

CRISIS RESOLUTION HOME TREATMENT TEAM

JOB DESCRIPTION

<b>JOB TITLE:</b>	OCCUPATIONAL THERAPIST
<b>GRADE:</b>	Band 5
<b>ACCOUNTABLE TO:</b>	Service Manager
<b>RESPONSIBLE TO:</b>	Clinical Team Manager
<b>QUALIFICATIONS:</b>	BSc Occupational Therapy.

**SUMMARY:**

Assesses service users, plans and implements interventions, maintains associated records.

Provides group and individual interventions for a designated caseload.

To be available to work shifts over a 24 hour period, 7 days a week, 365 days a year.

**DUTIES AND RESPONSIBILITIES:**

1. To undertake Occupational Therapy assessments in a variety of settings, for a designated caseload, addressing occupational performance and skill deficits, enabling the service user in areas of self-maintenance, productivity and leisure.
2. To work with service users to identify OT goals as part of the overall care plan.
3. To plan and implement individual and/or group interventions, in collaboration with the service user using graded activity to achieve therapeutic goals.
4. To monitor and evaluate treatment, in order to measure progress and ensure effectiveness of the intervention.
5. To act as CPA Co-ordinator to those service users with less complex needs who are on CPA, as appropriate.
6. To communicate effectively with service users and carers, team members, OT colleagues and other agencies.
7. To work and participate as a member of the multi-disciplinary team engaging in team discussion and the decision making progress with regard to the service user care programmes.

8. To provide support and education regarding aspects of occupational therapy intervention.
9. To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards.
10. To write OT assessments and reports according to local standards.
11. To correspond with external agencies on clinical matters.
12. To comply with the COT Code Of Ethics and Professional Conduct and national and Trust policies and procedures.
13. To respect the individuality, values, cultural and religious diversity of services users and contribute to the provision of a service sensitive to these needs.
14. To review and reflect on your own practice and performance through effective use of professional and operational supervision and appraisal.
15. To participate in the induction, training and education of students and other staff in this setting.
16. To participate in the Occupational Therapist Development Programme and competency framework.
17. To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
18. To participate in the delivery of the OT development plan.
19. Ensure that OT clinical environments are well maintained, and comply with health and safety guidelines, including the safe use and storage of equipment and materials.
20. To consolidate acquired skills and broaden knowledge and experience in professional practice.
21. To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal and external development opportunities.
22. Participate in clinical governance and quality improvement projects as allocated by the Professional Lead OT.
23. To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
24. To exercise good personal time management, punctuality and consistent reliable attendance.
25. To be responsible for maintaining stock, advising on resources to carry out the job.
26. To demonstrate the ability to critically evaluate current research and apply to practice.

**Confidentiality**

All staff are required to respect the confidentiality of all Trust business and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties.

### **Data Protection**

All staff are expected to adhere to the regulations regarding the Data Protection Act 1984 as laid down by Northamptonshire Healthcare NHS Trust.

### **Infection Control**

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary actions.

Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

### **Health And Safety**

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

### **No Smoking**

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

### **Equality And Diversity**

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

### **Risk Management**

To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

### **Professional Registration**

All qualified / professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

### **Policies And Procedures**

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.

This post is subject to the terms and conditions of employment of Northamptonshire Healthcare Trust

### **Review Of Job Description/Person Specification**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The postholder may be required to undertake other duties as

may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

### **Working Conditions**

#### **Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PERSON SPECIFICATION**

**Job Title: Occupational Therapist**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	Diploma/degree in OT		Application Form
<b>EXPERIENCE</b>	<p>Application of the OT process.</p> <p>Documented evidence of Continuing Professional Development.</p>	A working knowledge of CMHT and/ or other mental health settings.	Interview.
<b>KNOWLEDGE &amp; SKILLS</b>	<p>Basic knowledge of current best practice in OT.</p> <p>Ability to work single-handedly with individuals and groups.</p> <p>Groupwork skills.</p> <p>Understanding of professional ethics and their application in practice.</p> <p>Understanding of team dynamics.</p> <p>Basic knowledge of health legislation and current practice, including CPA and risk assessment and management.</p> <p>Effective written and oral communication skills in English.</p> <p>Word processing and internet skills.</p> <p>Ability to work under pressure.</p> <p>Basic knowledge of the principles of</p>	<p>Training and presentation skills.</p> <p>Demonstrate knowledge of OT models of practice.</p>	Application Form and Interview.

	clinical governance. Good personal organisational skills.  Ability to reflect and critically appraise own performance.  Health, safety and risk awareness.		
<b>OTHER</b>	State registration with HPC  Commitment to service user centred, non-discriminatory practice.  Commitment to lifelong learning.  Willingness to work flexibly.  Ability to travel between venues across Northants	Understanding of mental health problems.  Membership of Professional Body.	Application Form and Certificate Viewed.  Application Form and interview.