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## JOB DESCRIPTION

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Version : 1

DATE : 22<sup>nd</sup>  
March 2024

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### JOB DETAILS:

**JOB TITLE:** Occupational Therapy Assistant

**BAND:** 3

**HOURS:** 37.5 Hours

**DEPARTMENT:** Forensic Services

**LOCATION:** Hatherton Centre

**REPORTS TO:** Registered Professionals

**ACCOUNTABLE TO:** Ward Manager/Service Manager

**RESPONSIBLE  
FOR:**

- The post holder will work under the supervision of Occupational Therapists carrying out areas of the Occupational Therapy intervention plan delegated to them.
- The post holder will be responsible for observations and recording outcomes for individual and group interventions which support the ongoing assessment and treatment of service user/patients during activities to promote their progress through the Vona Du Toit Model of Creative Ability focusing on self- care, use of free time, work ability and social ability with supervision from the Occupational Therapist.
- The post holder will be responsible for providing timely and accurate written and verbal feedback for all interventions for review by the delegating Occupational Therapists to support the delivery and review of the overall Occupational Therapy intervention plan.
- The post-holder is responsible for working collaboratively with other Trust services to provide seamless care for service users on defined care-pathways
- The post-holder is responsible for working in partnership with agencies external to the Trust supporting service user's access to services in the independent and non-statutory sector.

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### WORKING RELATIONSHIPS:

**INTERNAL:** Works in partnership with all members of the Multi-disciplinary Team, service-users and their carers.

**EXTERNAL:** Works in partnership with key individuals within the statutory, non-statutory sector including: Independent, Charitable and Voluntary Groups.

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**JOB PURPOSE:**

- To provide support, spend therapeutic time using prescribed activities with an allocated group of service users with mental health needs within a secure setting.
- To promote service user's recovery through the delivery of high quality, outcome measured care and evidence based interventions.
- To assist Registered Allied Health Professionals in the implementation and evaluation of individualised care plans.

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**ORGANISATIONAL STRUCTURE:**

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**KEY DUTIES AND RESPONSIBILITIES****Clinical**

1. To prepare organise and carryout interventions delegated from an Occupational Therapist to support the assessment and treatment goals identified by the Occupational Therapist.
2. The post holder will carry out a prescribed range of therapeutic interventions with service user/patients to promote their independence in the occupational performance areas of Personal ability, social ability, work ability and use of free time.
3. The post holder will carry out education and practice sessions which support the service user/patient to develop or maintain their occupational performance skills to self manage their needs i.e. mental health and emotional wellbeing, cognitive, social, communication and physical skills as identified by the Occupational Therapist.
4. The post holder will contribute to the assessment of the patient through observing service user occupational performance skills during the interventions sessions they carry out and evaluate or contribute to the evaluation of the sessions.
5. The post holder may be involved in organising the delivery of areas of the Occupational Therapy intervention plan as delegated by the Occupational Therapist through communicating plans and arranging the support from other departmental staff for patients as identified.
6. The post holder will carry out delegated clinical activities independently and will also provide support and assistance to other staff carrying out interventions to ensure staffing levels and skill mix are met which reflect the clinical needs of the service user/patient group and the environment where the intervention is taking place.
7. The post holder may be required to prepare clinical areas, communicate plans with patients and staff and accompany Occupational therapy staff as an escort on Sandon and community visits.
8. To provide accurate and timely written and verbal observations from the clinical interventions within a provided format which support the Occupational Therapist to evaluate the overall Occupational Therapy intervention plan for the patient.
9. Utilize on-line resources to research and prepare resources for clinical activities E.g. Health & Well being
10. To be able to respond appropriately to situations where there may be a change in the situation for the service user/patient which may make the intervention no longer appropriate as planned. This may include making a judgement as to not carrying out the interventions, informing the delegating therapist of the clinical changes and supporting an evaluation of the plan or working flexibly to re-arrange own diary prioritizing work within the timescales set by the Occupational Therapist e.g. patient not available due to attending a clinical review or a deterioration in their condition
11. To work within the identified risk management plans for patients, departmental environmental risk assessments and any local service and national policies and procedures relating to the management of risk to reduce the risk to self and others. This includes being aware of when a known situation changes and making the judgement to seek additional guidance.
12. To work within statutory and legal care requirements or any restrictions for patients e.g. Protection of Vulnerable Adults (POVA), Deprivation of Liberty Safeguarding (DOLS) and those detained under the MHA (mental health act) or receiving treatment under a CTO (Community Treatment Order) or any observation policies applied to the patient.

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13. Communicate information to patients and their carers' in a format which is understandable i.e. using verbal and written information. Where there are barriers to communication this may involve following a set care plan or preparing information to be presented in a specific format.
  14. To communicate with patients and their carers' in a manner which supports their engagement in the delegated intervention plan, utilising motivational, empathetic and re-assurance skills as appropriate.
  15. To seek to provide effective listening and communication where there may be communication barriers to understanding for the patient e.g. confusion, hearing deficit, speech problems, distress, anxiety or where the atmosphere may be highly emotive.
  16. To be aware of own interpersonal behaviour and language skills in order to facilitate a therapeutic relationship aimed at enabling engagement from the patient including preventing escalating and supports de-escalation of challenging behaviour and clinical risk.
  17. To be able to communicate plans and outcomes effectively with other team members and the wider MDT to support the delivery of care for the patient.

18. To be able to effectively communicate the role and purpose of Occupational Therapy to patients, carers and other staff to support engagement with the intervention plans.
19. The post holder will attend and actively contribute to identified meetings and participate in tasks which support the development of the service.

**Documentation**

1. To support patients' ongoing assessment and treatment, the post holder is required to provide accurate and timely written clinical notes and verbal reports of their observations of patients' occupational performance and clinical presentation.
2. To implement identified AHP, service and departmental documentation standards to support the delivery of the patients care.

**Administration**

1. To use any identified IT systems ensuring accuracy at all times to produce documents, enter statistical data and email communications.
2. To maintain agreed stock levels and requisition equipment and stationary through the departmental processes which supports the clinical duties of own and other Occupational Therapy staff
3. To carry out any routine team administration processes as delegated which support the team e.g. filling, faxing, photocopying.

**Professional Ethics**

1. To meet Professional Standards, the post holder must adhere to The College of Occupational Therapists 'Code of Ethics and Professional Conduct' through demonstrating knowledge and understanding of the requirements through applying the standards in day to day duties.
2. To ensure that patients, their carers and all staff across agencies are treated with dignity and respect, the post holder must demonstrate the standards for their professional behaviour as identified in the Trust Living Our Values framework.
3. All health service staff have a duty of care to patients colleagues and themselves to ensure care is of a safe and acceptable standard The post holder is expected to utilise supervision and line management to discuss any need for clarification or concerns regarding work delegated to them or raise issues of concern which have been observed in the care environment from their day to day duties

**Leadership and Supervision**

1. The post holder will support the induction of new staff and support the development of existing staff and students through explaining and demonstrating how they carry out their own duties or explaining the procedures within a department.
2. The Post holder will regularly engage in Managerial and Clinical supervision to support the delivery of the role.

**Service Delivery/Development**

1. The post holder will work within identified departmental procedures and instructions. The post holder may however be involved in commenting on existing or the development of new procedures and instructions within the department.
2. The post holder will attend and actively contribute to identified meetings and participate in tasks which support the development of the service.

## Professional Development/Supervision and Appraisal

1. To actively contribute to a Personal Appraisal and Development process through providing evidence for the appraisal and contributing to the setting of service and learning objectives.
2. To ensure mandatory and team training requirements are met, the post holder will be expected to organise and attend identified training.
3. To ensure that the duties are carried out safely and competently, the post holder needs to be aware of their own competencies and abilities and seek professional guidance / utilise supervision appropriately.
4. To promote personal development and to carry out work as delegated, the post holder will be expected to actively engage in supervision through contributing to the agenda, be open and clear regarding any issues currently experienced and completing actions as agreed

### Physical Effort

There is a frequent requirement for light physical effort for several short periods during a shift.

### Mental Effort

There is a regular requirement for concentration where the work pattern is unpredictable.

### Emotional Effort

There is regular exposure to highly distressing or highly emotional circumstances.

## JOB STATEMENT:

<b>Infection Control</b>
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
<b>Learning and Development</b>
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in KSF appraisal processes in line with Trust policy and guidance.
<b>Health and Safety</b>
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
<b>Trainee Status (all roles suitable for Trainees)</b>
As an employee of the Trust you have a responsibility to abide by the principles outlined within this job description, you are afforded Trainee status in recognition of the need to work towards attainment of the competences assigned to the role.
<b>Constitution, Competence and Capability</b>
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.

<b>Dignity at Work Statement</b>
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<p>South Staffordshire and Shropshire Healthcare NHS Foundation Trust are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.</p>
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<b>Safeguarding Children and Vulnerable Adults</b>
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<p>All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.</p>
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## PERSON SPECIFICATION

<b>JOB TITLE:</b> <b>Occupational Therapy Assistant</b>	
<b>DEPARTMENT:</b> <b>Clee</b>	<b>BAND:</b> <b>3</b>

\*Assessed by: A = Application    I = Interview    R = References    T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
<b>QUALIFICATIONS &amp; TRAINING</b>			
Quality Credit Framework qualification at level 3 e.g. NVQ or OCN related to Health & Social Care <i>equivalent</i>  Documented evidence of participation in training activities.  Or Demonstrable knowledge and experience as outlined below.	A		
<b>EXPERIENCE</b>			
Experience of working as part of a team and delivering a customer focused service.  Understanding of the role of occupational therapy.  Relevant experience working within health, social care settings which provides transferable knowledge and skills  Basic knowledge of some conditions relevant to the clinical area and the effects of illness on function  Self-motivation for Continued Professional Development	A/I	Experience of working with people with Mental Health needs as a member of a multi-disciplinary team  Experience of being a service user or carer  Understanding of the concept of rehabilitation/recovery within the secure / clinical area.  Basic knowledge of the principles of Clinical Governance  Awareness of Health & Safety legislation & practices.	A/I
<b>SKILLS, KNOWLEDGE &amp; CAPABILITIES</b>			
Knowledge and awareness of issues relating to mental health, access to mental health services, and mental health promotion.	A/I		



<p>Skills in literacy, written, verbal and an ability to effectively use electronic information and computer technology.</p> <p>Skills in managing situations of high expressed emotions, and an ability to manage one's own emotional state.</p> <p>Ability to work independently, being self-motivated and to be able to prioritise and effectively manage a range of competing needs and pressures.</p> <p>The ability to recognise own limitations and to effectively utilise supervision and support systems to ensure safe and effective delivery of services.</p> <p>Ability to work independently with individuals and/or groups of patients</p> <p>Awareness of team dynamics and work effectively as part of a team.</p> <p>Planning and organisational skills</p> <p>Ability to work under pressure</p> <p>Physical &amp; emotional stamina to deal with sensitive and difficult situations</p>			
<b>PERSONAL ATTRIBUTES</b>			
<p>Ability to liaise with representatives from other organisations and to communicate a positive image of self and of the service/organisation.</p> <p>Imagination, determination and receptive to working with and under supervision.</p> <p>Be willing to accommodate flexible working, and motivated to be solution focused with regard to meeting the competing needs and demands of the service.</p> <p>Evidence of having maintained a portfolio of learning as an element of continual professional development</p> <p>Demonstrates empathy, compassion and patience</p> <p>Demonstrates an ability to form positive therapeutic relationships with service users and carers.</p> <p>Demonstrates a keenness to make a positive contribution to improving the quality of life for people with mental health problems</p> <p>Demonstrates an ability to act calmly in emergencies and to respond in a professional manner in occasionally stressful and challenging situations</p>	A/I		

Demonstrates ability to work under own initiative and as part of a team			
<b>Ability to demonstrate the positive application of our behaviours.</b>	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Honest and Trustworthy</li> <li>• Caring and Compassionate</li> <li>• Taking the time to talk and listen</li> <li>• Working together and leading by example</li> </ul>		

**JOB HOLDER**

**SIGNATURE**

**DATE**

**ANAGER**

**SIGNATURE**