

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Specialist Occupational Therapist (Band 6)
Responsible to:	Team Leader/Lead Occupational Therapist
Department:	Community Rehabilitation Team/Millar House
Directorate:	NHS Borders
Operating Division:	Mental Health
Job Reference:	MHS VC4936
No of Job Holders:	1

2. JOB PURPOSE

To provide an effective Occupational Therapy (OT) Service to people with a diagnosis of severe and enduring mental illness, defined as schizophrenia or bipolar affective disorder.

Managing a defined caseload of complex cases using evidence based, person centred principles to assess, plan, implement and evaluate interventions in order to MAINTAIN FUNCTION AND encourage recovery THROUGH meaningful occupation and social inclusion.

- To participate in the planning, development and evaluation of Occupational Therapy within a multi-disciplinary team.
- Providing a service to people with a diagnosis of a severe and enduring mental illness and delivered in a partnership model.
- To work holistically with people with complex needs and have a clear sense of the impact of Occupational Deprivation and the importance of improving occupational performance and achieving occupational balance to support independence.
- To be an active member of the wider Occupational Therapy Service and contribute to delivering the Occupational Therapy Service and NHS Borders objectives.
- To provide leadership and support to staff.
- To supervise Occupational Therapy TECHNICAL INSTRUCTORS / ASSISTANTS.
- TO SUPERVISE OCCUPATIONAL THERAPY students DURING practice placement.
- To provide specialist input and leadership to local / national forums where indicated.

- To develop and deliver training programmes for a wide range of professionals and carers to educate in the occupational therapy process relating to the person's care.

3. DIMENSIONS

Clinical Area

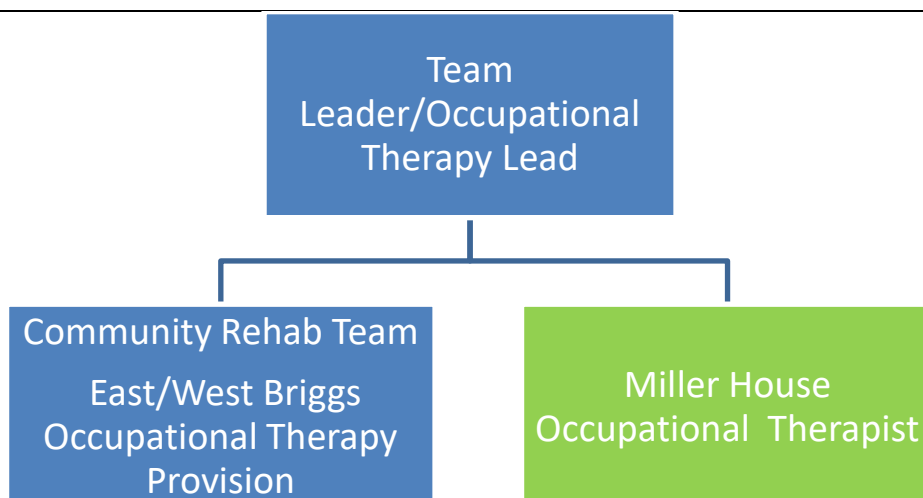
Grade 5 supported accommodation delivered at Miller House. MELROSE. The service is delivered in a partnership model, including 3rd sector accommodation and support providers, Occupational Therapy and Nursing. The service works closely with the Community Rehabilitation Team, psychiatry and psychology and will be an integral part of the psychiatric rehabilitation pathway encompassing in-patient wards, graded supported accommodation and community rehabilitation.

- The post holder will work within Grade 5 supported accommodation and collaborate with the community Occupational Therapy service for service users within the Community Rehabilitation Team.
- Assessment and treatment will take place in the graded accommodation, IN the community or other settings if and when indicated.
- The post holder works as part of a multidisciplinary and multi-agency team working across organisational boundaries.

Staff Responsibility

- The post holder may be required to professionally supervise Band 5 or support staff as delegated, and provision of Occupational Therapy student placement as delegated by the Lead Occupational Therapist.
- The post holder is employed within NHS Borders and there may be a requirement to work flexibly across the Borders to meet service demands.

4. ORGANISATIONAL POSITION



5. Scope and Range

- To provide an Occupational Therapy Service for people living in Grade 5 partnership model accommodation of whom are living with severe and enduring mental illness.
- To MANAGE A caseload of complex and diverse conditions.
- Participate in MDT discussion, care planning and treatment.
- Be involved in relevant meetingS relating to Service Provision of Grade 5 accommodation at Miller House.
- To be a supervisee for band 5 occupational therapy staff/Occupational therapy Technical Instructors/support staff.
- To be a field worl educator to OT students on placement.

Key responsibilities of the service:

- The provision of responsive, appropriate assessment and interventions for people with severe and enduring mental health problems and complex needs, some of whom have been in-patients for a number of years.
- Service management, strategic planning and development within a defined service budget and a multi-disciplinary and multi-agency framework.
- Development, implementation and management of a clinical governance strategy in line with current local and national standards and guidelines.

Occupational therapists within the service aim to provide an occupation focused service which is a well-integrated part of the multi-disciplinary and multi-agencies care planning approaches. Occupational therapists enable individuals to achieve their optimum level in life-skills and roles and to successfully make the transition from hospital to community based resources with appropriate support, and to enable transition to the community accommodation most suited to the individual's needs, strengths and skills.

6. Main Duties and Responsibilities

Clinical

- To work with people who have a diagnosis of severe and enduring mental illness.
- To conduct assessment to identify joint Occupational Therapy goals as part of the overall care plan. This to include implementing, analysing and interpreting specialist Occupational Therapy assessments.
- To manage and prioritise a complex caseload.
- To plan and implement patient centred individual or group interventions, using graded activity to achieve therapeutic goals.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.
- To apply a good level of understanding of the effect of illness 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 involve patient and carers in the Occupational Therapy 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, third sector and voluntary Services Association.
- 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 training.

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 RCOT Professional Standards and Ethics, The HCPC Standards of Proficiency for Occupational Therapists 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.

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 WHERE DELEGATED.
- Provide guidance/ support and consultation for colleagues within NHS Borders/ SBC and other organisations.
- To demonstrate basic leadership skills through the management of designated projects.
- To deputise for line manager 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.
- Actively influence service improvement.

Professional Developments

- To apply specialist 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 national and 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 be responsible for maintaining stock, advising on resources to carry out the job, including the responsible 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 team and manager.
- To co-ordinate the day-to-day activities of junior support staff.
- To notify Line Manager of changes or events which may affect Occupational Therapy service delivery.

Research and Practice Development

- To lead and 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.
- Incorporate up-to-date techniques and ideas of positive practice into treatment programmes.

Educational

- To develop and deliver training programmes for a wide range of professionals and carers to educate in the understanding the therapy process relating to the management of patients medical and social needs.
- To participate in the academic teaching and clinical supervision of Occupational Therapy undergraduate students and other professional groups and provide advice and specialist training to qualified AHPs, clinical support workers, assistant practitioners and students.

Managerial

- Responsible for the supervision of staff including participating in the recruitment and induction processes.
- Support Team Lead to develop a specialist therapy service to maximise patient care and use of resources, and identify areas for potential service improvements.
- Monitor activity and support Team Lead to prioritise staff and equipment resources to meet service demands within budgetary constraints.
- To deal with first stage complaints recognising when to escalate to a more senior member of the team.
- To deputise for the team lead/manager in meetings related to specialist clinical area.
- To support NHS Border's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7. SYSTEMS AND EQUIPMENT

- To maintain written records on a daily basis.
- To use standardised assessments 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 computer systems therapeutically for specialised assessment and intervention programmes on a daily basis.
- To access e-mails, intranet and internet.
- Use moving and handling equipment in compliance with Board Policy as and when required.

8. DECISIONS AND JUDGEMENTS

- To be appraised on a yearly basis.
- To be supervised by Line Manager on a regular basis.
- Supervised by Clinical lead OT on a regular basis.
- To manage caseload and determine priorities –community and Millar house.
- To undertake a range of standardised and non-standardised assessments and formulate intervention programmes. For example, Activities of Daily Living Assessments and assessments based on the Model of Human Occupation (MOHO).
- 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.

9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Required to lone work in a rural and dispersed geographical area.
- May be required to travel considerable distances in varying weather conditions to meet service demand
- The potential to be subjected to both verbal and physical aggression in the work place.
- To deal with emotional and or disturbing situations e.g. bereavement 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.
- Consideration of drug use/negative symptoms and variable engagement with OT.

10. COMMUNICATIONS AND RELATIONSHIPS

- To involve patient and carers in the assessment and intervention 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, third sector and voluntary Services Association.
- 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 training.

11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

Knowledge of how to use specialist equipment – required for day to day use with specific patients e.g. communication aids, special seating, standing frames etc.

Standard keyboard skills – required for daily use of IT equipment.

Manual handling skills – trained to a level as required by NHS Borders for daily use in the workplace.

Physical effort

- Direct manual handling of patients, with due regard for own safety, including manoeuvring patients, carrying equipment, pushing wheelchairs, arranging seating - required on a daily basis.
- Skills required assisting with therapeutic handling dependent on clinical area.

Mental demands

- Concentration required when making specialist clinical decisions during assessment and intervention taking into account cognitive, perceptual, psychological, social and any cultural/ linguistic differences.
- Concentration when completing patient notes and report writing.

Emotional demands

- Communicating frequently with distressed/anxious/worried and emotionally demanding patients/relatives.
- Frequent need to impart potentially distressing information regarding the nature of the difficulties and the implications of these, for example in relation to level of functioning or ability/inability to cope at home.

- Managing patients with challenging behaviours and a range of complex difficulties including the application of appropriate management strategies.
- Patients may include vulnerable adults and young people under the age of 18 therefore develop a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks. This can include receiving and acting upon confidential information relating to issues including physical/emotional/sexual abuse and neglect.
- Providing emotional support to junior colleagues and peers and when dealing with staff competency or performance issues.

Environmental and working conditions

- Working within infection control and health and safety guidelines in order to deal appropriately with highly unpleasant conditions related to client contact as they arise; including frequent exposure to saliva, body fluids, odours and head lice.
- Frequently required to work in a variety of locations which can result in exposure to unsuitable and/or unpleasant working conditions including cramped areas not designed for clinical use, patient homes etc.
- Potential exposure to unsafe situations e.g. aggressive behaviour and verbal abuse from patients and relatives, lone working etc.
- Requirement to travel between locations and across The Borders in course of duties.

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

Please see attached Person Specification.

PERSON SPECIFICATION
Occupational Therapist

COMPETENCY	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS	Diploma/Degree in Occupational Therapy	
2. EXPERIENCE	<ul style="list-style-type: none"> • 18 months post registration experience. • Documented evidence of continuing professional development. • Post registration experience in a relevant clinical setting. • Evidence of supervisory role/ experience. • Working knowledge of mental illness. 	<ul style="list-style-type: none"> • Knowledge or experience of sensory integration and processing. • Previous managerial skills. • Experience of partnership working.
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 as part of a team and understand team dynamics. • Effective time management. • Group work 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"> • Experience with physical illness. • Creative thinking.

<p>4. PERSONAL QUALITIES AND DISPOSITION</p>	<ul style="list-style-type: none"> • Committed to the development and maintenance of good relationships with colleagues, patients and carers. • Interest and enthusiasm in this clinical area and ability to share specialist knowledge with others. • Evidence of excellent rapport building and interaction skills. • Ability to be flexible and adaptable. • Maintain a positive disposition. • Maintain resilience. • Approachable yet ability to set boundaries. 	
<p>5. RESEARCH AND TRAINING</p>	<ul style="list-style-type: none"> • Demonstrate a knowledge of Clinical Governance. • Experience of research or audit. • Evidence of relevant training courses. • CPD Portfolio. 	
<p>6. OTHER</p>	<ul style="list-style-type: none"> • Registration with HCPC. • Willingness to work flexibly. • Current UK driving licence. 	<p>Membership of specialist professional group.</p>