

HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION FORMAT

| | |
|------------------------|-------------------------|
| Job Title: | Occupational Therapist |
| Grade/Band: | Band 5 |
| Department: | |
| Responsible to: | OT Professional Lead |
| Accountable to: | OT Professional Lead |
| Base: | Hertfordshire – various |

Hertfordshire Partnerships University NHS Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.



- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

Values and Behaviours



Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

| | <i>we are...</i> | <i>you feel...</i> |
|-------------------|---------------------|---------------------------|
| Our Values | Welcoming | ✔ Valued as an individual |
| | Kind | ✔ Cared for |
| | Positive | ✔ Supported and included |
| | Respectful | ✔ Listened to and heard |
| | Professional | ✔ Safe and confident |

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

Job Summary

To provide occupational therapy assessment and treatment interventions for the specified service user group, to carry a caseload as a member of the MDT and to develop the occupational therapy service provision within the setting.

All staff should comply with the Trusts' Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Key Relationships

- To work with Occupational Therapists within the service and the wider Trust network.
- To work with other Multi-Disciplinary Team members
- To work with service users and carers
- To work and liaise with other statutory and non-statutory service providers involved in service user care and Treatment.

Duties and Responsibilities

- To plan and implement individual and/or group interventions in collaboration with the service user, using graded activity to achieve therapeutic goals.
- To undertake occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the service user in areas of self-maintenance, productivity and leisure.
- To build on existing knowledge of the Model of Human Occupation (MOHO) through the use of standardised assessment and intervention tools.

- Following assessment, to undertake case formulation in order to highlight occupational strengths and limitations and to inform the intervention plan moving forward.
- To work collaboratively with service users to identify OT goals as part of the overall recovery plan.
- To provide interventions in the manner that is consistent with Trust standards and values.
- To routinely provide feedback to the MDT regarding observed occupational performance throughout contact, which inform ongoing assessment and therapeutic intervention?
- To provide support and education to service users and carers regarding aspects of occupational therapy e.g. equipment fitting, rehabilitation programmes.
- To maintain clinical records using the electronic patient record system.
- To liaise with carers and other professionals as relevant.
- To exercise good personal time management, punctuality and consistent reliable attendance.
- To attend mandatory training.
- To comply with the RCOT Code of Ethics and Professional Conduct and national and Trust policies
- To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal.
- To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal/external development opportunities.
- To actively participate in the Band 5 OT and Trust CPD development programmes.
- To participate in RCOT Band 5 Preceptorship programme.

Clinical Responsibility

- To work effectively as a member of a team in providing an occupational therapy service to the designated area.
- To provide Occupational Therapy advice, intervention and support given to service users and their carers.
- To provide timely feedback to the MDT information regarding the service users wellbeing and occupational performance.
- To provide a detailed occupational therapy report when required, within designated clinical area.
- To use evidence-based practice to engage service users in meaningful and appropriate activities, to promote independence, recovery and well-being.
- To develop, facilitate and deliver planned group-work and individual activities.
- To provide ongoing assessment and adjustment of clinical interventions based on the fluctuating needs of the service users.
- Undertake delegated tasks to contribute to the safe and smooth running of the service.

- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
- To undertake risk assessments within clinical area as guided by local/Trust policies.
- To report incidents, safeguarding concerns, complaints and compliments.
- To actively participate in safety huddles and de-brief sessions as appropriate.
- To participate in the induction, training and education of students and other staff in this setting.
- To actively seek opportunities to develop leadership skills, e.g. chairing meetings, supervising junior staff and representing the service.
- To provide supervision for non-registered staff, as agreed by the Specialist Occupational Therapist.

Leadership and Staff Management Responsibility

- To participate in the training and induction and education of students in other staff in the setting.
- To actively seek opportunities to develop leadership skills e.g., chairing meetings, supervising junior staff and representing the service.
- To provide supervision for non-registered staff as agreed by the specialist OT.

Managers have a duty to promote and support staffs' personal health and wellbeing at all times, this includes both physical and mental health and wellbeing. Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing. They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

Financial Responsibility

- To manage stock, advising and obtaining resources to carry out the job.
- To be responsible for the safekeeping and use of equipment and materials.
- To follow Service procedures with regards to use of and recording of petty cash use within the unit.
- To be responsible for the completion of own expenses claim.
- To ensure effective and efficient use of resources.

Service Development and Improvement

- To be responsible for leading an identified area of clinical work, as agreed by the Specialist Occupational Therapist, e.g. development of new groups, leaflet etc.
- To monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and feedback to appropriate forum.
- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- To participate in the delivery of the OT developments.
- To actively promote the Occupational Therapy service.

Communications

- To establish effective communication networks with users and carers, team members, OT colleagues and other agencies.
- To demonstrate effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- To form therapeutic relationships with service users which overcome any barriers to gain co-operation and encourage engagement.
- To be a proactive member of the MDT, reporting verbally and in writing, on service users' performance and progress in areas of self-maintenance, productivity and leisure.
- To adhere at all times to Trust data security policies and procedures.

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

PERSON SPECIFICATION

Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.

Job Title: Band 5 Occupational Therapist

Department:

Date last reviewed: 17.12.18

| CRITERIA | ESSENTIAL | DESIRABLE |
|--|--------------------------|------------|
| QUALIFICATIONS/EDUCATION/TRAINING BSc/MSc/PG Dip Occupational Therapy HCPC registration (or applied for) Proficient use of Microsoft Office and associated packages. Membership of ROCT Experience of working with people with mental health problems and/or learning disability Training in the use of the Model of Human Occupation in practice areas | A/I A/I A/I | A/I A/I |
| PREVIOUS EXPERIENCE Application of the OT process and use of functional assessment and activity analysis Working knowledge of Recovery principles and how these relate to OT Working knowledge of standardised assessment and outcome measures appropriate to area of practice Experience of the application of an OT model in practice Experience of working with people with mental health problems and/or learning disability Documented evidence of continuing professional development | A/I A/I A/I A/I | A/I A/I |



[illegible]

| | | |
|--|--|-----------------------|
| <p>PHYSICAL SKILLS</p> <p>Ability to use a range of IT equipment relevant to the role.</p> <p>Ability to engage in a range of physical activities</p> <p>Car Driver<i>(unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</i></p> <p>PHYSICAL EFFORT</p> <p>Appropriate level of fitness to undertake all tasks within the role including RESPECT techniques unless you have a disability defined by the Equality Act</p> <p>Appropriate level of fitness to undertake moving and handling tasks required for the role</p> <p>Car Driver – ability to drive for extended periods of time <i>(unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</i></p> <p>MENTAL EFFORT</p> <p>Ability to concentrate, respond appropriately to interruptions and meet deadlines</p> <p>EMOTIONAL EFFORT</p> <p>Regular requirement to deal with distressing or emotionally charged situations.</p> <p>Good personal self-awareness</p> | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> | <p>A/I</p> <p>A/I</p> |
| <p>ADDITIONAL INFORMATION</p> <p>Values/Motivational/Personal Qualities/Diversity</p> <ul style="list-style-type: none"> • Welcoming • Kind • Positive • Respectful • Professional | <p>A/I</p> | <p>A/I</p> |

A- Application Form

I – Interview

T – Test



Template: July 2023