

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Occupational Therapist
BAND	Band 5
RESPONSIBLE TO	Clinical Team Lead Head OT Community MH Services
ACCOUNTABLE TO	Associate Director of Allied Health Professions (MH & LD)
BASE	West Essex (Harlow/Epping/Uttlesford)
HOURS OF WORK	37.5 - negotiable

ROLE SUMMARY

This job description relates to Occupational Therapists who have a recognised Occupational Therapy qualification and are registered with HCPC.

The post holder will be expected to achieve an increasing level of competency demonstrated through professionalism, continuing professional development (CPD), conduct and level of responsibility. The band 5 rotational scheme across the wide range of clinical specialities is structured to support development of professional, clinical and technical knowledge and skills and includes preceptorship for post holders in their first year post qualification or unfamiliar with the NHS/ UK healthcare system.

In delivering duties, the post holder will be expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.

KEY RESPONSIBILITIES

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered commensurate with the band.

JOB SUMMARY:

Core Clinical Function:

1. Use appropriate assessment techniques to assess individual's abilities and difficulties in relation occupational performance including specialist or focussed assessments specifically identified for occupational therapy input

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2. Apply knowledge of bio-psychosocial science, pathology and occupation in its widest sense in order to make decisions on the level of treatment intervention required.
3. To undertake treatment planning, communicating and negotiating treatment plans and clinical reasoning for intervention with clients and extended support network.
4. To communicate agreed treatment/care plans to multi-disciplinary team colleagues and partnership agencies and liaise with them at formal and informal meetings.
5. To work in collaboration with others to modify aspects of the environment in order to empower clients and facilitate optimal functional performance.
6. To liaise with external agencies as appropriate to client need.
7. To apply a range of treatment modalities to meet the needs of clients in individual and group format, utilising clinical reasoning processes to determine the most appropriate setting for intervention.
8. To make clinically informed decisions in order to delegate aspects of client care to team members, students, carers, and statutory and non-statutory bodies, supported by supervisors and utilising supervision.
9. To regularly review client's progress in order to evaluate and interpret effectiveness of treatment plans and amend treatment accordingly, supported by supervisors and utilising supervision.
10. To ensure treatment offered is based on the best available evidence for effectiveness in the specialist area where it is applied.
11. To keep up to date clinical records in line with professional standards and local record keeping policies.
12. To provide written and verbal reports as required at any stage in the treatment process in line with Occupational Therapy and Trust clinical governance standards.

Indirect Clinical Duties:

1. To contribute constructively to multi-disciplinary team working as an integral member of the MDT where consultancy, advice and collaborative working is essential for all clients on team caseload.
2. To attend clinical case discussions at meetings or ward rounds.
3. To participate in complex multi-agency and professional meetings
4. To participate in clinical audit, research and evidence based practice.
5. To undertake day-to-day clinical prioritisation and work planning, supported by clinical supervisor/team lead.
6. To promote the roles and skills of occupational therapy to other professionals, students, clients and carers.
7. To occasionally represent the team at meetings and forums.
8. To complete necessary statistical records and documentation as required.

Profession Specific Duties:

1. To attend professional meetings as required.
2. To take responsibility for developing as a professional.
3. To maintain a continuing professional development portfolio.
4. To undertake annual appraisal.
5. To actively participate and engage in personal supervision process.
6. To regularly attend professional support groups (Band 5 Occupational Therapy Support group)
7. To contribute to supervision and support of junior staff and students.
8. To occasionally represent the service where required.

9. To comply with policies and agreed procedures for annual leave, sickness and time owing.
10. To complete daily diary sheets for statistical purposes.
11. To actively participate in preceptorship where required

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

PURPOSE

We **care** for people, every day.
What we do **together**, matters.

VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

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processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other

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personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

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On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager