

## Job Description

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|------------------------|---|
| <b>Job Title:</b>      | Occupational Therapist, Mental Health   |
| <b>Band:</b>           | 5   |
| <b>Responsible to:</b> | Locality Lead Clinical Psychologist (Line manager)<br>Advanced OT Mental Health Practitioner (Clinical supervision) |
| <b>Department:</b>     | Stepped Care Therapy, Huntingdon  |
| <b>Directorate:</b>    | Older People and Adult Community  |

### Our Values

|                        | <b>Behaviour</b>  | <b>How we will demonstrate this behaviour</b>   |
|------------------------|---|---|
| <b>Professionalism</b> | We will maintain the highest standards and develop ourselves and others | By demonstrating compassion and showing care, honesty and flexibility                               |
| <b>Respect</b>         | We will create positive relationships                                   | By being kind, open and collaborative   |
| <b>Innovation</b>      | We are forward thinking, research focused and effective                 | By using evidence to shape the way we work  |
| <b>Dignity</b>         | We will treat you as an individual                                      | By taking the time to hear, listen and understand   |
| <b>Empowerment</b>     | We will support you   | By enabling you to make effective, informed decisions and to build your resilience and independence |

### Job Purpose

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| <ul style="list-style-type: none"> <li>In partnership with the individual, the Occupational Therapist maintains, restores or creates a match between the abilities of the person, the demands of his or her activities and occupations, and the demands of the environment in order to improve function and access to opportunities for participation in daily life.</li> <li>The post holder will apply a level of understanding of rehabilitation; provide the skilful use of specialist assessments, advice and interventions to support the service user to engage in occupational activity and increase function. This will include providing specialist support, knowledge and advice to neighbourhood team members who have identified a service user with dementia or other mental health conditions needs.</li> </ul> |
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CPFT is supported by the **HeadtoToe Charity** – visit [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) for more details



The post holder will contribute to the delivery of an Occupational Therapy service as part of the Cambridgeshire and Peterborough NHS Foundation Trust (CPFT); providing specialist Occupational Therapy interventions underpinned by the Model of Human Occupation and the principles of recovery and enablement. Interventions will be delivered in a range of settings and include individual and group work.

## **Key Responsibilities**

### **Clinical / Service Specific**

1. The post holder will provide occupational therapy interventions underpinned by the Model of Human Occupation and the principles of recovery and enablement.
2. The post holder will use skills and clinical reasoning to manage a caseload
3. The post holder will apply a level of understanding of the effects of cognitive impairment and disability on occupational performance and provide training and advice on lifestyle changes and adaptations to the service user's social and physical environment.
4. The post holder will provide other therapeutic interventions appropriate to their training and knowledge base to people both with dementia and functional mental health conditions.
5. The post holder will undertake the role of care co-ordinator for a defined clinical caseload of service users with mental health needs.
6. The post holder will ensure that all modification to treatment plans/interventions will involve the service user and where appropriate the carer; collaboratively identifying, pursuing and reviewing goals in the context of care planning.
7. The post holder will plan and implement specialist individual and/or group interventions collaboratively, to enable service users to achieve valued goals and satisfactory occupational performance outcomes.
8. The post holder will promote social inclusion and physical and mental well-being using evidence based practice.
9. The post holder will work collaboratively with all disciplines as part of the (mental health) stepped care therapy service.
10. To provide OT mental health interventions to people on discharge from hospital.
11. To work closely with colleagues in the mental health integrated care team, the neighbourhood team and the Crisis Resolution and Home Treatment team to ensure smooth transitions of care and joint work.
12. Ability to work flexibly including working outside core hours if clinically required.
13. The post holder will provide leadership to occupational therapy assistants within area of specialism and designated work area, through professional supervision
14. The post holder will undertake the supervision of occupational therapy students on practice placements after training and preceptorship.
15. The post holder will maintain standards of occupational therapy practice as directed by the Trust AHP Lead in accordance with HCPC and COT standards.
16. The post holder will continue to the planning, development and evaluation of occupational therapy services

### **Research & Service Evaluation**

1. To contribute to research, audit and service evaluation.
2. To collect key data as agreed by CPFT.
3. To utilise research-based practice and a person centred approach in the assessment and treatment of needs.

4. The post holder will promote and use evidence based approaches to practice.
5. The post holder will participate in promoting quality through development of collaborative and innovative approaches to health care delivery.
6. The post holder will take appropriate measures to ensure personal safety; adhering to Trust guidance on safe working in the community.
7. To promote local and regional research trials in order to offer service users the best information.

### **Information Technology**

1. To use CPFT patient record to record assessment and care planning.
2. To ensure clinical records and other documentation are completed as per Trust and local policies and procedures and professional standards.
3. To complete outcome measures and activity data collection as required.
4. To use mobile technology to maximise efficiency in work planning.
5. To ensure key information is recorded as part of shared care plans.

### **Financial Responsibility**

1. To adhere to CPFT policies with regards expenses claims and reimbursements

### **Training & Development**

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.
- The post holder will undertake learning activities and maintain a professional portfolio for CPD recording and reflect on learning outcomes.
- The post holder will demonstrate continuing fitness to practice through maintaining registration with HCPC and compliance with their standards.
- To participate in professional development and leadership forums.

### **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

### Person Specification

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| Criteria                   | Essential   | Desirable  |
|----------------------------|---|--|
| Education / Qualifications | <ul style="list-style-type: none"> <li>Occupational Therapy bachelor level qualification.</li> <li>HPCP registered OT</li> </ul>  |  |
| Experience                 | <ul style="list-style-type: none"> <li>Clinical placement experience of working with people with a range of mental health problems or learning disabilities.</li> <li>Clinical placement experience of working with a range statutory and non statutory services</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of group and/ or family work.</li> <li>Lived experience of mental health problems</li> </ul>   |
| Skills & Abilities         | <ul style="list-style-type: none"> <li>Able to demonstrate commitment to high quality care and service provision</li> <li>Good communication skills and ability to summarise information and communicate with colleagues.</li> <li>Understanding of the needs of carers</li> <li>Ability to communicate effectively with people in distress or with communication difficulties</li> <li>Able to be innovative, flexible and adaptable.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of OT assessment, intervention and practice models relevant to the client group</li> <li>Able to use relevant IT software/ programmes for role</li> </ul> |

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|---------------------------|--|--|
|                           | <ul style="list-style-type: none"> <li>• Able to maintain own professional standards</li> <li>• Able to network and effectively liaise with a range of people and professionals</li> <li>• Basic IT skills and a willingness to learn</li> <li>• Ability to critically appraise own performance and continue own professional development</li> <li>• Able to manage own stress levels effectively</li> <li>• Problem solving and reasoning skills.</li> </ul>  |  |
| Knowledge & Understanding | <ul style="list-style-type: none"> <li>• Understanding of statutory framework including: safeguarding, Mental Health Act and Mental Capacity act</li> <li>• Understanding of research in field</li> <li>• Knowledge of national Occupational Therapy and dementia care developments.</li> </ul>  |  |
| Physical Requirements     | <ul style="list-style-type: none"> <li>• Ability to travel in community</li> <li>• Ability to sit for sustained periods of time</li> <li>• Able to use a computer</li> <li>• The role may require the participation in activity ( with the patient) and use advice in relation to equipment</li> </ul>   |  |
| Other                     | <ul style="list-style-type: none"> <li>• Positive approach to older people</li> <li>• Recognise peoples right to privacy and dignity, treating every person with respect</li> <li>• Motivated to own professional development and the development of the service</li> <li>• Willingness to embrace integrated model and new ways of working.</li> <li>• Willingness to be flexible in approach and attitude</li> <li>• Please note for this role you will be required to travel independently around the county meeting strict time deadlines. You will need to hold a full UK driving license* and have use of a car. You cannot use public transport for this role as this is not a reliable form of transport and will not allow you to meet service needs. Please confirm in your application that you meet the specified criteria.</li> </ul> |  |

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|  | <i>*DVLA have a number of reciprocal arrangements with overseas countries, for further information please visit the DVLA website</i> |
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.