JOB DESCRIPTION

Title of Post: Clinical Specialist Occupational Therapist
Band of Post: Band 7
Directorate: Adult Services
Reports to: Condition Management Coordinator
Accountable to: Condition Management Coordinator
Initial Location: Lisburn: trust wide service provision
Type of Contract: Temporary until March 2018
Hours: Part time 22 Hours per week

Job Purpose

The Condition Management Program (CMP) is the NHS component of the Pathways to Work scheme as part of the Government’s welfare reform. CMP aims to assist clients manage their health conditions more effectively, increase confidence, overcome health related barriers to work and move people closer to the labour market. The post holder is responsible for the organisation and delivery of the Occupational therapy input to the Condition Management Programme (CMP) they will provide an advanced health, social and occupational assessment of ESA and JSA claimants presenting with mild to moderate health conditions. The Clinical Specialist OT will work as part of a multidisciplinary team and be responsible for the delivery of Occupational Therapy input for this program. The post holder as a senior practitioner will be expected to work independently and manage a case load of clients across a range of health conditions using evidence based/ personal centred principles. The post holder will be expected to work collaboratively with the CMP Coordinator to ensure effective utilisation of resources. The post holder is operationally responsible to the CMP Coordinator and professionally accountable to the service lead within the South Eastern Trust.

The post holder will work with partner agencies in helping to support clients for whom a return to work is a viable option. The post holder is responsible for the management of junior staff within the team as part of the supervision structure.

Main Responsibilities

1. Clinical/Professional/Specific Managerial Responsibilities

To lead, develop and deliver a comprehensive occupational therapy service within the 
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Condition Management Program, including assessment, intervention planning and outcome measurement. This includes the use of standardized assessments and the use of individual and group interventions.

Responsible for providing an evidence based service demonstrating the ability to use the Model of Human Occupation as a framework to facilitate assessments, intervention planning and implementation, outcome measurement and risk assessment.

To manage a designated caseload with varied needs which impact on their ability to work including mild to moderate mental and or physical health conditions, including but not limited to musculo-skeletal, cardio-respiratory and mental health conditions; using evidence based / client centered principles to assess, plan, implement and evaluate interventions.

To identify health, physical, psychological, social and occupational barriers to a client’s ability to return to work and use this process to develop in agreement with the client functional goals and an action plan in order to assist in the self-management of the clients health condition.

Responsible for prioritizing the clinical caseload to provide the most effective occupational therapy service. This involves having an accurate knowledge of all service users’ needs.

Responsible for maintaining clinical records to record occupational therapy contact and intervention with service users.

To use advanced clinical reasoning to assess how the client’s mental health/ physical difficulties and lifestyle impact on their function in the occupational performance areas of self care, productivity and leisure as well as their performance in cognitive, inter/intra personal and physical areas. With a central focus on work preparation and readiness.

To assess individuals global level of occupational functioning ensuring a holistic approach to treatment acknowledging the impact of mental and physical health, education, roles and routines.

To provide specialist advice to the service users managing their conditions through individual and group interventions as well as onward referral to appropriate services.

To work flexibly across all areas within the trust to deliver safe and effective interventions.

To maintain appropriate written records, including up-to-date client records, written reports and care plans.

To allocate clinical work to other CMP staff commensurate with grade and monitor the professional standard of treatment provided.

To communicate effectively and collaboratively with service users, CMP and other agencies promoting the added value of OT.
Generic managerial responsibilities both within an operational and strategic context.

To adhere to the code of ethics and the College of Occupational Therapists Standards, Policies and Procedures in the discharge of responsibilities.

To maintain stock levels and be responsible for the material stock used within the facility.

To contribute to the formation of policies and service developments within agreed professional standards.

To work across services/agencies including Job Centres / GP/ Wellbeing Hubs working with other staff to promote CMP and ensure appropriate referrals and utilisation of CMP.

To ensure that up to date professional records are maintained, administrative records are current and returns are submitted as directed.

To complete statistics and provide timely returns as appropriate.

To be familiar with Legislation and Policy relevant to Mental Health and Employment and Learning.

To develop and maintain professional quality standards.

To participate in multiprofessional and uniprofessional audit.

To participate in your annual appraisal as per trust policy

To be familiar with Legislation and Policy relevant to Vocational Rehabilitation, Department of Employment and Learning, Work preparation and Readiness and Condition Management.

To actively participate in clinical supervision and supervise junior staff and / or students as required. ☐

To participate in recruitment and retention of staff. ☐

To work flexibly to meet the needs of the service including evenings and / or weekends if required. ☐

The postholder may be required to undertake other duties which fall within the grade of the post, in discussion with operational/professional line manager.
<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><strong>SET expects me to:</strong></td>
<td><strong>... and in practice for everyone, this means I need to:</strong></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

*South Eastern Health and Social Care Trust - Job Description & Personnel Specification, effective 1 January 2016*
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 demonstrate 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 equality 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 and 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 a 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.

Terms and Conditions

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 the post as assigned to them.

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

Date – 30.08.2016
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.

Title of Post: Clinical Specialist Occupational Therapist CMP

Band of Post: Band 7

Essential Criteria

Applicants must have:

1. Degree or Diploma of the College of Occupational Therapists OR Graduate of a School Recognised by the World Federation of Occupational Therapists.
2. Current Registration with the HCPC confirmed prior to uptake of post.
3. Post graduate training at diploma or masters level
4. Be qualified for a minimum of 5 years with at least 2 years experience at a senior level in a setting with adults with mental health or physical problems.
5. A minimum of 24 months experience working in a vocational rehabilitation setting and or a working knowledge of CMP Services through either direct experience or interface/ referral practices.
6. Hold a current full driving license valid in the UK, with access to a car on appointment. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

KSF Outlines:

Communication skills
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**

Promote, monitor and maintain best practice in health, safety and security.

**Service Improvement**

Contribute to the improvement of services.

**Quality**

Contribute to improving quality.

**Equality and Diversity**

Support equality and value diversity.

**Leadership Qualities Framework**

**Setting Direction**

Have the ability to identify a vision for the future development of services and being prepared to take action within the relevant time period to give affect to that vision following appropriate agreement with senior managers and other appropriate staff.

**Delivering the Service**

Have the ability to ensure the delivery of services in accordance with the Trust’s, Government and Departmental objectives and relevant professional and quality standards.

To create and monitor appropriate department and individual performance targets and address any non-compliance issues.

**Personal Qualities**

Demonstrate confidence to succeed personally while ensuring complete organisation performance.
Aware of own strengths and weaknesses and personal impact on others while ensuring conduct is in accordance with professional standards and Trust values.

**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 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.*