



JOB DESCRIPTION

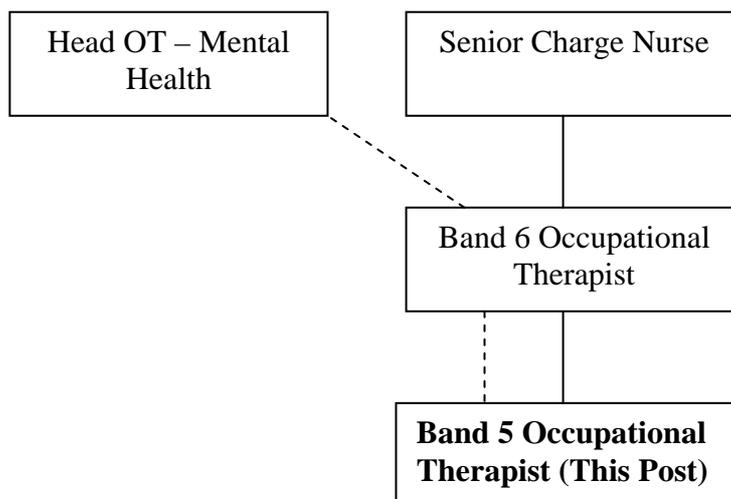
1. JOB IDENTIFICATION

Job Title: Band 5 Occupational Therapist
Department(s): Rehabilitation Mental Health – inpatient
Job Reference No: MHS218

2. JOB PURPOSE

- Within the Rehabilitation Service, manage a defined caseload of complex cases using evidence based, patient centred principles to assess, plan, implement and evaluate interventions in order to encourage their independence in self-maintenance, productivity and leisure.
- To participate in the planning, development and evaluation of Occupational Therapy services within the Multi-disciplinary team (MDT).
- To be an active member of the Occupational Therapy Service team and contribute to delivering the Occupational Therapy Service and NHS Borders objectives.
- To provide leadership for junior support staff as delegated by supervisor.
- To supervise Occupational Therapy students on practice placement.

3. ORGANISATIONAL POSITION



————— Denotes Line Management

- - - - - Denotes Professional Accountability

4. SCOPE AND RANGE

- To provide an Occupational Therapy Service within Rehab Service for patients with acute and severe and enduring mental illness.
- To provide input as directed to patients in Rehab Service.
- To supervise junior support staff and students as required.
- Participate in MDT treatment and discharge planning as required.

5. MAIN DUTIES/RESPONSIBILITIES

Clinical

- To work with adult patients with severe and enduring mental illness and to identify Occupational therapy goals as part of the overall care plan, Implementing, analysing and interpreting specialist Occupational Therapy tools to reduce the consequences of disability and deteriorating conditions. E.g. MOHOST.
- To manage and prioritise a caseload.
- To plan and implement patient centred individual or group interventions, using graded activity to achieve therapeutic goals.
- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- To apply a good level of understanding of the effect of disability and provide training and advice on lifestyle changes and adaptations to the patient's social and physical environment.
- To be actively involved in the discharge process of the patient.
- To contribute to clinical discussion as part of the MDT.
- To be actively involved in the MDT care planning process.

Communication

- To establish robust communication networks with patients, carers, other health workers and agencies.
- To work effectively within a team.
- To report in detail both verbally and/or in writing, clinical observations and outcomes.

Documentation

- To ensure that up to date written and electronic records and statistical data are maintained in accordance with Professional and Board Standards.
- Provide specialist Occupational Therapy reports relevant to practice setting.

Professional Ethics

- To comply with the College of Occupational Therapy Code of Ethics and Professional Conduct and national and local policies and procedures.
- To demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff as necessary.
- To comply with H.P.C. standards of proficiency.

Leadership, Supervision and Appraisal

- To review and reflect on own practice and performance through effective use of supervision and appraisal.

- To undertake supervision and appraisal of junior support staff as delegated by a senior member of staff.
- To demonstrate basic leadership skills through the management of designated projects.
- To deputise for band 6 Occupational therapist by carrying out agreed delegated tasks as required.

Training Staff and Students

- To participate in the induction and training of students and other staff both within or external to the Board.
- To be responsible for the supervision and written assessment of Occupational Therapy students on practice placement.

Service

- To participate in developing and delivering on team and Occupational Therapy service objectives.

Professional Developments

- To apply specific skills and knowledge in order to establish professional competence and fitness to practice as an Occupational Therapist.
- To demonstrate and record in a portfolio on-going personal development through participation in internal and external development opportunities, personal reflection and study.

Clinical Governance, Quality, Standards

- To participate in the development and monitoring of local practice standards.
- To participate in applying national guidelines related to the patient group.
- To participate in delivering the Occupational Therapy service and Board's objectives related to Clinical Governance and Quality Standards.

Line Management, Staff, Budgets, Department

- To assist in maintaining stock, advising on resources to carry out the job, including input to the management of petty cash.
- To ensure treatment areas and equipment are in a safe serviceable condition.
- To comply with Health, Safety and Risk Management policies.
- To plan leave in consultation with band 6 Occupational Therapist.
- To co-ordinate the day-to-day activities of junior support staff.
- To notify Band 6 Occupational Therapist / OT team leader of changes or events which may effect Occupational Therapy service delivery.

Research and Practice Development

- To participate in research and/or audit projects relevant to Occupational Therapy and or service area, disseminating findings at local level.
- To broaden research and development skills through participation in local audit and research projects.
- As part of a team, incorporate up-to-date techniques and ideas of positive practice into treatment programmes.

6. SYSTEMS AND EQUIPMENT

- To maintain written records on a daily basis.
- To use standardised assessment tools on a daily basis.
- To access Borders Ability Equipment Service electronically and prescribe and/or recommend equipment to meet individual need as and when required.
- To provide statistical data on a daily basis.

- To use the personal computer as a therapeutic tool using specialised assessment and treatment programmes on a daily basis.
- To access e-mails, intranet and internet up to one hour daily.
- Use moving and handling equipment in compliance with Board Policy as and when required

7.DECISIONS AND JUDGEMENTS

- To be appraised on a yearly basis.
- To be supervised formally/informally by a band 6 Occupational Therapist on a regular basis.
- As required to have access by telephone to the MH OT Team Leader / Lead OT.
- .To participate in screening referrals to the Occupational Therapy Service.
- To manage caseload and determine priorities.
- To undertake a range of standardised and non-standardised assessments and formulate treatment programmes. For example Activities of Daily Living Assessments and assessments based on the Model of Human Occupation.
- To identify and organise provision of appropriate equipment and adaptations to enable optimum level of independent functioning within home and community environments.
- To effectively use knowledge and skills to evaluate and modify treatment programmes.
- To be actively involved in discharge planning.

8. COMMUNICATIONS AND RELATIONSHIPS

- To involve patients, and where appropriate, carers in the assessment and treatment process.
- To liaise with colleagues in Health, Education, Lifelong Care and other relevant agencies. Statutory and non-statutory services e.g. providers of work and leisure services, housing, job centre, SAMH, Penumbra, Voluntary Services Association, First Step Trust, Dovetail.
- To participate in the promotion of the role of Occupational Therapy as a profession.
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To form professional relationships with clients, carers and colleagues and communicate with them in a way that respects their views, autonomy and culture.
- To communicate empathically, sensitive or emotionally upsetting information.
- To be part of in-service presentations.

9. PHYSICAL DEMANDS OF THE JOB

- Frequent periods of intense concentration on the part of the therapist whilst the continued engagement of the client during assessment/treatment.
- Treating within community setting on a daily basis.
- Keyboard skills up to one hour daily.
- Driving with patients as and when required.
- Use of therapeutic equipment on a weekly basis.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Frequently required to work single-handed in ward setting, in the absence of face-to-face contact with Senior Occupational Therapist.
- To provide a service to patients living in a rural and dispersed geographical area.
- To travel considerable distances in varying weather conditions to meet service demands and attend in-service training as required.
- The potential to be subjected to both verbal and physical aggression in the workplace.
- To deal with emotional and or disturbing situations e.g. aggression etc.
- Frequent exposure to unpleasant working conditions, including bodily fluids and with occasional exposure to unsanitary, cramped and or overcrowded conditions.
- Dealing on a daily basis with the mental demands of an unpredictable and complex caseload.
- Educating other staff members re OT role.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- **Please see attached Person Specification.**

Person Spec

COMPETENCY	<u>ESSENTIAL</u>	DESIRABLE
1. QUALIFICATIONS	<ul style="list-style-type: none"> • Diploma/Degree in OT 	
2. EXPERIENCE	<ul style="list-style-type: none"> • Documented evidence of continuing professional development. 	<ul style="list-style-type: none"> • Experience of working with people with a mental health condition.
3. SKILLS	<ul style="list-style-type: none"> • Knowledge of current best practice in OT. • Application of the OT process with designated client group. • Planning and co-ordination of treatment programmes. • Ability to work single handed with individual/groups within a community setting. • Ability to work as part of a team and understand team dynamics. • Effective time management. • Groupwork skills • Computer literacy • Ability to manage own workload and determine priorities. • Effective written and verbal communication skills. • Awareness of national and local issues and how they affect delivery of the OT Service. • Ability to reflect and critically appraise own performance. 	<ul style="list-style-type: none"> • Supervisory skills
4. PERSONAL QUALITIES AND DISPOSITION	<ul style="list-style-type: none"> • Self motivated. • Good communicator. • Flexible. • Able to work under pressure. • Enthusiastic. • Committed. • Positive inter-personal skills 	
5. RESEARCH AND TRAINING	<ul style="list-style-type: none"> • Demonstrate a knowledge of Clinical Governance 	<ul style="list-style-type: none"> • Experience of research or audit. • Evidence of relevant training courses.
6. OTHER	<ul style="list-style-type: none"> • State registration with HPC. • Willingness to work flexibly. • Current UK driving licence. 	<ul style="list-style-type: none"> • Membership of specialist professional group.

TERMS AND CONDITIONS

Grade and salary:	Band 5 £21,176 - £27,625 per annum
Hours of work:	Permanent, 37.5 hours per week
Annual leave:	27 days per annum Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.
Public Holidays:	8 days per annum on dates designated by NHS Borders Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.
Superannuation:	The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:

If you have **NOT** heard from us within **4 WEEKS** of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:

In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:

We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:

We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:

We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:

You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders' Health & Safety Adviser.

The closing date for completed application forms is:

5pm on Wednesday 20 March 2013