of operational service/team objectives.
- 6.5 To offer occupational therapy/professional advice to other MDT service colleagues as indicated.
- 6.6 To participate in the operational planning and implementation of policy and service development.
- 6.7 To contribute to the writing of local protocols and guidelines.
- 6.8 To contribute to development of, review and implementation of policies impacting on Rehabilitation Service OT specific working practice.

## **7. Research & Development**

- 7.1 To participate in local and Trust-wide OT service activities that promote and contribute to the building of knowledge and evidence base for the benefit of the professional body of occupational therapy. To include making use of the support networks available throughout the Trust which have been established in partnership with the UK Centres for Outcomes in Research & Education (UKCORE) forums and sub groups; and MDT team training sessions.
- 7.2 To undertake, participate in and disseminate research and audit activities in line with local service priorities and the Trusts OT R&D Strategy.
- 7.3 To take a lead, within the MDT, in promoting a culture that focuses on all service users' occupational needs, recovery principles and social inclusion.

## **8. Personal and Professional Development**

- 8.1 To keep abreast of changing occupational therapy clinical practice, new developments, evidence based practice and research; to ensure competence as an autonomous practitioner in the MDT.
- 8.2 To contribute to activities, which continue to build on a culture of, shared learning and evidence based practice.
- 8.3 To undertake activities of Continuous Professional Development including identifying own learning needs and recording learning outcomes in a portfolio.
- 8.4 To participate in local and trust wide OT service activities that promote and contribute to the building of knowledge and evidence base for the benefit of the professional body of occupational therapy e.g. link forums, R&D clinical sub groups etc.
- 8.5 To assume personal responsibility for maintaining a working knowledge of new statutory guidelines that influence clinical practice.
- 8.6 To ensure timely booking and attendance of mandatory and statutory training. Failure to do this may preclude further learning and development opportunities.
- 8.7 To maintain a professional knowledge base and act as a resource to others regarding specialist areas of expertise i.e. occupational therapy, health promotion, recovery and social inclusion.
- 8.8 To review and reflect on own occupational therapy performance through effective use of professional supervision, operational management supervision, CPD opportunities and annual appraisal; ensuring own learning and development needs are identified.

## **9. Staff & Students**

- 9.1 To provide regular and qualitative supervision and appraisal for junior staff and volunteers.
- 9.2 To deliver and actively participate in internal OT and team CPD sessions, sharing skills and knowledge with colleagues.
- 9.3 To act as a practice placement educator for OT students, attending all relevant meetings and liaising with universities as appropriate.
- 9.4 To be responsible for the supervision and written assessment of a minimum of fourteen weeks per academic year for occupational therapy students on practice placement.

- 9.5 To deliver learning and development opportunities about OT to students and staff from other professions.
- 9.6 To provide and contribute to the induction of new staff and students.
  
- 10. **Professional Ethics**
- 10.1 To apply expert skills and knowledge to demonstrate professional competence and fitness to practice as an occupational therapist; as required by the Health Professions Council.
- 10.2 To comply with the COT Code of ethics and Professional Conduct, HPC Professional Standards and CNWL Mental Health Trust Policies.
- 10.3 To maintain an awareness and working knowledge of other professionals ethical guidelines within the Team to enable ethical inter-professional working.
- 10.4 To maintain knowledge of national and international legislation that effects clinical practice such as the Human Rights Act, Children's Act, Care in the Community Act, Carers Act etc.

## SUPPLEMENTARY INFORMATION

### **Job Flexibility**

The post-holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

### **Working Relationships**

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

### **Health and Safety**

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

### **Infection Control**

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### **Improving Working Lives**

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

### **Staff Involvement**

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

### **Smoking**

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

### **Alcohol**

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

### **Confidentiality**

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

### **Equal Opportunities**

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

### **Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures**

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

### **Personal Development**

The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

### **Conflict of Interest**

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

### **Working Time Regulations**

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

### **Conditions of Employment**

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children. This will also apply if role develops to include access to children.

### **Terms and Conditions**

The terms and conditions of service associated with this position are those agreed by the Trust.

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