

Occupational Therapist Senior II Rotation

Department: Health and Community Services

Division: Mental Health

Reports to: Senior I Occupational therapist (professionally) and Lead AHP mental Health and Lead Nurse (operationally)

JE Reference: HCS1126

Grade: CS10 **JE Date:** 06/07/2022

Job purpose

- To manage defined caseload
- To provide Occupational Therapy that is evidence based and follows client-centred principles. This will include assessing, planning, implementing and evaluating the outcome of interventions, documenting all stages of the process.
- Interventions may be carried out in hospital, community settings or during home visits.
- To develop skills and knowledge through participation in the Preceptorship Programme and other post-graduate opportunities.
- To participate effectively as a full member of the multidisciplinary team.
- To contribute to the education of occupational therapy students

Job specific outcomes

COMMUNICATION

- To work as a member of the multidisciplinary team establishing effective relationships with colleagues to benefit the treatment of clients in each setting. This will include contributing to decision making about client care programmes.
- To provide and receive information (some of which may be complex or sensitive) and may require tact or negotiation and to be able to manage barriers to understanding.
- To communicate clearly the results of assessment, intervention and evaluation to referrers and others involved with clients.
- To liaise regularly with other Occupational Therapists and clinical teams to develop/provide integrated services.
- To provide support, advice and education to relatives and carers of clients.
- To attend clinical and business meetings and other client and team related meetings regularly in order to establish and maintain effective communication networks.
- To identify and communicate treatment shortfalls in the service to senior members of the team.
- To attend professional Occupational Therapy forums on a regular basis.

- To keep up-to-date paper and electronic clinical records which are stored securely in accordance with HCS policies

Information Governance.

- To promote the role of Occupational Therapy in the multidisciplinary team.
- To liaise regularly with manager and team concerning service provision.

PERSONAL AND PEOPLE DEVELOPMENT

- To review and reflect on own practice and performance through effective use of professional and operational supervision and the Personal Development Review process.
- To utilise the opportunity provided for peer supervision with other Band 5 Occupational Therapists.
- To provide supervision to non-registered support staff as delegated by the Senior Occupational Therapists.
- To apply acquired skills and knowledge of professional practice and to continue to develop these in accordance with the requirements of the Preceptorship Programme and other post-graduate development plans.
- To maintain a professional portfolio for continuing professional development in accordance with Health Professions Council Standards of Practice that records learning outcomes through work activities and participation in internal and external development opportunities.
- To employ coping strategies in the work place and make use of the available support structures, policies and procedures whilst maintaining professional integrity.
- To competently deal with distressing or emotional circumstances relating to diagnosis, prognosis and life changes for clients assessed and treated.

HEALTH, SAFETY AND SECURITY

- To ensure a safe working environment by reporting any hazards and defects in materials and equipment to senior staff or team manager.

SERVICE IMPROVEMENT

- To participate in the delivery of service improvement plans for occupational therapy HCS wide.
- To implement policy and service development as delegated by the team manager, clinical lead or senior occupational therapist.
- In consultation with users, carers and clinical team to plan and provide appropriate therapy services for clients referred.

- To co-operate with other members of the Health & Community Services and Voluntary Agencies to plan and develop services.

QUALITY

- To work in accordance to clearly defined local and Royal College of Occupational therapy policies and procedures and those applicable to clinical services in Jersey.
- To act independently and use own initiative in order to manage workload within appropriate professional guidelines, making use of regular supervision from your line manager/ Senior Occupational Therapist.
- To maintain professional integrity in line with the Health Professions Council Standards of Practice and the Royal College of Occupational Therapists Code of Ethics and Professional Conduct.
- To collect and present statistical and performance related information as required.
- To plan, evaluate and audit practice, clinical pathways and protocols in conjunction with senior staff and as required by the service and Royal College of Occupational Therapists.
- To demonstrate an understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
- To contribute to HCS clinical governance arrangements including the use of occupational therapy practice standards.

EQUALITY AND DIVERSITY

- To be aware of equality, diversity and rights in accordance with legislation, policies, procedures and relevant standards.
- To be aware of the extent to which the above are applied in the culture and environment of own clinical area.
- To support people who need assistance to exercise their rights.
- To promote diversity and equality of opportunity.

ASSESSMENT AND TREATMENT PLANNING

- To respond promptly to referrals according to clinical area referral priorities and procedures.
- To assess clients' needs using occupational therapy assessment tools and identify occupational therapy goals as part of the overall care plan.
- To use models of practice and standardised occupational therapy assessments and outcome measures e.g., Model of Human Occupation
- To use a recovery-based approach and be socially inclusive in practice.

INTERVENTIONS AND TREATMENT

- To be responsible for a caseload of referred clients with a range of conditions/needs, addressing occupational performance and skill deficits that enables the client in areas of self-maintenance, productivity and leisure.
- Complex cases will require joint working with a senior colleague.
- To plan and implement individual or group interventions using graded activity to achieve therapeutic goals.
- To monitor and evaluate interventions in order to measure progress and ensure effectiveness of the intervention.
- To provide accurate written reports on treatment and progress of clients when needed, using relevant computer literacy skills.
- To liaise closely with other disciplines and agencies to ensure clients on-going and additional needs are met.
- To be able to adjust the environment to ensure clients' comfort and safety during therapeutic activities.
- To be responsible for the prescription, safe use, maintenance and storage of equipment and materials in both the hospital and community setting and ensure that adequate training is provided to health colleagues, patients and their carers/relatives in relation to its use.
- To follow procedures concerning the management and ordering of materials and equipment.
- In conjunction with the team manager to ensure that the Occupational Therapy service operates within the allocated budget and that procedures are followed concerning the use of monies.
- To transfer knowledge and experience of physical health problems and their treatments into the mental health setting and vice versa.
- To adapt clinical interventions according to the environment in which input takes place and to respect the dignity of those treated.
- To comply with policies for infection control and hand hygiene such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAs).
- Employees with clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures.
- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.

LEARNING AND DEVELOPMENT IN THE WORKPLACE

- To contribute to the induction, training and education of occupational therapy students, staff, volunteers, and visitors as required.
- To participate in and contribute to the planning and provision of occupational therapy in-service training as appropriate.

DEVELOPMENT AND INNOVATION

- To implement new developments, identify an evidence base for practice in occupational therapy, using critical appraisal skills.

PEOPLE MANAGEMENT

- To adopt a flexible approach to the work setting, and to prioritise tasks when there are competing demands from staff and clients.
- To develop leadership skills through involvement in relevant activities.

EFFORT AND ENVIRONMENT

- To be able to exert intense physical effort over short periods of time throughout the working day.

Other duties

The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made. This job description does not form part of the Contract of Employment.

CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (Royal College of Occupational Therapy).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in a Personal Development review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.

Equal Opportunities/Diversity

- To observe Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with HCS to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with HCS policies for infection control such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the Information Governance Policy.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the HCs's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Disclosure and Barring Service.

Other

- To be aware of and work in line with all HCS policies and procedures.

- To carry out any other tasks as reasonably directed

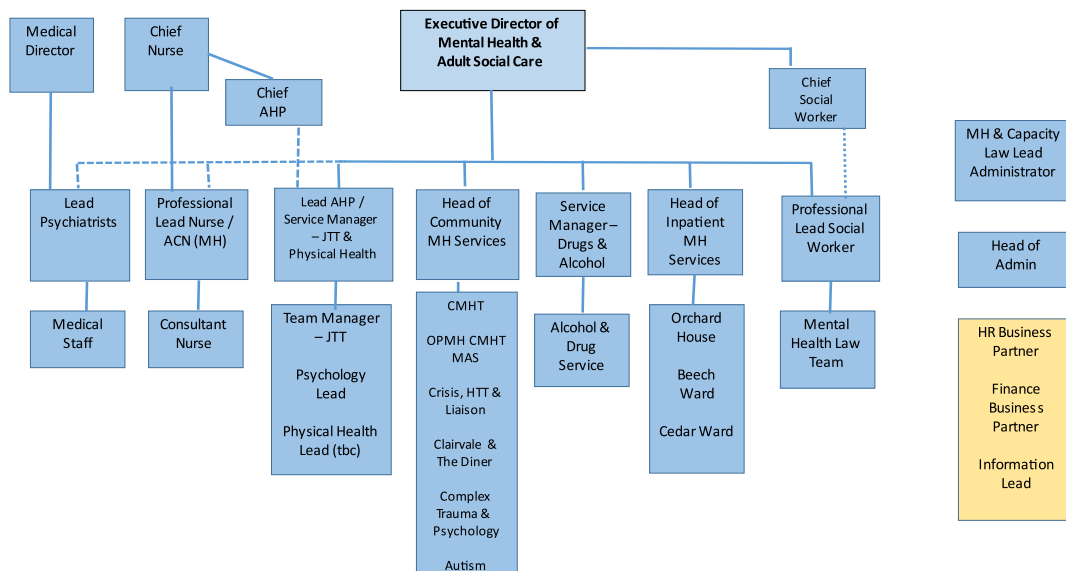
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart

Feb 2022



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Professional Qualification (Degree or equivalent) in Occupational Therapy Professional Registration to HCPC RCOT membership	

<p>Knowledge</p>	<ul style="list-style-type: none"> - Understand the legal responsibilities of the profession - Awareness of assessing/ managing/ preventing risk in the working environment - Knowledge of the principles of clinical governance and its application - Familiarity with practice standards and Code of Conduct of the Royal College of Occupational Therapists & HCPC standards - Specialist knowledge of OT assessment and intervention, relevant to client group - Comprehension and ability to work within organisational policies and to meet the diverse needs of patients 	
<p>Technical / Work-based Skills</p>	<ul style="list-style-type: none"> - Ability to keep accurate and legible patient records in English - IT Literate - Ability to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities - Ability to work in a stressful working environment with emotional or aggressive patients/or carers and manage stressful, upsetting or emotional situations in an empathetic manner supporting other members of the Team, clients and their families. 	
<p>General Skills/Attributes</p>	<p>An ability to organise and problem solve.</p> <p>Ability to present information, written, and oral, in a clear and logical manner</p> <p>Ability to function effectively across a variety of environments (e.g. ward, department, patient's homes etc) involving changing and demanding conditions.</p>	<p>Access to car</p>

	<p>Enthusiasm</p> <p>Adaptable and flexible</p> <p>Able to use own initiative when appropriate</p> <p>Keen to learn</p> <p>Team player</p> <p>Reliable</p> <p>Able to maintain work life balance Able to challenge and be challenged</p> <p>Able to build rapport</p>	
Experience	<p>Completed a broad range of clinical placements</p> <p>Experience of working within a multidisciplinary team</p> <p>Evidence of Continuing Professional Development (CPD) portfolio</p>	<p>Some working knowledge of rehabilitation and mental health</p> <p>Knowledge of community and inpatient services</p>
Criteria relating to Safeguarding	<ul style="list-style-type: none"> • Ability to work with vulnerable people • Experience of safeguarding in practice 	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.