JOB DESCRIPTION

Title of Post: Occupational Therapist: Community Resettlement and Rehabilitation

Band of Post: Band 5

Directorate: Adult Services – Mental Health

Reports to: Specialist OT Community Rehabilitation

Accountable to: Lead OT Mental Health, Care Management manager

Initial Base Location: Downpatrick

Type of contract: Temporary Fixed Term contract for 12 months

Hours: Full-time 37.5 hours (which may involve flexible working)

In order to meet the needs of the Service, you may be required from time to time to work outside of your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Job Purpose

To provide Occupational Therapy to service users referred to the OT Resettlement and Community Rehabilitation Services in Downpatrick. The post holder will be involved in providing a range of assessments and treatment interventions in order to advance the service users physical, psychological and functional ability in occupational performance areas of primary and secondary ADLs, work, leisure and productivity. The post holder will provide comprehensive occupational therapy assessments and focused rehabilitation to enable safe transition to appropriate community accommodation and enable service users to rebuild a life within the community based on the principles of recovery.

Main Responsibilities

Clinical /Professional/Specific Managerial Responsibilities.

1. To be professionally and legally accountable for all aspects of own clinical and professional work, including the management of patients/clients in your care.

2. To manage a designated caseload of service users requiring occupational therapy assessment and intervention. To ensure interventions are evidenced-based, standards are adhered to and that consideration is given to all available treatment options.

3. To undertake comprehensive standardised and non-standardised assessments of patients/clients with a range of health and social care needs and multi-pathologies related to mental health.
4. To formulate and implement occupational therapy treatment plans based on current evidence and to have a sound knowledge of available assessment and treatment options. To use clinical assessment and reasoning skills, and to have an ability to use different treatment modalities, task analysis and advice on / assessment for adaptive equipment as necessary.

5. To liaise with the multi-professional team for the safe and efficient discharge of patients/clients from the service, including liaison and negotiation with a range of service providers (statutory and voluntary).

6. To evaluate patient progress, reassess and update treatment programmes as required through the monitoring of patient/client occupational, psychological, social, medical and rehabilitation needs.

7. To represent occupational therapy at team meetings and case conferences to ensure the delivery of co-ordinated multi-professional care, and occupational therapy intervention and treatment planning.

8. To participate in the evaluation and measurement of own work and departmental work through the use and implementation of appropriate outcome measures, audit, patient and referrer surveys and other evidence based quality improvement initiatives.

9. To maintain confidentiality consistent with Trust and service policies and COT code of ethics and professional conduct.

10. To communicate articulately and concisely to other professional and agencies, patient information to ensure effective and timely referral to appropriate services.

11. To ensure occupational therapy treatment notes are efficiently and promptly recorded and available for feedback to others, and for disclosure to the Medical Legal Records Department on request.

**Generic managerial responsibilities, both within an operational and strategic context.**

12. Be responsible for own professional development and competency including participation in the Trust’s Knowledge and Skills Framework Review (KSFR) process.

13. To participate in supervision of occupational therapy support staff and generic rehabilitation assistants (where appropriate).

14. To actively participate in internal and external post-registration education, maintaining and developing current knowledge and evidence-based practice.

15. To continuously promote and participate in quality improvements for example audits, data collection and satisfaction surveys.

16. To participate education of undergraduate occupational therapy students.
17. Taking such actions as may be necessary in disciplinary matters in accordance with Trust procedures.


19. Contribute to a safe environment with the risk management and clinical governance strategy.

20. Comply with Trust policies, procedures, guidelines, protocols and codes of conduct eg Disciplinary, Grievance, Attendance at Work Protocol.

21. Participate in staff induction, training and other learning as required.

22. Undertake relevant training to fulfil duties of the post now and in the future.

23. Compliance with all Trust policies and procedures.
<table>
<thead>
<tr>
<th>Trust Behaviours</th>
<th>Ensuring safety, quality and improving the experience of our patients and clients by living our Value through the following behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET expects me to:</td>
<td>... and in practice for <strong>everyone</strong>, this means I need to:</td>
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</table>
| **Treat everyone with dignity and respect** | - Respect others and respect differences  
- Communicate sensitively  
- Be sincere  
- Take into account the needs and feelings of others  
- Show understanding of other’s pressures  
- Congratulate others on achievements and successes  
- Recognises achievement or effort  
- Keep confidences | - Thank staff for their work  
- Recognise both team and individual contribution and performance  
- Show understanding of staff pressures  
- Respect people’s confidentiality  
- Communicate honestly  
- Recognise and challenge inappropriate behaviour |
| **Strive for excellence in all that I do** | - Want SET to be the best  
- Work with passion & enthusiasm  
- Always do my best  
- Take ownership for my work  
- Be willing to go the extra mile  
- Don’t always wait to be told – show initiative  
- Question why we do things the way we do  
- Feel free to make suggestions for improvements  
- Ask for help if I need it | - Encourage creativity and innovation  
- Actively manage the change process and the impact on people  
- Use enthusiasm and energy to inspire others  
- Demonstrate personal commitment to excellence through my day to day actions  
- Keep momentum alive by reinforcing key messages and putting a real focus on sustainability  
- Encourage and develop leadership at all levels |
| **Be fair, open and transparent** | - Be approachable  
- Be open and inclusive  
- Acknowledge my own limitations  
- Admit when I don’t understand or make mistakes. | - Act with probity and integrity  
- Create an environment where all people can excel  
- Accept responsibility for my own work and for the performance management of my team  
- Share my learning and development with others |
| **Listen to and learn from our patients, clients, carers and staff** | - Take time to Listen  
- Learn from my mistakes and shortcomings  
- Learn from others  
- Share learning with others  
- Seek others’ input and consider others’ views | - Involve people in problem solving and decision making about areas that affect them  
- Welcome ideas and feedback  
- Hold regular team meetings |
| **Support and develop our staff to improve services and user experience** | - Contribute positively to team working  
- Help others  
- Take responsibility for my learning and development and put learning into practice  
- Work and co-operate with others where it will result in better services  
- Actively consider own, and others’ well-being | - Provide others with clear purpose and direction  
- Strike the right balance between giving guidance and giving responsibility  
- Act as a coach when needed  
- Complete and implement annual appraisals, including a personal development plan  
- Give clear, evidence-based feedback to help improve and develop performance |

The South Eastern HSC Trust will support everyone to develop the necessary skills and competencies to do their job through learning and development opportunities
GENERAL RESPONSIBILITIES

All employees are required to comply with the procedures, policies and codes of practice within the Trust.

Trust Value and Behaviours

All staff members and managers are expected to behave at all times in line with the Trust’s Values and Behaviours (as outlined above on page 2).

The Trust’s Core Values demonstrates its commitment to;

‘Improve the health and wellbeing of the people we serve in partnership with key stakeholders; to provide person centred, safe and effective care; plan for and respond to changing needs of our patients, clients, carers and staff and ensure best value for money.’

Equality

The Trust is an equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote quality of opportunity.

Health & Safety

All employees must fully comply with the Trust’s various Health and Safety Policies and Procedures and Practices including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.

Members of staff are expected at all times to provide a caring service and to treat those whom they come into contact in a courteous and respectful manner.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust’s knowledge and Skills Performance Appraisal which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative
records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust’s policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust’s Environmental Cleaning Strategy, recognises the key principle that “Cleanliness Matters. It is everyone’s responsibility, not just the cleaners”. Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.

All staff should be aware of the Trust’s Infection Prevention & Control Strategy and their local Directorate initiatives being undertaken to reduce infection and enhance care delivery for patients/clients. They should know their role, in keeping with key principles as Infection Prevention control is everyone’s business.

Staff, in delivery of all care must:-

-Wash their hands thoroughly between each patient contact.

-Be compliant with Standard Infection control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.

-Be aware of the Trust’s Infection Control guidance and the Northern Ireland Regional Infection Control Manual and ensure they obtain mandatory infection prevention control training or other specific infection control related training as required.

Hygiene & Prevention of Infection

You will at all times be required to observe hygiene/infection prevention & control standards and notices in operation throughout the Trust. Hygiene and control of infection are key elements in delivery of safe, quality services and you will, in certain jobs, be required to undertake an appropriate training course at the expense of the Trust.

Personal Public Involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s Personal Public Involvement (PPI) Strategy.

Location

Please note that it is standard condition that all Trust staff may be required to work at any location within the Trust’s area, as the needs of the service demand.
Applicants should note that the terms and conditions attached to this post will be as set out in the Agenda for Change Terms & Conditions.

This is not intended to be a comprehensive list of all the duties involved in the post and may be amended to meet the changing needs of the South Eastern Health and Social Care Trust; consequently an employee may be required to perform other duties appropriate to their post as assigned to them.

All Job Descriptions are subject to regular review and should be formally reviewed within a two year period.

Date – 20.04.15
PERSONNEL SPECIFICATION

Applicants, please note the Trust reserves the right to use the desirable criteria (if stated), at shortlisting. Applicants should therefore clearly demonstrate on their application form whether or not they meet the desirable criteria. Failure to do so may result in you not being shortlisted.

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Essential Criteria

Qualifications:

- A professional qualification in occupational therapy from a school recognised by the World Federation of Occupational Therapists.

- Registered for registration with the Health and Care Professions Council (HCPC).

- Should hold a current full driving licence valid in UK with access to a car on appointment; this criteria will be waived, however,

  a) In the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

- Undergraduate experience in mental health

Remaining criteria based on the 6 core dimensions of KSF

Communication

Develop and maintain communication with people about difficult matters and/or in difficult situations

Personal and People Development

Develop oneself and contribute to the development of others

Health, Safety and Security

Monitor and maintain health, safety and security of self and others

Service improvement

Make changes in own practice and offer suggestions for improving services
Quality
Maintain quality in own work and encourage others to do so.

Equality and Diversity
Support equality and value diversity.

Vetting
As part of the Recruitment and Selection process, it may be necessary for the Trust to carry out a check through Access NI before any appointment to this post can be confirmed.

*Canvassing either directly or indirectly will be an absolute disqualification for appointment.*

The Trust is an Equal Opportunities Employer.

Footnote to applicants
Please note that shortlisting will be carried out on the basis of the criteria set out above, using the information given by you on the application form. You should therefore fully demonstrate how you meet all the requirements when completing the application form, as failure to do so may result in you not being shortlisted.