



## JOB DESCRIPTION

### 1. General information

JOB TITLE: Occupational Therapist

GRADE: Band 6

DIRECTORATE: Community Mental Health

HOURS OF WORK: 30

RESPONSIBLE TO: ADAPT Team Manager (Bromley)  
(line manager) Lead Occupational Therapist

ACCOUNTABLE TO: Service Director (Operational)

BASE: Beckenham Beacon Hospital, Beckenham

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## 2. Overview of the Post

The post is based within the Bromley West Locality, working with the Anxiety, Depression, Personality Disorder and Trauma (ADAPT) service. The post holder will carry out skilled assessments and intervention using a recovery-based approach and hold a small clinical caseload, as care co-ordinator. Interventions will be evidence based and socially inclusive, with a particular focus on delivering group interventions. The post holder will liaise closely with all the locality teams and promote OT in various meetings and forums. There is responsibility for supervising OT support staff and OT students on practice placements while also making an active contribution to the ADAPT OT pathway in Bromley. Contributing to service development and quality improvement projects will be expected.

## 3. Key Task and Responsibilities

- To manage a clinical caseload
- To work as a member of the MDT
- To support the development of evidence-based OT practice
- To provide OT specific assessment & interventions via groups & individual work related to self-care, leisure and work.
- To contribute to service development
- To participate in research/audit activities
- To supervise the work of Support Workers and OT students on fieldwork placement
- Contribute to and carry out risk assessment & risk management plans
- To provide specialist OT advice to the MDT
- To work independently without direct supervision
- To follow an agreed job plan

## Leadership

- To undertake effective support, guidance, supervision and appraisal of junior staff
- To ensure relevant national and local policies are implemented
- To review and reflect on own practice and performance through effective use of professional and operational supervision and annual appraisal
- To exercise good personal time management, punctuality and consistent reliable attendance
- To contribute to the induction, training and education of students [both OT & other professions] and other staff in clinical area
- To regularly be responsible for the supervision and written assessment of OT students on fieldwork placement within the Trust
- To actively contribute to service & policy review and implementation
- To participate in the operational planning, implementation, evaluation and audit of practice, clinical care pathways and protocols within own clinical area
- To raise awareness of the OT service within own clinical area
- To participate in the development of the OT service within own clinical area

- To be responsible for maintaining stock & advising on resources required to carry out the job, including the responsible management of petty cash

### **Clinical**

- To manage a capped caseload of service users with complex mental health needs, taking on the role of Care Co-ordinator and/or vocational lead where relevant
- To work with service users to identify OT goals as part of the multi-disciplinary care plan, using specialist mental health & OT assessment tools & treatment techniques
- To work with service users in a variety of settings in order to provide the most effective assessment & interventions
- To plan & implement service user led individual and/or group interventions, using graded activity to achieve therapeutic goals
- To ensure service users health, social, cultural and spiritual needs are considered at all times
- To assess for and provide equipment to enhance independence in daily living skills for service users with a physical disability in addition to their mental health needs
- To monitor, evaluate and modify treatment in order to measure progress and identify outcomes
- To plan and deliver services within the Care Programme Approach framework
- To apply a high level of understanding of the effect of disability and provide training and advice on life skills to maximise functional ability
- To assess the occupational needs of service users and establish and evaluate appropriate treatment interventions
- To identify appropriate & inappropriate referrals and prioritise workload
- To manage effective discharge ensuring service user and all relevant agencies are given relevant information
- To contribute to and carry out risk assessment & risk management plans
- To work as part of the MDT and attend all relevant clinical meetings
- To apply increasingly complex skills and knowledge in order to establish professional competence and fitness to practice as a Band 6 OT
- To attend all relevant mandatory training as directed by the Trust
- To contribute to CPD through participation in internal and external training and other development opportunities
- To maintain and update a CPD portfolio
- To contribute to the team's clinical governance and quality agenda
- To ensure practice is evidence based
- To demonstrate understanding and application of national guidelines and legislation relating to mental health & social care provision
- Observe and apply Health and Safety regulations
- To apply risk management procedures at all times
- To promote and facilitate service user involvement in own clinical area

**Research**

- To demonstrate the ability to critically evaluate current research and apply them to practice
- To broaden research and development skills through participation in local audit and research projects

**Communication**

- To communicate appropriately with service users and carers, team members, OT colleagues and other agencies
- To demonstrate effective communication skills with those who have difficulty with communication for any reason
- To communicate effectively as required within job role using appropriate methods of communication
- To promote an awareness of the OT role within the team, negotiating priorities where appropriate
- To ensure that up to date electronic and written records are maintained in accordance with Professional and Trust standards
- To comply with Trust reporting procedures for incidents and complaints.

**On Call/Unsocial Hours**

This post does not require on call or unsocial hours working.

**Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

**Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well as our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

**Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

**Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

### Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

### No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

#### Note:

Please attach an organisational chart alongside, a person specification and a Job Description.

