



## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

**Job Title:** Senior Occupational Therapist

**Grade:** Band 6

**Directorate:** **West SBU**

**Hours:** **37.5**

**Accountable to:** Lead Occupational Therapist/ Services Manager-Integrated Flow

**Responsible to:** Professional Lead Occupational Therapist for Acute and Crisis

**Base:** **Kingfisher Court, Kingsley Green, Radlett**

#### 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.

The Trust provides:

- 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>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ 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:

This is a newly funded position as part of the Integrated Discharge Team (IDT). The role offers the opportunity to develop the Occupational Therapy role within the team, as part of the IDT, with the support of the inpatient occupational therapy team. The post holder will provide specialist clinical interventions and assessments as appropriate.

The post holder will provide close liaison with other agencies, teams and carers to coordinate discharges from the Inpatient wards.

They will provide short term support to service users in relation to their discharge planning and recovery.

The post holder will offer Occupational Therapy support, advice and input to people and staff across the acute inpatient wards in Hertfordshire.

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 the IDT
- To work with the Bed management team
- 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.
- To maintain links with wider regional and national professional groups and networks.
- To work with team and quadrant managers.
- To liaise with corporate departments.

### **Duties and Responsibilities:**

- To manage a caseload of clients with complex OT needs, using evidence based/client-centred principles to assess, plan, implement and evaluate interventions in clinic and community settings and on home visits.
- To assist the Inpatient team to work on barriers for discharge to ensure that Inpatients can be discharged according to their recovery and wellbeing.
- To liaise closely with other agencies to ensure that all plans are in place for a planned discharge.
- To liaise and work in close co-operation with the Team Leader, other mental health professionals, and voluntary and private sector agencies as required, to help ensure that best value services are delivered.
- To have a comprehensive understanding and implementation of the referral pathways for HPFT services and those available from other agencies and providers.
- To work closely with the bed management team and as part of the Occupational Therapy team to support the discharge of patients who are delayed transfers of care.
- To be able to respond in a creative, pro-active and flexible way to urgent situations, using local protocols in order to support discharge plans.
- To develop plans and therapy goals in conjunction with the people on the ward and with other service providers that will enable the provision of practical support to service users and their carers in developing and managing dignity and independence.
- To regularly supervise OT students on practice placement, following attendance at an approved Fieldwork Educator's course.
- To apply knowledge of the Model of Human Occupation (MOHO) and other standardised assessment approaches relevant to the clinical setting.
- Following specialist 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 detailed 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, sensory issues, management of symptoms through activity.
- 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 Trust and OT CPD development programmes and opportunities, as a learner and a facilitator.
- To actively promote OT through the sharing of clinical expertise and experience through presenting of posters, writing of articles for professional publications, attendance at special interest groups, conferences etc.
- Be responsible for recruitment and retention of staff

### **Clinical Responsibility**

- To work effectively as a senior member of a team in providing a highly specialised occupational therapy service to the designated area.
- To provide highly specialist 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.
- The post-holder will be allocated Inpatients that require their interventions according to the complexity of the issues that are raised for individual patients as part of their assessment, Care planning and reviews of their discharge plans.
- To provide a detailed specialist occupational therapy reports when required, within designated clinical area.
- To seek out and use latest evidence-based practice to engage service users in meaningful and appropriate activities, to promote independence, recovery and well-being and demonstrating effectiveness of OT within these outcomes.
- To have a senior oversight of the occupational needs of the specific service user group and develop services accordingly.
- To demonstrate and apply a highly specialist level of understanding of the effect of disability and recommend adaptations to the client's physical and social environment.
- 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 /lead safety huddles and de-brief sessions as appropriate.

## **Leadership and Staff Management Responsibility**

- To review and reflect on personal practice and performance through effective use of professional and operational supervision and appraisal.
- To exercise good personal time management, punctuality and consistently reliable attendance.
- To lead the day-to-day delivery of OT services within your area of practice including delegation of tasks to staff.
- To demonstrate leadership skills through the management of designated projects.
- To lead in the coordination of induction, training and education of students and other staff in this setting as appropriate.
- To be responsible for ensuring the supervision of OT staff as appropriate

## **Financial Responsibility**

- To ensure OT budget is effectively managed and utilised within Trusts financial policies and procedures.
- To act as an authorised signatory as appropriate. E.g. timesheets, procurement of equipment.
- 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.

## **Service Development and Improvement**

- To be responsible for leading an identified area/s of practice, as agreed with Professional Lead
- To lead on the monitoring and evaluation of OT plans and programmes in order to measure progress and ensure effectiveness of the interventions and provide written and verbal reports to Teams, Governance forums and Managers.
- To lead in the planning, evaluation and audit of practice, clinical pathways and protocols across your area.
- To actively promote the value and effectiveness of Occupational Therapy within the service and wider domains of practice.

## **Communications**

- To establish effective communication networks with users and carers, team members, OT colleagues, other agencies and wider groups relevant to area of practice.
- To demonstrate highly effective interpersonal skills, self-awareness, sensitivity and empathy in all communications.
- To form therapeutic relationships with service users with highly complex needs which overcome any barriers to gain co-operation and encourage engagement.
- To be a proactive lead 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.

### **Analytical and Judgment Skills:**

- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To apply highly complex skills and knowledge in order to expand professional competence and fitness to practice as a highly specialist OT.
- To apply the ability to critically evaluate current research and its application to practice.
- To use activity analysis to demonstrate how occupational changes are achieved through occupational therapy interventions.
- To observe, assess and report occupational performance using appropriate Model of Human Occupation tools, or other specialist equivalent, which may indicate either positive or negative effects of treatment to aid treatment planning.

### **Planning and Organisational Skills:**

- To exercise good personal time management, punctuality and consistent reliable attendance. Include management of own electronic diary.
- To manage own workload and priorities.
- To manage the workload and priorities of others within the service
- To manage the day to day operational safe management of the service
- To demonstrate and role model effective time management to all team members.

### **Physical Working Conditions and Environment:**

- To work within the team base, unit or community setting as appropriate.
- To be compliant with trust Lone worker policies and procedures and maintaining own electronic diary.
- To be fully compliant with appropriate Respect level for service area.

### **Information Resources:**

- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards.
- To contribute to the recording of statistical activity as appropriate in the setting
- To comply with health and safety requirements as per policy.

### **Additional Information:**

#### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

## **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**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **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 Trustspace).

### **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**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **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.

Reviewed by Lead OT March 23

## PERSON SPECIFICATION

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

Job Title: Head Occupational Therapist

Department: Acute 24/7 (Inpatient Services)

Date last reviewed: Sept 21

<b>CRITERIA</b>	<b>ESSENTIAL A/I</b>	<b>DESIRABLE A/I</b>
<b>QUALIFICATIONS EDUCATION TRAINING</b>	<p>BSc/MSc/PG Dip Occupational Therapy</p> <p>HCPC registration</p> <p>Evidence of clinical post registration training</p> <p>Proficient use of Microsoft Office and associated packages.</p> <p>Practice Placement qualification/APPLE accreditation</p>	<p>Membership of RCOT, including specialist section</p> <p>Solution Focussed Brief Therapy training</p> <p>AMPS/ESI/SI training</p>
<b>PREVIOUS EXPERIENCE</b>	<p>Post registration experience in acute mental health</p> <p>Applied experience of providing both individual and group work interventions.</p> <p>Highly Specialist knowledge and experience of using and applying the Model of Human Occupation assessment tools, or others appropriate to area.</p> <p>Experience of other specialist Occupational Therapy assessment tools, e.g. AMPS, Pool Activity Levels</p> <p>Documented evidence of continuing professional development</p>	<p>Experience of working with people with mental health problems and/or learning disability in a variety of health and social care settings</p> <p>Experience in research or audit</p> <p>Previous experience of having worked within a discharge team</p>

	<p>Experience in providing advice, support and clinical supervision to junior staff and/or students</p> <p>Applied knowledge of Recovery principles and how these relate to OT</p>	
<p><b>SKILLS KNOWLEDGE and ABILITY</b></p> <p><b>1. COMMUNICATION SKILLS</b></p>	<p>Strong communication skills, written and verbal and the ability to persuade and negotiate with peers and senior colleagues</p> <p>Proven track record of working within a multidisciplinary team and applying an understanding of team dynamics to impact positively on team morale and performance.</p> <p>Knowledge and application of key policy, health legislation and guidelines which impact on OT and mental health/LD practice.</p> <p>Ability to provide and receive sensitive and difficult information regarding service users care and social situation</p> <p>Knowledge of and effective use of appropriate professional relationships and boundaries</p> <p>A bility to grade and adapt practical skills</p> <p>Evidence of delivery of training and professional development sessions</p>	
<p><b>2. ANALYTICAL SKILLS</b></p>	<p>Ability to apply broad and specific knowledge of current best practice in OT and mental health</p> <p>Ability to respond and adjust appropriately to the changing needs of service users</p> <p>Developed Observational skills</p> <p>Specialist knowledge and experience of using the Model of Human Occupation Assessment tools and or equivalent in area</p> <p>Developed ability to evaluate group interventions and outcomes</p> <p>Case formulation skills to guide own OT intervention plan and those of others</p> <p>Experience of audits/evaluations of interventions and direct involvement of implementation of any subsequent changes to</p>	

	practice.	
<b>3. PHYSICAL SKILLS</b>	<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(unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>	
<b>4. PHYSICAL EFFORT</b>	<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>
<b>5. MENTAL EFFORT</b>	Ability to concentrate, respond appropriately to interruptions and meet deadlines	
<b>6. EMOTIONAL EFFORT</b>	<p>Regular requirement to deal with distressing or emotionally charged situations.</p> <p>Good personal self-awareness</p>	
<b>ADDITIONAL INFORMATION</b>	<p>Demonstrate an understanding of the value of activity to personal wellbeing</p> <p><b>Values Motivational Personal Qualities Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> </ul>	

T – Test

**Our values**  
Welcoming Kind Positive Respectful Professional



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