
JOB DESCRIPTION

DATE: August 2023

JOB DETAILS

JOB TITLE: Occupational Therapist

BAND: 6

HOURS: 37.5hrs (Full Time)

DEPARTMENT: Telford and Wrekin Community Mental Health Services

LOCATION: Hall Court, Telford

REPORTS TO: Quality Lead and Occupational Therapy Lead

ACCOUNTABLE TO: Service Manager / Allied Health Professions Lead

RESPONSIBLE FOR:

1. Working in an identified adult community mental health pathway.
2. Delivering a high quality clinical service to patients and their families.
3. Managing a complex caseload including care coordination and responsible for clinical and caseload supervision of other team members where identified.
4. The post holder will be responsible for providing the occupational therapy process to a specialist clinical pathway.
5. Delivering occupational therapy interventions, in accordance with an agreed care plan, to an identified group of people experiencing mental health related difficulties.

WORKING RELATIONSHIPS

INTERNAL: Multi-disciplinary team members, adult mental health pathway team members

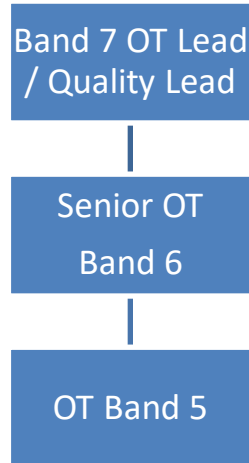
EXTERNAL: Patients, carers, relatives, local authority, other healthcare providers, statutory bodies, voluntary sector, Higher Education Institutes/Further Education

JOB PURPOSE

The post will be responsible as a team member holding a caseload of service users using the CPA and for the delivery of a variety of specialist Occupational Therapy assessments and mental health interventions leading on the Occupational Therapy contribution to: assessment, interventions, care planning and evaluation. The overall purpose of the post holder is to ensure that individuals who are referred into the service have their occupational needs assessed and interventions/recommendations are identified to meet these needs and that these are incorporated into an overall formulation of need and appropriate plan of care. The post holder will also be expected to be available for consultation, support and clinical

supervision to other health professionals working within the Community Mental Health Pathway Service and other areas of the Trust where identified as appropriate.

ORGANISATIONAL STRUCTURE



KEY RESPONSIBILITIES

- Take responsibility for the management of a complex caseload, which includes specialist assessment (within service specification), care planning in conjunction with service user and carer, evaluation of individual treatment plans (Care Programme Approach and Single Assessment Process).
- Responsible for participating in the setting of quality standards, including the auditing, monitoring and reviewing of practice in line with current clinical guidance practice and policy.
- Assess patient's individual care needs, develop, implement and evaluate programmes of care.
- Deliver a range of non-pharmacological interventions following specific occupational therapy assessments to enable understanding of any expression of an unmet need and to maximise an individual's abilities.
- Complete and contribute, where appropriate to robust risk assessments and risk management plans. Deliver and promote positive risk taking, where appropriate, to improve quality of life and maximise occupational performance/independence.
- Maintain an effective reporting system by observing and reporting verbally and in writing on patient conditions.
- Utilise agreed outcome measures to review the effectiveness of interventions, as part of the care planning and evaluation process.
- Support in the provision of formal and informal training of pre/post registration students, staff members, carers and service users.
- Participate in the development of the service to ensure clinical governance processes are actively implemented at team level.
- Assist in ensuring that the aims and objectives of the department (as set by the Pathway Manager) are fulfilled and to identify factors which may inhibit these from being achieved.
- The post holder will be required to work within the College of Occupational Therapy Ethics and Professional Code of Conduct.
- Maintain an up-to-date level of professional competence within the specific environment.

- To ensure care is provided in line with NICE Guidance, COT Recovering Ordinary Lives Mental Health Strategy and COT Care Cluster guidance including other relevant local and national documentation.

Research and Service Development

- Identify and highlight to the Pathway Manager relevant issues in relation to the occupational performance needs for people and their carers; assessed using best practice evidence, in order that these are reflected in service planning, development and future provision.
- Develop efficient and relevant health promotion activities to promote health education and ensure that preventative approaches and interventions are used to maintain independence.
- Actively engage in the organisations clinical governance initiatives, for example to participate and lead in audit, clinical supervision and bringing critically evaluated evidence and research into practice.
- Participate and lead on research within area of clinical expertise where possible to raise understanding and awareness of the benefits of Occupational Therapy and Occupational Science.
- Participate in the development of the service to ensure clinical governance processes are actively implemented at team level.

Human Resources and Training

- As required, supervise junior staff; provide clinical advice/supervision support, leadership and professional supervision, in line with Trust Policies.
- Support in the provision of formal and informal training of pre/post registration students, staff members, carers and service users.
- Participate in staff appraisal and performance reviews as identified.
- To participate, when required, in the recruitment, selection and induction of junior/support staff.
- Provide a learning environment to support students (multidisciplinary) undergoing training and assist new and junior members of staff, peers and other disciplines to develop professional competence.
- Lead on the development and delivery of specialist Occupational Therapy education and training to clients, carers, families, staff, students and other relevant organisations.
- Promote mental health education to reduce stigma

Systems and equipment

- Maintain timely data collection and regular inputting of information through the use of data collection systems e.g. daily diaries/RIO, Safeguard, ensuring that confidentiality is maintained at all times in accordance with legislation and Trust policy.
- Return accurate Mental Health Minimum Data Set (MHMDS) data to Planning and Information Department as required. Ensure all key targets are met and entered on the computer system as per Trust policy.
- Ensure knowledge of assistive technology and telecare equipment to maximise individuals opportunities to remain in their own home where possible. To ensure up to date knowledge of other co-morbid physical conditions that may impact on an individual's ability to function.

Decisions and judgements

- Undertake assessments, as part of the Single Assessment Process, culminating in an agreed plan of action and/or care and intervention. Make clinical judgements backed up by clinical reasoning and recommendations regarding appropriate actions/sign posting in consultation with multi-disciplinary staff and in accordance with the clinical area and service specification.

- Undertake an occupational therapy assessment for patients with complex mental health, physical health and social problems to ensure appropriate treatment, support and management.
- Undertake a comprehensive assessment in conjunction with more senior members of the team, resulting in an individualised care plan.
- Facilitate the safe and timely discharge or transfer of the service user to other services where appropriate.
- Ensure that practice is evidence-based paying particular attention to the Trusts guidelines, policies, protocols and pathways.
- Be available for individual supervision with agreed clinical supervisor in line with Trust policies.
- Implement, review and maintain Trust Policies and Procedures.
- Ensure that the requirements of the Mental Health Act (1983) are observed, adhered to and implemented.
- Plan and organise own daily activities in line with service need.

Communication and relationships

- Communicate sensitive diagnosis and treatment related information with patients, utilising highly developed communication skills to overcome barriers to understanding.
- Establish therapeutic relationships with service users, and implement evidence based therapeutic interventions with appropriate boundaries in accordance with professional code of conduct.
- Ensure that all members of the multi-disciplinary team, their colleagues, service users and appropriate others are informed/updated of changes involving current care plans, progress, mental state and psychosocial factors in line with best practice.
- Liaise with and advise service users and carers, local authority and other statutory bodies and third sector agencies.
- Communicate sensitive information to carers and relatives.
- Use a range of communication styles and channels as appropriate to the task.

General

- Responsible for the promotion of carer and service user involvement within the service and for its provision.
- Responsible for participation in the Trust appraisal process, identifying own/others mandatory professional, supervisory, personal development and training needs and in supporting the provision of induction, mentorship, appraisal and clinical supervision to colleagues as appropriate.
- Teach students by both practical and theoretical instruction. Allow experiential learning to take place following discussion with the Pathway Manager and senior Occupational Therapist, as to individual learner's stage of development.
- Responsible for the effective utilisation of clinical/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.
- Responsible for accessing and participating in clinical, managerial and caseload supervision.
- Keep abreast of current trends in mental health care and of Occupational Therapy developments.
- Responsible for understanding and meeting own professional responsibilities under Child Protection legislation and Adult Safeguarding policies.

Physical demands of the job

- *The post holder will be expected on a daily basis to implement highly developed*

physical skills pertinent to the area of specialism, for example, manual handling, de-escalation skills and driving.

- *Standard keyboard skills required for inputting data onto RiO.*

Most challenging/difficult parts of the job

- *The nature of the client group is such that the post holder will be required to concentrate when assessing / implementing programmes of care and will need to be able to address interruptions from other patients / staff as necessary.*
 - *The post holder will be frequently exposed to emotional or distressing circumstances.*
 - *The post holder will frequently be exposed to potential incidents of physical and non-physical assault.*
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JOB STATEMENT

Infection Control
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
Learning and Development
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in KSF appraisal processes in line with Trust policy and guidance.
Health and Safety
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
Constitution, Competence and Capability
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
Dignity at Work Statement
Midlands Partnership Foundation University Trust (MPFT) are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
Safeguarding Children and Vulnerable Adults
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

PERSON SPECIFICATION

JOB TITLE: Occupational Therapist	
DEPARTMENT: Mental Health	BAND: 6

*Assessed by: A = Application I = Interview R = References T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
QUALIFICATIONS & TRAINING			
Dip COT or degree in Occupational Therapy plus post qualification knowledge and experience to post graduate diploma level as outlined below	A	Leadership qualification	A
BAOT Registered	A		
Health And Care Professions Council Registered Occupational Therapist	A		
Member of College of Occupational Therapy	A/I		
CPD Folder evidence of ongoing learning/development	A/I		
Practice Placement Educator	A/I		
EXPERIENCE			
Evidence of extensive post registration experience with working with adults experiencing mental health related difficulties	A/I/R	Experience of working in a variety of clinical settings community setting and making decisions autonomously	I

Experience of integrating care delivery across multi-disciplinary /multi-agency teams	A/I/R		
Post and pre- registration Experience in a range of clinical settings.	A/I/R		
Experience of leading/contributing to CPA/SAP process	A/I/R		
Experience of presenting at local/national level	A/I		
Experience and ability to carry out clinical audit	A/I		
SKILLS, KNOWLEDGE & ABILITIES			
Knowledge of the RCOT Mental Health Strategy	A/I		
Knowledge of the Mental Health NICE Guidelines	A/I		
Knowledge of Royal College of Occupational Therapy Ethics and Professional Code of Conduct	A/I		
Understanding of the principles of the Care Programme Approach/ Single Assessment Process and Community Care Act	A/I/R		
Demonstrate understanding of Equality and Anti-discriminatory practice	A/I/R		
Knowledge of other relevant local and national documents/drivers that affects practice	A/I		

Knowledge of the wide range of statutory independent and third sector service provision for adults with mental ill health	A/I		
Knowledge and experience of occupational therapy models, interventions, specialist assessments and outcome measures	A/I		
Range of specialist assessments and interventions to support occupational performance (e.g. Allen's, Sensory Assessment/Sensory Integration, VdT MOCA, Occupational Therapy Assessment, The Functional Living Scale, The Independent Living Scale))	A/I		
Ability to integrate the assessment, care planning and the review process for service users/carers in a sensitive manner	A/I		
A range of skills and knowledge to deliver evidence based interventions	A/I		
Range of Interpersonal skills, (communication, listening, working collaboratively) maintaining good working relationships with service users/carers, other service providers and agencies	A/I		
Ability to work to agreed Quality Standards (CQIUNS, CQC, MONITOR, NHSLA, NHS OUTCOMES and others)	A/I		
Accurate and timely recording and maintenance of information systems	A/I		
Ability to manage staff/support workers and to incorporate management / leadership skills into practice	A/I/R		
Supervisory skills and knowledge to be able to provide clinical supervision	A/I		
Participate in Staff Appraisal and Performance Review	A/I		
IT skills			

Ability to manage conflict and complexity			
Ability to work flexibly and away from main base of other OT staff/colleagues			
PERSONAL ATTRIBUTES			
Leadership skills, ability to motivate and influence others	A/I		
Commitment and a positive attitude to client group	A/I		
Team player, integrity, negotiation skills, good time management/organisation skills	A/I		
Ability to deliver difficult messages in a sensitive manner	A/I		
Credibility with others as a clinician and a leader	A/I		
Exemplary personal standards of conduct and behaviour	A/I		
Possesses values and beliefs that enables others to deliver services effectively	A/I		
A flexible attitude	A/I		
Access to suitably insured vehicle during working hours	A/I		
Ability to demonstrate the positive application of our behaviours.	<ul style="list-style-type: none"> • Respectful • Honest and Trustworthy • Caring and Compassionate • Taking the time to talk and listen • Working together and leading by example 		



Midlands Partnership

NHS Foundation Trust

A Keele University Teaching Trust

JOB HOLDER	SIGNATURE
	DATE
MANAGER	SIGNATURE
	DATE