

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Occupational Therapy Assistant
AGENDA FOR CHANGE BAND:	Band 3
HOURS AND DURATION;	As specified in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER:	413
DBS LEVEL:	Enhanced DBS with Adults Barred List Check
REPORTS TO:	Occupational Therapist Team Leader
ACCOUNTABLE TO:	Service Manager AMH
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<p>Under the supervision of an Occupational Therapist, to coordinate and facilitate meaningful therapeutic activities and occupations for patients referred to the service.</p> <p>To work in accordance with individual identified needs of the service user and in line with the multidisciplinary care plan in order to promote health and wellbeing and recovery</p>	

MAIN DUTIES AND RESPONSIBILITIES:

1. To demonstrate the Trust's values in everything you do in the work environment
2. To be responsible in the use and expenditure of the Trust's resources that you utilise
3. Delivery of Effective Healthcare within the organisation
 - 3.1. Working under the guidance of the Occupational Therapist, organise and coordinate appropriate activities for patients referred to the service in line with occupational therapy philosophy. This will include working with individuals and organising group activities and will include accompanying patients to community facilities.
 - 3.2. To work with the multidisciplinary team to ensure that activity provision meets the identified needs of the client and is in line with the individual care plan
 - 3.3. To assist in assessing service user's clinical presentation, their therapeutic needs and abilities with other members of the MDT using appropriate standardised models
 - 3.4. To feedback observations of clients involvement in activities to the Occupational Therapist and the members of the MDT. This will be written and verbal and will contribute to the patient's care plan
 - 3.5. To liaise with carers, outside agencies, volunteers, hospitals and community resources to facilitate the implementation of clinical interventions
 - 3.6. To support and encourage carers and support staff to organise appropriate activities in addition to those provided by the OT team.
 - 3.7. To ensure that activities are provided in a culturally sensitive manner
 - 3.8. To ensure that duties are not undertaken if they are beyond the competence of the post holders level of experience or qualification
4. Establishing Effective Leadership and Communication
 - 4.1. To support the work of volunteers
5. Continuing Education, Professional and Personal Development
 - 5.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
 - 5.2. Participate in supervision via agreed review and appraisal mechanisms
 - 5.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
 - 5.4. To attend MDT meetings as appropriate
 - 5.5. To assist with induction/training for staff and students
6. Clinical Governance, Reduction of Risk, Audit and Research
 - 6.1. To be aware of any risks associated with the client group and to match therapeutic activity accordingly
 - 6.2. To contribute to appropriate input as requested into the development of directorate clinical services and clinical governance initiatives
7. Management and use of Resources and Information
 - 7.1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner
 - 7.2. To undertake administrative and organisational tasks as delegated
 - 7.3. To assist with the provision of statistical information for monitoring and evaluation of the service.
 - 7.4. To contribute to the care of equipment and maintenance of stock.
 - 7.5. To co-operate with departmental routine and to be responsible for the clearing away

of equipment and materials at the end of treatment sessions

8. Operating with Quality in everything you do and Maintaining a Safe Environment

8.1 Ensure that allocated equipment and materials are correctly stored and maintained

COMMUNICATION AND WORKING RELATIONSHIPS:

Client, carers, family members to ensure that intervention is client focussed

- Social workers/Community care workers to share knowledge related to clients
- Housing associations, Council to joint work in regards to adaptations required
- Social services, OT's to joint work in regards to equipment provision and minor adaptations
- Multi-disciplinary team members, collaborative working to meet client need
- CQC auditors to demonstrate meeting the standards
- Interpreters working to meet client's needs

ENVIRONMENTAL FACTORS:

9. Physical Effort

9.1. Restricted sitting

9.2. Managing the effects of a proportion of work time spent driving to visits, covering a moderate geographic area.

9.3. To have a degree of physical fitness in order to meet the demands of the job eg. setting up equipment etc.

9.4. Required to complete SCIP/ MAPPA training to ensure their safe practice when lone working

9.5. Moving and handling aspects of working

10. Mental Effort

10.1 Proactive engagement with staff/families/multi agency partners requiring sustained concentration and active participation

10.2 Frequently requires high concentration to manage an ever changing caseload that may be unpredictable

10.3 To deal with challenging and stressful situations or circumstances within the working environment

11. Emotional Effort

11.1 Occasional distressing or emotional circumstances such as end of life care

11.2 Dealing with staff problems/patients complaints

11.3 To deal with challenging and stressful situations or circumstances within the working environment

12. Working Conditions

12.1 To work with infection control and Health and Safety guidelines, especially when encountering unpleasant/highly unpleasant conditions on a regular basis related to client contact e.g. exposure to infectious conditions, body fluids, fleas and lice.

12.2. To develop appropriate strategies to manage aggressive / challenging behaviour within the workplace

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

ADDITIONAL INFORMATION:

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary

3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL:

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK:

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING:

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

PERSON SPECIFICATION

JOB TITLE: Therapeutic Liaison Worker

AFC REF NO:

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Values 1.1 Compassion 1.2 Trust 1.3 Respect 1.4 Integrity	3 3 3 3		X X X X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 2.1 GCSE English and Maths grade C or above	3	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
3.1 Knowledge of mental health problems and the impact this can have on a person's daily life	1	X	X		
3.2 Knowledge of how involvement in meaningful activity promotes health and wellbeing	1	X	X		
3.3 Ability to work (under clinical supervision) with people with complex mental health problems who may present with emotional distress	1		X		
3.4 An understanding of the importance of risk assessment when working with people with mental health difficulties	1	X	X		
3.5 Good written and verbal skills	1	X	X		
3.6 Effective time management skills	1		X		
Experience (both work and 'life' related)					
4.1 Experience of working with people with complex mental health difficulties	1	X	X		
4.2 Experience of working within an inpatient area or comparable care setting	3	X	X		
4.3. Experience of delivering a range of activities –for example arts and crafts, cooking ,sports	3	X	X		
4.4 Experience of working with groups	3	X	X		
Personal Attributes					
5.1 Empathy and sensitive approach to people with Mental Health difficulties	3	X	X		
5.2 Self-motivated with a genuine desire to work with individuals	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
experiencing mental health difficulties 5.3 Ability to work independently, reliably and consistently with work agreed and supervised 5.4 Ability to accept direction as required 5.5 Ability to cope with unpredictable situations 5.6 Ability to work as a part of a team and ability to interact with staff from all disciplines	3 3 3 3		X X X X		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility		You must demonstrate how you would meet the stated mobility requirement on your application form			
Own transport or suitable alternative.	1				