#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Forensic Specialist Occupational Therapist  Responsible to: Occupational Therapy Team Lead  Department(s): Occupational Therapy Service- Adult Learning Disabilities  Directorate: Learning Disabilities & Mental Health  Operating Division: Health and Social Care Partnership - Integrated Complex and Critical Care Services  Job Reference:  No of Job Holders: 3  Last Update: April 2010 |

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| 2. JOB PURPOSE |
| To autonomously provide a specialist Occupational Therapy service for a forensic caseload of learning-disabled clients within Low Secure services located at Lynebank Hospital. Service provision is based on the evidence that engagement in meaningful activity is important in promoting health, reducing symptoms of ill health and reducing or managing risk and offending behaviour. |

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| **3. DIMENSIONS** |
| Independently manage an inpatient Forensic Learning Disability caseload providing assessment, treatment and evaluation of Occupational Therapy care within the designated specialism. Liaison with multi disciplinary team members and external agencies is an integral part of the post.  Provide professional leadership and direct supervision to junior staff within clinical area including direction of clinical workload and day-to-day management of junior staff. In accordance with directorate and departmental policies, provide monthly supervision and annual appraisal for junior staff.  The post holder will have some responsibilities for service development roles and take responsibility for designated administrative, professional and departmental tasks including high level risk assessment.  The post holder will utilise and develop the research evidence base for practice and act as a designated Fieldwork Practice Educator to undergraduate and postgraduate students. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The role of NHS Fife’s Adults with a Learning Disability Occupational Therapy Service is to promote the health and wellbeing of its patients by enabling them to engage in their day to day lives in such a way as to minimise the impact of their Learning Disability. To do this, the service uses “activity” to either, treat occupational dysfunction resulting from physical or mental health issues or to promote health and functioning through activity participation and social inclusion.  The role of the Forensic Occupational Therapy service contributes to minimising risk through the development of safe and meaningful lives.  The departments’ key objective is in understanding why individuals can and cannot engage in the self care, leisure or productivity activities they desire to create meaningful and rewarding lives and consequently the development of interventions to overcome barriers to meaningful participation.  The department achieves this through the use of standardised assessments based on an internationally used model of practice to support clinical reasoning. |

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| 6. KEY RESULT AREAS |
| **Clinical**   * Competent in utilising and adapting a range of communication approaches and interpersonal skills to establish and maintain a therapeutic relationship with clients who have complex communication deficits. * Using standardised and non-standardised assessments, the post holder independently assesses and analyses patients with complex physical, psychological and social health needs and the impact on occupational performance, to determine the need for Occupational Therapy intervention within a specialist area. Applies Occupational Therapy models and approaches. * Independently in prioritises patient needs to ensure individual patients on own caseload receive intervention timeously and appropriately. * Independently plan, implement, evaluate, treat and progress patient care to maximise functional independence and rehabilitation potential within a specialist area within individual and / or group interventions in collaboration with the client using OT specific skills to adapt, grade and evaluate interventions to achieve therapeutic goals. * Undertake clinical risk assessments and contribute to multi disciplinary risk assessment and risk management plans. * Demonstrate expert knowledge in offending and challenging behaviours and legislation relevant to the clinical delivery area. * Maintain patient documentation to reflect care provided and to meet professional standards. * Communicates and make recommendations to all relevant disciplines including liaising with both statutory and voluntary agencies, to co-ordinate and discuss treatment and care and promote multi-disciplinary working, * Attend and report to relevant clinical reviews and case conferences, ensuring effective communication and co-ordination of patient care. * Plan and implement individual and group sessions, in collaboration with clients, using graded activities to achieve therapeutic goals. * To manage clinical risk within own client caseload and advise other members of the multidisciplinary team on clinical risk where applicable.   **Managerial**   * Supervise clinical workload of RLDU forensic occupational therapy technical instructor to achieve desired quality of care. * Participate in the departmental supervision, appraisal and CPD process as appraiser and supervisor for Occupational Therapy staff. * Assume responsibility for small management and administration tasks as directed by line manager, some of which will be non-routine. * Demonstrate knowledge of local policies, procedures and professional standards and how they impact on working practice. |
| **Educational**   * Support Occupational Therapy in-service and contribute to in-service training to promote personal development. * Participate in the education of students and multidisciplinary colleagues through feedback, presentations and tutorials as appropriate to promote knowledge of Occupational Therapy in patient care. * Demonstrate the ability to initiate, plan and implement, as well as participate in, the induction, training and education of staff and students, both formally and informally to all other aspects of learning disabilities service   **Professional**   * To comply with Statutory bodies - Health & Care Professions Council, Royal College of Occupational Therapists’ Code of Ethics and professional conduct. * To comply with national/ local policies and procedures and clinical standards. * To respect the individuality, values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to these needs. * Demonstrate ongoing personal development through participation in internal and external development opportunities, record learning outcomes and CPD. |
| **Research and Practice Development**   * Undertake audit relevant to occupational therapy and forensic learning disability service to support clinical governance strategy within own area of practice; e.g., annual clinical audit, annual documentation audit. Actively engage in service review and development issues to continually improve the quality of interventions provided. * Broaden research and development skills through participation in local audit and research projects. This may include activities such as presentations, conference participation and article submissions as appropriate. * Utilises best evidence and reviews current research literature to develop and update clinical knowledge in a specialised field to ensure delivery of evidence based care. |

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| 7a. EQUIPMENT AND MACHINERY |
| Occupational therapy makes use of a wide range of equipment during the course of therapeutic intervention. Typically this may include,   * Sports equipment, bowls, badminton, footballs, volleyballs, gym equipment etc * Computers- Microsoft office, education packages, the internet, digital cameras, multimedia software, gaming software etc * Horticulture – spades, garden forks, trowels, wheelbarrows, pruning scissors etc * DIY, Woodwork, metal work – Power tools, hand tools, COSHH items such as paints and varnish etc * Crafts and creative media – paints, craft materials, digital cameras etc * Provides equipment and environmental adaptations associated with activities of daily living e.g., adapted feeding, functional transfers for personal activities such as toileting. |
| **7b. SYSTEMS** |
| * Completes monthly statistical returns, for own work e.g. stats, care aims case management systems * Handles and accounts for petty cash for tasks associated with therapy delivery. * Daily completes patient documentation, both manual notes and electronic reports. * Participates and contributes to Single Shared Assessment and Care Programme Approach. * Adheres and implements working procedures e.g., risk assessment, lone working procedure. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder autonomously manages own workload supported by clinical supervisor, independently undertaking workload with the freedom to organise and manage own caseload and initiate changes. * Participate in clinical supervision with Occupational Therapy Team Lead support. * Clinical caseload will be generated by the specific service needs of the client group. * Post provides the challenge to think laterally in problem solving and proposing recommendations. * Use clinical judgement and reasoning to determine performance level for patients for the hospital environment, and community settings. * The post holder acts on established experience within organisational policies, specifying what has to be done and how, collaborating on a local basis under the direction of Occupational Therapy Team Lead. * The post holder may also delegate clinical and non-clinical tasks to the Forensic Occupational Therapy Technician * Reviews performance and provides ongoing regular and direct supervision to the Forensic Occupational Therapy Technician. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is responsible for own caseload and is expected to make decisions around when further support is required from senior members of staff. Examples as follows: -  **Referrals**   * Identifies potential clinical harm or offending behaviour? Identifies role of Occupational therapy in harm/risk reduction. Delivers intervention in a manner and at a time fitting with MDT treatment plan.   **Clinical Care**   * Make decisions around assessment type, appropriate assessment tools and interventions method of delivery for patients with complex mental health needs. * Duty of care: When is it appropriate and safe to discharge patient? Is it safe for this patient NOT to have treatment? Is treatment effective? Ability to prioritise caseload. * Ability to monitor and modify interventions to meet patients’ changing needs to maximise therapeutic potential. * Provides advice on patients’ medical and functional state with regard to discharge planning. * Determine what level and type of care packages will meet patients’ needs. |
| * Ability to make relevant informed decisions at Clinical Meetings, Care Programme Approach Reviews, etc., and to comment and provide professional opinions on patients’ mental state and functional ability. * Ability to make spontaneous decisions on patients’ safety with regard to patient, self and others in hospital and community setting. * When to seek supervisory or MDT support. |

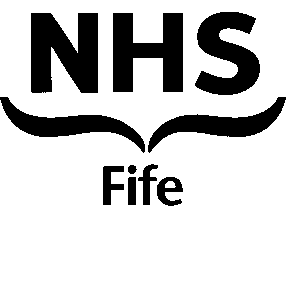
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Motivating patients  Dealing with patients with complex health needs including offending behaviour  The potential for unpredictable challenging behaviour  Managing complex patients in 1:1 and group settings whilst maintaining safety.  Requirement for intense concentration for activity sessions whilst attending to all patients needs.  Providing interventions within restricted environments and opportunities due to risk management. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **General**  Required to form therapeutic relationships with patients with complex health needs and a history of offending behaviour.  Ability to use different skills level to suit the respondent; e.g., patient or consultant/ward staff.  Flexibility of approach to different situations; e.g., communicating with a highly emotionally charged patient/assertive approach to negotiate with multidisciplinary team or colleagues.  Communicate,   * Daily with patients with impaired understanding due to their learning disability, complex mental health and emotional needs to encourage compliance and negotiate treatment, differences in expectations. Uses adapted techniques as assessed by others. * With students to optimise training/educational needs, negotiating learning contracts. Issues concerning clinical delivery, group structure, purpose and management. * Daily with nursing staff in host units to share clinical information. * Multidisciplinary Team; Provide and receive information; influence, negotiate regarding assessment, treatment, discharge planning, to optimise patient interventions and improve service needs. * Outside agencies such as housing, community, education etc, in relation to transitions to and from the service and building meaningful day structure.   Motivate / negotiate   * Uses communication and interactional skills daily with patients to maintain motivation, challenge negative performance and support the development of group and individual interactional skills in a respectful yet tactful manner. * Negotiate with MDT in relation to changing risk and encouraging the use of activity to lower risk when patients may be agitated.   Type of Communication   * Participate in formal and informal presentations; e.g., audit workshop/feedback from courses. * Communicate complex information which may be disputed; e.g., at weekly multidisciplinary team meetings. * Provide feedback of caseload, assessment and intervention progress at weekly MDT meeting * Network with external Occupational Therapy colleagues to ensure continuing delivery of clinically effective care. * Ability to communicate in a hostile environment; e.g., patients detained under the Mental Health Act presenting with complex and aggressive behaviour. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands**   * Skills necessary to implement a variety of Occupational Therapy treatment interventions e.g., sports, technical crafts or horticulture. * Safety Intervention for working with clients with complex health needs and challenging behaviour. * IT keyboard skills; e.g., Word, Excel, Internet access. |
| **Mental Demands**   * Frequent and prolonged use of concentration for periods up to 1-2 hours when assessing and treating patients and carrying out therapeutic interventions and treatments in individual and group settings. * Dealing with cognitively impaired patients who may also be distressed on a daily basis. * Concentration required for reviewing reports, notes, policies, procedures, legislation and standards. * Balancing clinical vs. non-clinical priorities. * Provide formal student and/or trainee assessments. * Using analytical skills to provide assessments and complex solutions and treatment plans for patients with complex deficits and cognitive impairments. * Dealing with complex cases and providing advice and support for these. * Constant awareness of risk for clinical intervention duration (1-2 hours). Frequent need to alter practice to minimise risk. * Frequent use of problem solving skills to enable patients to overcome impairment related issues to enable task completion.   **Emotional Demands**   * Patients may need emotional support, de escalation or redirection. * Direct access to patients with complex and enduring health issues * Direct access to patients with a history of offending behaviours. * Access to patients with unpredictable behaviour including physical and verbal aggression   **Working Conditions**   * Frequent exposure to clients with complex health needs and a history of offending and/or challenging behaviour. * Occasional requirement to work outdoors in hot/cold temperatures and dusty and dirty environments. * Occasional exposure to power tools and COSHH substances. * Potential for lone working (1-2 hours at a time daily and possible twice daily) with small groups of 2-3 patients. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Essential**   * Degree in Occupational Therapy. * The post holder will demonstrate assessment and treatment competencies associated with band 5 final gateway. * Experience of and evidence of commitment to multidisciplinary team working. * Excellent communication skills. * Ability to work independently. * Accredited Fieldwork Placement Educator. * Health & Care Professions Council Registration. * Experience working with individuals with offending / challenging behaviour. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

**PERSON SPECIFICATION**

**Job Title: Forensic Specialist Occupational Therapist - Inpatients**

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|  | **ESSENTIAL** | **DESIRABLE** | **HOW TESTED** |
| **EXPERIENCE** | Relevant experience working with patients with a Learning Disability  Documented evidence of continuing professional development.  Documented evidence of Independent caseload management  Demonstrate competencies in line with band 5 final gateway.  Supervision of junior staff and students.  Evidence and experience of commitment to multidisciplinary team working. | Previous experience of working with patients with forensic and /or challenging needs.  Experience of audit procedures. | Application form and interview |
| **TRAINING AND QUALIFICATIONS** | Degree in Occupational Therapy  Evidence of postgraduate knowledge gained through training or experience | Accredited Fieldwork Placement Educator.  New to Forensic or equivalent Postgraduate training in Forensic health care.  HCR 20, RAMAS or other risk Assessment and management Training. | Application form and interview |
| **KNOWLEDGE** | Understanding of role of Occupational Therapy in Forensic Health Care.  Working knowledge of MOHO and other OT models of practice and standardised assessments.  Understanding of OT outcome measures relevant to clinical area.  Knowledge of relevant legislation and current practice in Forensic Healthcare. e.g. mental health and criminal justice legislation, policies and procedures.  Risk assessment and management | Clinical delivery experience using the Model of Human Occupation.  Research / Audit | Application form and interview |
| **SKILLS** | Ability to work independently  Excellent communication and skills.  Ability to analyse professional and ethical issues.  Supervisory/appraisal skills.  Ability to organise and respond efficiently to complex information.  Effective self appraisal skills  High degree of clinical assessment and report writing skills  Development of effective working relationships within multi disciplinary and multi agency settings. | Presentation and training skills.  Computer literacy. | Application form and interview |
| **Aptitude** | Ability to build effective working relationships.  Team working skills.  Commitment to client centred, non-discriminatory practice.  Good self awareness of own limitations and professional boundaries.  Assertive and calm under pressure. |  | Interview |
| **OTHER** | Registration with HCPC.  Membership of specialist interest group. | Membership of Professional body. | Application Form |