



JOB DESCRIPTION

Job Title: Occupational Therapy Assistant

Grade: Band 3

Reporting to: Senior ward Occupational Therapist

Accountable to: Senior Occupational therapist /Ward Manager

Hours: 9am -5pm Monday to Friday with occasional later/early working
Flexible working may be required to meet the needs of the service.

Location: National Deaf Mental Health Service, Jasmine Suite The Barberry

(In order to meet the needs of the service you will be required from time to time to work outside your normal place of work. BSMHFT reserves the right to change your normal place of work or your area of responsibility to any other location within the Trust)

Job Purpose To assist in the provision of quality evidence base care from the Occupational Therapists and nurses to deliver individually planned occupation focussed 1-1 and group work to support inpatients on Jasmine ward. The unit offers provision for service users with hearing impairment and mental health conditions.

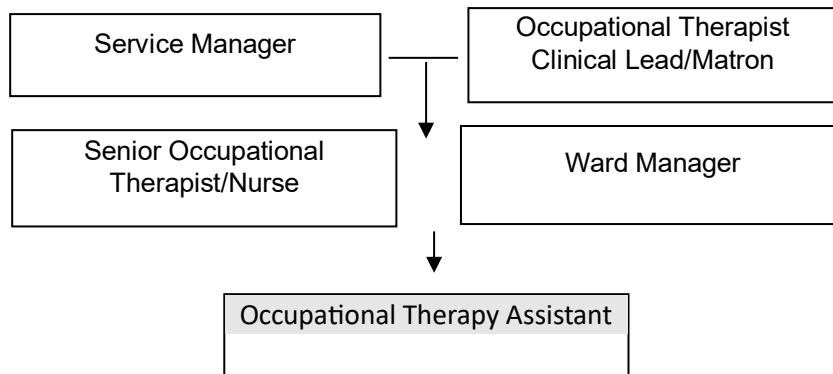
Treatment focusses on the development of skills and knowledge to increase overall functioning and quality of life in preparation for discharge.

Job Summary

Under the supervision of Occupational Therapists and nurses the post holder will be expected to:

- To assist in assessment, planning implementation and evaluation of evidence care including health promotion.
- To support service users in implementing their treatment plans to engage in their recovery.
- To co-facilitate planned therapy programmes that aim to improve communication, cognitive and life skills.
- To ensure that service users' views are represented in the delivery of therapies in line with the trust recovery focussed strategy.
- To support service users to transfer their skills into a community setting.
- To contribute to assessments through observation, communication and accurate record keeping.
- To maintain accurate clinical records and appropriate data.
- To participate in MDT reviews and team meetings when necessary and with guidance from the OT
- To contribute to their own personal development through the Trust ADR process and have a positive attitude towards supervision.

Organisational Chart



Key Communications and Working Relationships

Internal

- Multidisciplinary Team members
- Ward Manger
- OT Band 7
- Nurse Band 6/5
- Service Users
- Carers

External

- Other agencies and partners.

Principle Duties and Responsibilities

Clinical

- To work effectively as a member of a team in providing therapeutic activities programme focusing on engagement and skills development.
- To contribute to formal assessments, under guidance of registered practitioners and provide feedback on clients' occupational functioning.
- To ensure the availability of prescribed/special aids and the equipment is in good working order under the supervision of a qualified Occupational Therapist.
- To use motivational skills to engage clients in therapeutic activities to promote independence and well-being.
- To work with service users in community settings as appropriate to support the development of skills and confidence.
- To assist in the planning, implementation, and evaluation of ward-based activities.
- To demonstrate an understanding of OT therapeutic processes and apply this to practice, under guidance of a qualified OT.
- Under supervision of a registered OT to provide a range of activities, instructing and guiding clients to support them in achieving identified OT goals.
- To undertake delegated tasks to contribute to the safe and smooth running of the service.

Communication

- To form professional relationships with clients, who often exhibit challenging behaviour and communicate with them in a way that respects their views, aspirations, autonomy and culture.
- To liaise closely with other professionals providing clinical feedback on client's progress.
- To liaise with the key worker and MDT to ensure consistent delivery of programmes.

Documentation

- To ensure that up to date written / electronic records and activity data are maintained in accordance with Professional and Trust Standards.
- Responsible for reporting and recording any changes in the service users mental/physical/emotional state in the care plan and to qualified staff.

Professional Ethics

- To adhere to the Trust Code of Ethics and Professional Conduct and all other relevant policies and procedures.
- To respect the individuality, values, cultural and religious diversity of service users, and contribute to the provision of a service sensitive to these needs.

Leadership, Supervision and Appraisal

- In line with Trust guidelines, to review and reflect on your own practice and performance through regular participation in professional/clinical/management supervision and development review.
- To maintain CPD Portfolio, including reflections on practice

Training Staff and Students

- To participate in the induction, training and education of students and other staff as appropriate.
- To participate in the dissemination and sharing of information and skills with staff, students and volunteers.

Service Development

- To ensure that areas are well maintained and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials by self and others.
- To participate in the delivery of the OT/ National Deaf Mental Health Service development plan.

Professional Development

- To undertake relevant activities to meet training objectives identified during development review and supervision.
- To keep a record of training and development activities.

Clinical Governance, Quality, Standards

- To participate in clinical governance and quality improvement projects as allocated by the qualified staff.

Line Management, Staff, Ward budgets,

- To exercise good personal time management, punctuality and consistent reliable attendance.
- To be responsible for maintaining stock and advising on resources to carry out the job.
- To utilise resources appropriately including the responsible handling of petty cash to purchase items under direction of Occupational therapist.
- To contribute to the upkeep of the ADL kitchen including maintaining cleaning and fridge / freezer temperature monitoring.

Research & Development

- As part of a team, to incorporate up-to-date techniques and ideas of positive practice into your activities.
- To participate in audit and evaluation activities as agreed with the qualified members of the team.

Updated by; Clare Hooper

Designation; Lead OT for Specialties

Date; 04/05/23

GENERAL

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure, and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff is required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures.

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work.

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures.

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline.

Research and Development

Research and development is at the heart of providing effective treatment and high-quality services, supporting a culture of evidence-based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves.

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance.

Therefore, the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections.

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene.

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene.

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time.

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct.

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation.

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required.

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changes responsibilities, according to the needs of the directorate.

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job 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 with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you.

Work will be managed rather than supervised.

Environment

BSMHFT is a major NHS Trust, and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded and where our employees play an inclusive role in new developments.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the workplace.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust, we pride ourselves on the unique environment, which exists, for all our staff.
An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new initiatives.

Prepared by: Taryn Volante & Ryan Oliver Occupational Therapists August 2020.

Updated by: Taryn Volante Occupational Therapist Clinical Lead

Last Updated: May 2021

Location: <i>National Deaf Mental health service, Barberry</i>	Team: Inpatient
Post Title: OT Assistant	Grade: Band 3

Attributes	Essential	Desirable	How Identified
Training & Qualifications / Experience	<p>Relevant level 3 qualification Or Two and a half years prior experience in an OT Service Or DOH approved in service training course. Or Five years relevant work experience</p> <p>If not already undertaken willingness to undertake the following training within 12 months:</p> <ul style="list-style-type: none"> ❖ Basic computer skills ❖ Food hygiene cert. ❖ Clinical risk ❖ Personal safety ❖ AVERTS ❖ Basic life support ❖ Health & Safety ❖ BSL level 1/2 	<p>Health/Social/Care/ Teaching experience</p> <p>Experience as a Service User/Carer</p> <p>Experience of working in a multicultural community BSL level 1/2</p> <p>Access to a vehicle for work purposes</p>	<p>Application form Certificates References</p>
Skills/Knowledge	<p>Ability to work single handed with individuals/groups within a supported environment.</p> <p>Observation skills</p> <p>Competency in several leisure/creative/technical activities</p> <p>Willing to pass on knowledge and skills to patients in practical skills including areas of IT, cooking, art/craft and gardening.</p>	<p>Second language</p>	<p>Application form Interview Portfolio References</p>

	<p>Willing to learn new practical skills in response to patient need on request of occupational therapist.</p> <p>Ability to teach practical skills.</p> <p>Good organisation skills</p> <p>Ability to work as part of a team.</p> <p>Basic literacy and numeracy skills</p> <p>Good communication skills, both written and verbal</p> <p>Good interpersonal skills</p> <p>Understanding of professional conduct</p> <p>Health/safety and risk awareness</p> <p>Equal opportunities awareness</p> <p>Understanding of OT</p>		
Personal Qualities	<p>Self aware</p> <p>Non judgmental</p> <p>Assertive/Confident/Enthusiastic</p> <p>Good attendance record</p>	Personal experience of mental health problems	Application form Interview References
Other	<p>Willingness to work flexibly.</p> <p>Commitment to life-long learning</p> <p>Commitment to the client group</p> <p>Commitment to anti - discriminatory practice</p>		Application form Interview References

