

## Job Description and Person Specification

Job Title: Community Mental Health – Band 6 Occupational Therapist



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## Job Description

**JOB TITLE:** Senior Occupational Therapist

**BAND:** 6

**CARE GROUP:** Community Recovery Care Group

**DEPARTMENT:** South Kent Coast CMHT

**HOURS OF WORK:** 37.5

**ACCOUNTABLE TO:** Locality Manager and Operational Team Manager

**PROFESSIONALLY CLINICALLY RESPONSIBLE TO:** Clinical Lead Occupational Therapist

**BASE:** Coleman House / Ash Eton

### JOB PURPOSE:

The senior occupational therapist is an experienced occupational therapist within the multi disciplinary care team.

To identify, develop and provide the Occupational Therapy contribution within the multi-disciplinary service in accordance with the needs of service users and the requirements of the service.

To assess, plan, deliver and evaluate therapeutic interventions for identified service users.

To manage a defined caseload of service users with occupational needs using evidence based, service user centred, hope and recovery, health promotion and relapse prevention orientated principles and practice.

To provide supervision to designated junior staff and students.

### KEY RESULT AREAS:

- To ensure assessment of service users and analyse and interpret information gained to form an accurate formulation of function, strengths, capabilities and occupational needs.
- To work collaboratively with service users, staff, and carers to identify goals to determine and deliver an appropriate intervention/recovery plan which maximises occupational engagement and performance whilst balancing risk, and promoting choice and independence.
- To monitor, evaluate and modify therapeutic interventions in order to measure progress and increase efficacy for the best possible service user outcomes and experience.
- To act as an experienced clinician supporting best practice in line with NICE guidance and professional standards
- To demonstrate clinical leadership skills through the management of dedicated projects and approved quality improvement initiatives

## RESPONSIBILITY:

- To adhere to and apply the current Code of Ethics and Professional Conduct of Occupational Therapists and Health and Care Professions Council (HCPC) Standards of Conduct, Performance and Ethics and Standards of Proficiency for Occupational Therapists.
- To be responsible for maintaining professional registration.
- To support the implementation of the current and future Allied Health Professions (AHP) strategy
- To adhere to KMPTs policies, procedures and guidelines.
- To ensure that the Trust's values are upheld in Occupational Therapy practice.
- To be professionally and legally responsible and accountable for all aspects of own work.
- To provide effective supervision, support, and guidance for identified other staff and any work delegated to them.
- To take into account the individuality of the views, wishes, values and beliefs of service users, and relatives, respecting equality and diversity and contribute to the provision of a service sensitive to these needs.
- To effectively liaise with service users, family, carers, advocates and health and social care professionals regarding service user's assessment, treatment and care to ensure continuity of care and delivery of a coordinated service as a member of the MDT
- To ensure all communication adheres to Trust policy and Caldicott / data protection principles.
- To assess capacity and obtain informed consent from service users and work within a legal framework with those service users who lack capacity to consent to treatment.
- To ensure service users are involved in the planning and prioritisation of their care plans wherever possible.
- In conjunction with colleagues to undertake, record, review and work within individual risk assessment and management plans in line with service and Trust policy.
- In conjunction with others to identify service user's needs for additional care provision / housing/specialist placement/further assessment /referral on to other agencies as required.
- To critically evaluate national guidelines, audit results, research, evidence based practice and legislation to develop and improve service provision.
- To be responsible for the monitoring equipment and materials, ensuring sufficient resources to carry out the job, and including the responsible use of petty cash.
- To be responsible for the development of identified others, utilizing and providing the supervision and appraisal process in order to ensure that Occupational Therapy is contributing to the Trust's, and the Service objectives.
- To undertake statutory and essential training in accordance with Trust policies and procedures.
- To demonstrate on-going personal development through participation in internal and external development opportunities, including audit and research activity, recording learning outcomes through maintaining a CPD portfolio.
- To fulfil the role of practice educator, maintaining own update training and ensuring responsibility for regular placement provision. Ensuring supervision and written assessment of students whilst on placement.
- To attend, and actively participate/lead relevant clinical meetings/forums.
- To act as a preceptor for newly registered staff or those returning to practice.
- To travel between locations in a timely manner



- To link with special interest groups both internal and external to the Trust to share good practice
- To act as a representative of the service as required.
- To assist in the recruitment and selection process for staff as required.
- To be flexible and responsive, prioritising competing demands to ensure safe delivery of services.

#### **ENVIRONMENT:**

- Supporting service users to function to their optimal ability in their environment. This can involve working in a diverse range of settings with a range of associated demands. For example: challenging behaviours and/or exposure to poor hygiene (personal/environmental).
- Maintaining and promoting a safe environment taking account of infection control and identifying and reporting hazards and risks in a timely manner.
- Accompanying, escorting and transporting service users as required.
- Driving unit vehicles as per needs of the service and as individual capabilities allow.
- Working contracted hours as per the requirements of the service. May also be required, at times, to work at other Trust units and/or sites.
- Physically able to carry out all duties required of the clinical setting, including successful completion of physical interventions training as required.

#### **KNOWLEDGE TRAINING AND EXPERIENCE:**

- Qualified and registered as an Occupational Therapist with Health and Care Professions Council.
- Experience of delivering clinical supervision
- Experience of developing other staff including preceptees
- Trained as a Practice Educator with experience of managing learners in the work place.
- An ability to communicate clearly both verbally and in writing
- Computer literate
- Knowledge of and ability to apply national policies and procedures including but not limited to confidentiality, consent, risk management, service user involvement.
- Knowledge in the application of relevant OT theoretical models, and approaches relevant to service user group.
- Experience and knowledge of the importance of enabling people to do the things they want, need or are expected to do to support them in being well in life.

#### **JOB SUMMARY:**

- Demonstrates ability to work as a team member as well as autonomously
- Managing a case load of service users who have complex needs
- Balancing all aspects of the job role.
- Being flexible and responsive to competing demands
- Promoting Occupational Therapy in the service and keeping an occupational focus at the centre of practice
- Demonstrate an ability to apply increasingly complex skills and knowledge commensurate to a higher level of professional practice.

### **COMMUNICATION AND WORKING RELATIONSHIPS:**

- Service user
- Carers and families
- Multi disciplinary team
- External stakeholders
- Professional colleagues
- Clinical supervisor
- Line manager

### **STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including service users, relatives and suppliers.

### **HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

### **SAFEGUARDING:**

All staff have a duty to identify, report and record all incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

### **PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and service users.

### **CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

### **THE TRUST'S MISSION STATEMENT:**

To put service users first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of service users.

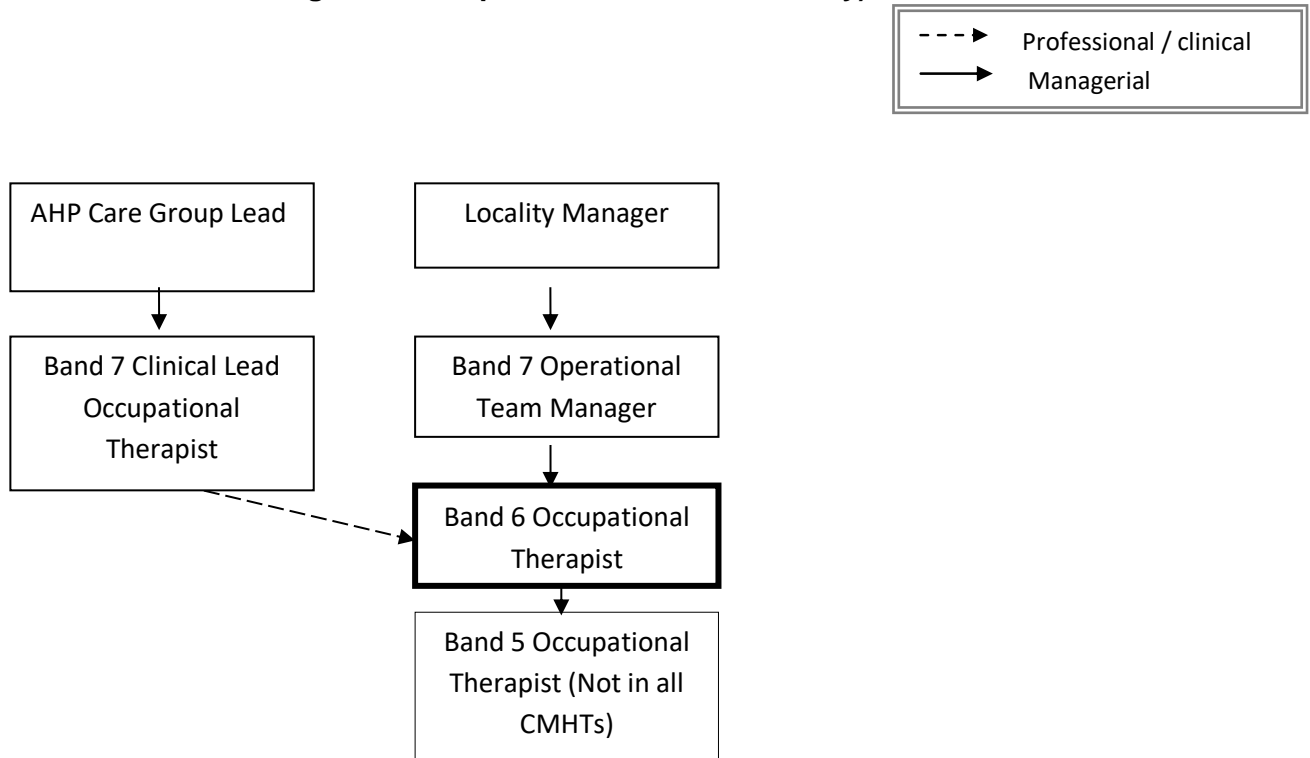
### **STATEMENT OF THE TRUST'S AIMS AND VALUES:**

- To remain service user focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with service users, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

### **CONFIDENTIALITY:**

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about service users is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of service user-identifiable information 1997, & HSC/1999/012). This means that service user information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

**ORGANISATION CHART: (to be edited for service)**  
**(Demonstrate line management and professional accountability)**



**JOB DESCRIPTION AGREEMENT:**

**Job Holder's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

Updated June 2020

## Person Specification

### KNOWLEDGE TRAINING AND EXPERIENCE:

	Essential	Desirable	Measurement / evidence
<b>Training, Qualifications and Registration</b>	<ul style="list-style-type: none"> <li>A recognised Occupational Therapist professional qualification</li> <li>Registration with the Health and Care Professions Council (HCPC)</li> <li>Trained as a Practice Educator with experience of managing learners in the work place.</li> </ul>	<p>Registered member of the relevant professional body and / or special interest group</p> <p>Evidence of post graduate development through formal postgraduate courses or experience</p>	<p>Application</p> <p>Interview</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in clinical practice, holding a range of experience within a variety of settings</li> <li>Manage a defined caseload of service users with occupational needs using evidence based, service user centred, health promotion and relapse prevention orientated principles and practice.</li> <li>Experience of delivering and clinical supervision</li> <li>Experience of developing learners and staff in the work place</li> </ul>	<p>Experience of being involved in service developments or audits</p>	<p>Application</p> <p>Interview</p> <p>Portfolio</p> <p>References</p>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge in the application of relevant OT theoretical models, and approaches relevant to service user group.</li> <li>Ability to make decisions and work co-operatively as part of an inter-professional team</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the broad aims of current national and local healthcare policy and an appreciation of the implications of this on clinical practice</li> </ul>	<p>Application</p> <p>Interview</p> <p>Portfolio</p> <p>References</p>



	<ul style="list-style-type: none"> <li>• Knowledge of and ability to apply national policies and procedures including, but not limited to confidentiality, consent, risk management, service user involvement.</li> <li>• Supervisory and appraisal skills</li> <li>• An ability to communicate clearly both verbally and in writing</li> <li>• Computer literate. Able to use e-mail, Word, Excel and access Internet resources</li> <li>• Ability to prioritise own work effectively and to be able to guide others</li> </ul>		
<b>Personal qualities, values and behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member as well as autonomously</li> <li>• Adaptability, flexibility and resilience</li> <li>• Professional, calm and efficient manner</li> <li>• Actively develops themselves and others</li> <li>• Values diversity and operates with integrity and openness</li> </ul>	Self-awareness in managing own wellness at work and confidence to seek support when required	Application Interview Portfolio References