

Job Description

Job Title:	Advanced Practitioner – Occupational Therapist
Band:	Band 7
Responsible to:	Modern Matron/Service Manager
Department:	Norfolk Community Eating Disorder Service
Directorate:	Adult and Specialist

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

The Occupational Therapist Advanced Practitioner within the Norfolk Community Eating Disorder Service will provide inspirational specialist clinical leadership within the team including conducting specialist assessments, providing advice and guidance within the team and outside of the service and ensure the implementation of evidence-based therapies and interventions to service users, families and carers. Working will be across the service in new pathways including new Intensive Community Support, Support and Stability and Early Intervention and ARFID. We are also looking to develop further our current treatment offer including Sensory Integration and skills-based group programmes.

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This post is central to the delivery of clinically based therapeutic intervention, support, education, and training working as part of a multi-disciplinary team. The post holder will develop and embed evidence based clinical practice within the team.

The Occupational Therapist Advanced Practitioner is a clinical specialist in adult mental health and is knowledgeable and skilled in working with groups and teams. The post holder will promote an effective ethos across the service and work closely with the leadership team to support and implement changes to practice and contribute to ongoing service development. The post holder will liaise with other organisations and professionals, promoting communication and good practice, contributing to outcome measures and auditing, and provide supervision to other staff in the team.

Key Responsibilities

Clinical / Service Specific

- To ensure that a therapeutic milieu is maintained by supporting the clinical team and contributing to the therapeutic structure
- To take a lead role in ensuring that a high standard of multi-disciplinary care planning is in place and to be accountable for the clinical contribution to the process. To ensure that the clinical team provide accurate and high-quality patient records .
- To maintain personal and professional development by providing direct clinical work to individuals and their families with appropriate evidence-based intervention e.g. CBT, DBT, Motivational interviewing, solution focused therapy, providing groups and activities in line with the recovery model.
- To provide leadership for clinicians delivering therapeutic interventions in the Adult Eating Disorder Service and act as a positive role model around new ways of working and professional relationships.
- To provide operational management & professional leadership to clinicians working across the Adult Eating Disorder service.
- To provide specialist advice to professionals and managers, including in relation to professional governance.
- To provide highly specialist occupational therapy assessments, advice and interventions using advanced, clinical reasoning skills.
- To provide support, education and professional leadership to non-registered staff and students.
- To promote the expansion of occupational therapy roles and perspectives and raise awareness of the relationship between occupation and health.
- To apply a high level of understanding of the effects of mental and physical health conditions on occupational performance, providing training and advice on lifestyle changes and adaptations to the service user's social and physical environments
- To undertake the delivery of specialist occupational focused interventions including sensory and enabling approaches.
- To comply with the HCPC standards and the COT Code of Ethics and Professional Conduct. This includes providing evidence of continuing professional development (CPD) and participation in professional supervision.
- To maintain your own continuing professional development (CPD) by maintaining an awareness of innovations and developments, and to incorporate them as appropriate into your practice.
- To participate in research and audit in the clinical field
- To encourage and develop service user and carer involvement .

- To support the Directorate with the investigation process and learning lessons from serious incidents and complaints.
- To undertake any other duties which may reasonably be required by the Service manager.

Service Specific

- To take a lead on clinical matters and policy development relating to clinical practice.
- To provide professional leadership, working with relevant Team Managers, Matrons and Service Managers for the planning and delivering of clinical practice and wider service delivery.
- To participate in recruitment and selection process of staff when appropriate.
- To have good awareness of the Trust policies and protocols within the relevant professional strategy.
- To develop and participate in the delivery of a clinical supervision structure for team members.
- To be part of a senior clinician group for on-going support and development.
- Working with the Team Managers, ensure clinical staff within the service are compliant with NMC/ AHP regulations.
- The post holder will work collaboratively with all clinicians as part of a multi-disciplinary team to assure a high standard of care for patients/clients and their relatives/carers.
- Uses knowledge of practice development principles and strategies for the efficient use of resources
- Provides assurance of the relevant professional group's clinical practice and strives to attain the highest standards.
- Promotes and uses evidence-based approaches to improve practice
- Critically evaluates and applies research findings pertinent to patient care, team management and outcomes
- Participates in promoting quality through development of collaborative and innovative approaches to health care delivery.

Professional Responsibilities

- To utilise specialist knowledge to provide training and advice to other professionals, students and agencies.
- To provide specialist supervision to others.
- To facilitate reflective practice for staff to promote skills and development of team.
- To support registered staff and students through preceptorship/mentorship.

Research & Service Evaluation

- To develop teaching and training sessions for staff and professionals on specialist subject areas relevant to the service pathways.
- To support the development of service pathways .
- To undertake research, service evaluation and clinical audits.
- To use research in practice and developing research work from one's own practice.

Governance

- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist reports relevant to practice setting.
- To adhere to the Occupational Therapy Code of Conduct, professional standards and ethics and comply with local and national standards of practice
- To contribute to the Trust and professional clinical and social care governance arrangements and quality agenda, including the setting and monitoring of practice standards.
- To be aware of and work to the policies and procedures of the Trust.
- To apply national guidelines/ legislation relating to health and social care in mental health service provision.
- To participate in clinical and social care governance care group forums as required. To ensure performance targets and standards are met.
- To complete clinical outcome measures as required e.g. HoNOS.
- To ensure that professional standards of practice are maintained within the clinical setting.
- To ensure that professional standards of practice are maintained amongst junior staff.
- To seek and attend monthly clinical supervision
- To support the development and clinical learning infrastructure providing advice and guidance which ensures that all newly qualified clinicians receive preceptorship and that those who mentor and support them are well prepared and regularly updated.
- To support and develop more experienced clinicians to embrace a culture of learning, critical enquiry and research that improves patient outcomes and facilitates Directorate and corporate objectives
- To ensure at all times that the core values of clinical practice are carried out and to role model these within own clinical role and with colleagues.
- To be aware of and to put into practice the vision and strategy for clinical staff as defined within the 6C's

Information Technology

- To use a computer as necessary for clinical work, including literature searches, word processing, developing and maintaining training packs and information leaflets, inputting data, emailing, report writing, recording patient contacts, and other tasks as necessary for the efficient running of the service and/or training needs.
- To use statistical and other software for the analysis and presentation of clinical and research data.
- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self governance in accordance with professional Codes of Practice and Trust policies and procedures.
- To maintain the highest standards in being responsible for the physical and financial resources that are made available.
- Ensure any work undertaken is in accordance with local Trust and National Governance Framework in terms of information resources.
- To always safeguard confidentiality of information relating to patients and staff.

Human Resources

- To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with Infection control is everyone's responsibility.
- All staff, both clinical and non-clinical, are required to adhere to the Trust's
- Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.
- It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.
- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Degree and extensive clinical experience. Professional qualifications in Occupational Therapy eg BSc OT Completion of Mentorship/Coaching Course or intention to complete. Evidence of Continuous professional development Evidence of postgraduate training relevant to the ongoing development of an experienced clinician 	<ul style="list-style-type: none"> Leadership qualification Qualification in evidence based psychological therapy relevant to eating disorders. Sensory Integration Practitioner Qualification.
Experience	<ul style="list-style-type: none"> Experience of working alongside people with complex eating disorders Experience of supervising staff, clinically Extensive experience of providing a range of clinical interventions to people in the designated care pathway Extensive experience of multidisciplinary team working Extensive experience of conducting clinical assessments including risk assessments 	<ul style="list-style-type: none"> Experience of leading clinical staff or teams in practice improvement Lived experience of mental health issues

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	<ul style="list-style-type: none"> • Experience of partnership working within and across various statutory and non statutory teams and agencies • Extensive experience of working within the CPA process. • Extensive understanding of clinical governance 	
Knowledge and Skills	<ul style="list-style-type: none"> • Advanced Clinical Skills in the planning and delivery of evidence based interventions. • Advanced clinical skills in completing specialist assessments. • Provision of specialist clinical advice in relation to care delivery. • Excellent written and verbal communication skills • Excellent negotiation and conflict resolution skills. • Excellent ability to develop effective professional relationships with others, (individuals and groups) • Excellent ability to develop good therapeutic relationships • Able to establish and maintain communication with individuals families, carers and groups about difficult or complex matters. • Develop own skills and knowledge and impart information to others to facilitate their development. • Strong ability to innovate and implement change. • Skills in influencing, empowering, behaviours of others. 	<ul style="list-style-type: none"> • Ability to use manual handling techniques. • Personal Skills

	<ul style="list-style-type: none"> • Advanced skills in problem solving. • IT skills and • willingness to embrace and use new technology; able to use Word PowerPoint, clinical systems, email. • The ability to multitask and mental adaptation to different unpredictable situations. • Monitor and maintain the health and safety of self and others in the working area. • Required to use a PC. • Advanced specialist knowledge of clinical assessment, intervention and practice models relevant to the client group • Knowledge of NICE guidance and other National guidance relevant to delivery of care and safe clinical practice • Knowledge of Mental Health Act. 	
Other	<ul style="list-style-type: none"> • Ability to travel across sites. • Able to use IT equipment. 	<ul style="list-style-type: none"> • Ability to use manual handling techniques.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.