

## **JOB DESCRIPTION**

<b>Post Title:</b>	OCCUPATIONAL THERAPIST – <i>Hartington Unit, Chesterfield Royal Hospital, Calow, Chesterfield</i>
<b>Grade:</b>	Band 5
<b>Hours:</b>	37.5 hrs per week secondment
<b>Responsible to:</b>	SERVICE MANAGER
<b>Professionally Accountable to:</b>	WARD MANAGER/ SENIOR OCCUPATIONAL THERAPIST

## **JOB PURPOSE**

As a registered practitioner you are personally accountable for your professional practice and have a legal/professional responsibility to service users, colleagues, employers and self, according to your Professional Code of Conduct and the Standards for Occupational Therapy Practice. The Occupational Therapist will work closely with the Senior Occupational Therapists to create a responsive service and to ensure that wherever possible evidence-based practice is delivered to improve the quality of practice. The post holder will present a professional image of Occupational Therapy to promote a positive image for the trust to service users, carers and the community as a whole.

As a member of the Occupational Therapy team the post holder will be expected to adopt the policies and philosophy of the service and provide occupational assessment and treatment using a range of appropriate interventions based on the recovery philosophy and the Model of Human Occupation. They will promote social inclusion, enabling independence, and enhancing the autonomy of the service user. This will involve being proactive in initiating and sustaining a respectful, consistent, and reliable therapeutic relationship with service users that enhances their ability to build social networks and work in partnership with other agencies.

## 1. CLINICAL PROFESSIONAL ISSUES

- 1.1 The post holder will contribute towards the delivery of high-quality Occupational Therapy, working as a member of the multi-disciplinary team alongside other occupational therapists, nursing staff and healthcare assistants.
- 1.2 Act as an advocate for individual service-users, advising staff regarding Occupational Therapy approaches in the treatment of people with acute mental health problems, focussing primarily on the assessment of functional needs.
- 1.3 Maintain and develop knowledge of advances in Occupational Therapy practice or theory
- 1.4 Explore and contribute towards building the evidence for Occupational Therapy in the acute mental health setting.
- 1.5 Demonstrate awareness of the recovery philosophy and the social inclusion agenda
- 1.6 Manage own workload, effectively prioritising competing demands with the support of the Senior Occupational Therapists as necessary
- 1.7 Adhere to referral systems and care pathways for the Occupational Therapy service, prioritising clients according to occupational need.
- 1.8 Conduct occupational and environmental analyses and undertake clinical risk assessments, reporting findings to the team and the referring agency.
- 1.9 Assess the needs of service users, using professional knowledge, judgements, and skills to account for decisions made
- 1.10 Ensure all service users have an up-to-date Occupational Therapy plan that has been negotiated with the service user to meet their individual occupational needs.
- 1.11 Facilitate service user responsibility and choices for occupational participation, and the ability to determine their own lifestyle within the context of health promotion and vocational rehabilitation.

- 1.12 Provide individual and/or group interventions and contribute to the development of Occupational Therapy group programmes
- 1.13 Ensure that the occupational needs of service users are regularly reviewed and report any changes in occupational functioning that may indicate either positive or negative effects of treatment.
- 1.14 Assist in the co-ordination of care by communicating effectively and ensuring that Trust professional guidelines for record-keeping are maintained
- 1.15 Collaborate with all providers of care throughout the health community who are involved in planning, delivering, and evaluating care, working flexibly in accordance with the needs of service-users and the service as a whole.
- 1.16 Use appropriate outcome measures to ensure that treatment is evaluated and reviewed according to service user needs and/or perspectives.
- 1.17 Ensure that assessment and treatment is delivered in a person-centred manner ensuring the gender, sexual orientation, ethnic, cultural and spiritual needs of service users are adhered to.
- 1.18 Facilitate service user and carer involvement, promoting autonomy and enabling choice
- 1.19 Support the Care Programme Approach including helping service users/carers/significant others to become involved in decision making processes for the implementation and evaluation of treatment.
- 1.20 Participate in a multi-professional/agency approach to care, valuing the interface of professional roles and responsibilities.
- 1.21 Use effective interpersonal skills that relate to service users, carers, and team members on an equal and respectful basis.
- 1.22 Develop and maintain links with other occupational therapists in the Trust and participate in the development of the occupational therapy structure, attending appropriate staff meetings
- 1.23 Demonstrate awareness of the Trust Policy for Clinical Supervision; receiving regular clinical supervision and supervising junior team members as appropriate



- 1.24 Engage fully in opportunities for reflective practice developing own personal and professional performance through
- 1.25 With the support of the Senior Occupational Therapists, ensure good practice is maintained by challenging practice that requires change or development or that does not meet required standards.
- 1.26 Be aware of and work within all legislative requirements relevant to occupational therapy (Mental Health Act, Code of Practice, Human Rights Act, Disability Discrimination Act etc), and ensure that Child and Adult protection procedures are followed
- 1.27 Exercise professional accountability and responsibility, taking into account the actions of other professionals who are responsible / accountable to you.

## **2 LEADERSHIP**

- 2.2 Support the development of the Trust's Occupational Therapy role guidelines.
- 2.3 Support the Senior Occupational Therapists in the management of change and in managing potential conflict
- 2.4 Demonstrate respect for others and contribute to an environment that values and is pro-actively respectful of ethnicity, gender, sexual orientation, culture and individuality for service users and staff.
- 2.5 Assist service users/carers to participate in developing and shaping the service where possible.
- 2.6 Develop an awareness of how clinical and resource management information is used to inform decisions that meet service user, team and organisational objectives.
- 2.7 Support the Senior Occupational Therapists in ensuring that all resources are managed effectively e.g. financial, staff, equipment, stock control etc.

## **3. CLINICAL GOVERNANCE / QUALITY ASSURANCE**

- 3.1 Support the Senior Occupational Therapists in delivering the clinical governance agenda/plan.



- 3.2 Assist in facilitating the development of evidence-based standards of treatment that include service users, carers and team members.
- 3.3 Participate in clinical audit and research activity as necessary.
- 3.4 Demonstrate awareness of the PALS Service and Service User Monitoring.
- 3.5 Participate in incident investigation and reporting, contributing to a 'learning the lessons culture'.

#### **4. EDUCATION AND DEVELOPMENT**

- 4.1 Demonstrate the ability to monitor personal practice ensuring that Health Professions Council registration is maintained.
  - 4.1.1 Ensure personal professional development promotes good practice, prevents poor practice, and intervenes in unacceptable practice.
  - 4.1.2 Participate as required in the development, education and training of occupational therapy colleagues and students
  - 4.1.3 Attend relevant statutory training as identified by the Trust
  - 4.1.4 Participate in the Staff Development review process, develop Personal Development Plans and the KSF process.
  - 4.1.5 Function within the parameters of own professional role

#### **5. OTHER ISSUES**

- 5.1 This job description will be reviewed annually with the post holder according to the needs and development of the service; alterations will only be made after consultation and agreement.
- 5.2 The post holder may be asked to undertake duties not directly highlighted within this job description. This will only be done when the skills and experience of the post holder meet the requirements of the role.



- 5.3 Due to the challenges of working in an acute adult inpatient environment, there may be periods during your working week, whereby, you will be supporting shared tasks alongside nursing colleagues and contribute towards the overall running of a safe and effective service.
- 5.4 This will also require them to work a flexible shift pattern over a seven-day period, ensuring service user needs are met.

**6. SPECIALITY SPECIFIC REQUIREMENTS**

- 6.1 Due to the broad geographical area that this post covers, the post holder will need to be a car driver or to demonstrate that they can travel within the area, transporting service users as needed, without compromising service needs
- 6.2 The post holder may be required to act as a link worker to other agencies as needed, e.g., primary care, inpatient areas, rehabilitation, and community mental health teams

**7 DEMANDING NATURE OF THE JOB**

- 7.1 Focussing on short-term goals and outcomes and responding flexibly to work pressures
- 7.2 Working creatively to meet the needs of a diverse population.
- 7.3 Developing links with other agencies across a wide geographical area.
- 7.4 Working with service users within the limitations of ward environments and being aware of potential hazards.
- 7.5 Working with service users who have an enduring mental illness and adopting appropriate support strategies to cope with challenging and demanding behaviours
- 7.6 Taking responsibility for utilizing local support systems as necessary e.g. manual handling, management of violence and aggression, lone worker



## Information Governance

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and it's service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and it's service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

## Infection Control

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

## Values

As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values you will:



Better together

- Take pride in the Trust, show loyalty and commitment.
- Build and maintain trust in all our relationships.
- Treat everyone with respect, recognise people’s differences.
- Value everyone, listen to others and respond accordingly.
- Be positive, honourable, and honest but also sensitive
- Be respectful, welcoming, polite, and courteous.
- Put quality at the centre of all we do.
- Educate and develop ourselves to perform to the highest standards

**Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm**

**SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE’S RESPONSIBILITY**

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

**Job Description Agreement**

Job Holder’s Name .....

Signature ..... Date .....

Manager Name.....

Signature ..... Date .....

Lead Occupational Therapist

Name.....

Signature..... Date.....

**PERSONAL SPECIFICATION:**

**Band 5 Preceptorship Occupational Therapist (Hartington Unit)**

Issues:	Essential Criteria	Desirable Criteria	How Assessed
<b>Education / Qualifications</b>			
◆ Degree or diploma in occupational therapy	√		A/I
◆ Current Health Professional Council registration	√		A/I
◆ Fieldwork Educator’s qualification		√	A/I



## Profile Label Occupational Therapist

### Job Statement:

- 1) Assesses & treats own caseload of patients/clients for professional occupational therapy service in a variety of settings
- 2) Provides occupational therapy advice to other disciplines
- 3) May participate in departmental research

### Factor Relevant Job Information

#### JE level

#### 1. Communication & Relationship Skills

Provide and receive complex, sensitive information; barriers to understanding  
 Receives information concerning patient's/ client's history, sensitive issues, some patients with special needs: requires persuasive, reassurance skills **4 (a)**

#### 2. Knowledge, Training & Experience

Expertise within specialism, underpinned by theory  
 Professional knowledge acquired through degree or equivalent **5**

#### 3. Analytical & Judgemental Skills

Range of facts or situations requiring comparison of a range of options  
 Skills for assessing clients, appropriate treatment from range of options **3**

#### 4. Planning & Organisational Skills

**Plan and organise straightforward activities, some ongoing**  
 Plans & prioritises own caseload, arranges appointments **2**

#### 5. Physical Skills

**Physical skills obtained through practice/ developed physical skills**  
 Dexterity, co-ordination for driving, keyboard skills, sensory skills **2/3(a)(b)**

#### 6. Responsibility for Patient/Client Care

Develop programmes of care/ care packages  
 Assesses, develops and implements OT programmes, provides advice to clients/ carers and other disciplines **5(a)**

#### 7. Responsibility for Policy/Service Development

Follow policies in own role, may be required to comment  
 Follows departmental policies, comments on proposals **1**

#### 8. Responsibility for Financial & Physical Resources

Safe use of equipment other than equipment used personally; maintain stock control  
 Responsible for safe use of equipment by others; orders supplies **2 (b)(c)**

#### 9. Responsibility for Human Resources

Professional /clinical supervision  
 Supervises work of OT students, support workers **2 (b)**

#### 10. Responsibility for Information Resources

Record personally generated information  
 Updates patient/ client records **1**

#### 11. Responsibility for Research & Development

<b>Undertake surveys or audits, as necessary to own work</b> Participates in clinical audits/ researches	<b>1</b>
<b>12. Freedom to Act</b> Clearly defined occupational policies, work managed, rather than supervised Autonomous practitioner, works within codes of practice & professional guidelines	<b>3</b>
<b>13. Physical Effort</b> Frequent light; occasional moderate/ frequent moderate effort for several short periods Restricted position treating patients; carries equipment	<b>2(b), (d)</b>
<b>14. Mental Effort</b> Frequent concentration; work pattern unpredictable Concentration on patient assessment & therapy	<b>2(a)</b>
<b>15. Emotional Effort Occasional/ frequent distressing or emotional circumstances</b> Imparting unwelcome news; treating people with mental health problems	<b>3(a)</b>
<b>16. Working Conditions</b> Occasional unpleasant working conditions; Occasional highly unpleasant conditions Dust, dirt, smell	<b>2(a)</b>
<b>JE Band</b>	<b>Band 5</b>