

Job Title:	Occupational Therapist. Band 7 AFC
Reports to (job title):	Operational Manager Complex Health Needs Learning Disabilities, Autism and Neurodiversity (LDAN)
Line Manager to:	Occupational Therapist, Assistant Practitioners

Job purpose

The Learning Disability and Autism division provides a range of services for adults with Learning Disabilities and or Autism in Bath and North East Somerset (B&NES). We believe strongly that our services should be person centred and enable the people we work with to have choice and control in their lives and reach their potential as individuals and members of their community.

The Locality Service

The Complex Health Needs Service (CHNS)

The CHNS is a multi-disciplinary team of specialist health care professionals who provide assessment, advice, therapeutic interventions and support to adults who have learning disabilities and complex health needs and people with an autism diagnosis. The CHNS support people who have a GP in the Bath and North East Somerset area and work closely with our social care colleagues. We also provide a service for young people with complex needs who do not meet the criteria for LD or Autism; you may be required to work with these young people in addition to those with LD and or Autism.

Job Statement

We have an exciting opportunity for an experienced Occupational Therapist (Band 7) looking for a new challenge to join our community learning disability service.

The post holder will work as part of a multidisciplinary team who are friendly and dynamic, with an experienced and diverse skill set. You will contribute to assessment, formulation, and care planning, as well as providing teaching and training to colleagues and partner organisations within B&NES on a range of conditions and therapeutic approaches.

The post holder will provide specialist occupational therapy assessment and Intervention for adults with learning disabilities, many of whom have additional needs. These may include physical disabilities; autism; epilepsy; dementia; challenging behaviours; sensory processing difficulties and/or mental health. Interventions will be aimed at promoting choice, independence, and participation across all environments, and will include skill development, support and advice to carers and service providers.

You will have access to regular clinical and management supervision to enable you to work autonomously. We have excellent in-house training and access to external courses to facilitate your work and future CPD.

The successful candidate will have an opportunity to use and develop specialist skills, as well as to share their learning and passion in this field of work.

Applicants must have experience of undertaking specialist assessments with highly complex individuals, providing specialist therapeutic interventions with adults with complex needs and/or enduring mental health problems, as well as having a proven track record of contributing to the development and delivery of innovative, evidence-based Initiatives to improve quality of life and wellbeing.

The role is based within the CHNS, and you will undertake regular community visits to family homes, residential and supported living services, day centres and other health and social care establishments. Core hours are 06:00 to 20:00 with typical hours Monday to Friday 09:00 to 17:00 - although there may be changes to meet service requirements. The job entails working flexibly between home and office base.

This post is for 30 hours per week 0.8 WTE Band 7 AFC.

Key responsibilities Main duties of the job

As a clinical specialist occupational therapist, you will use your highly specialist skills and understanding of the relationship between the individual, their environment and their occupations to support people with the most complex needs to live well with their learning disability. You will provide specialist occupational therapy assessments and interventions for people referred to the service as well as contributing to the core tasks of the team.

Contributing to the management of a team caseload of individuals with complex needs, you will assess, plan, implement and evaluate interventions, which will be delivered in a variety of community settings, including:

- Family homes
- Residential and supported living services
- Day services
- Community facilities

- To independently manage a complex caseload using advanced clinical reasoning to support assessments. This will use a client-centred approach to current evidence base to assess, plan, implement, evaluate and document occupational therapy Interventions.
- To provide specialist occupational therapy and MDT working to fulfil clinical responsibilities in managing complex needs; challenging behaviour; dementia; autism; profound and multiple disabilities and those in transition from children to adult services.
- To contribute to the coordination of the dementia pathway as required.
- To act in an advisory capacity to Individuals, families, and support staff, providing evidence-based information and training as required.
- Autonomous day to day management of a defined caseload, supporting Individuals to receive a comprehensive assessment of needs and risks.
- Ensure effective communication where there may be barriers to understanding and acceptance, developing close working relationships between service users, families, carers, and all relevant agencies, both Internal and external.
- Responsibility for supervision of junior occupational therapists; assistant practitioners and support staff as required.
- Working relationships with other health and social care colleagues, day centres, schools, providers, equipment suppliers and housing providers.
- Contribute to the development of person/centred support plans in partnership with service users, carers and the multi-disciplinary team.
- To carry out detailed functional assessments utilising knowledge of occupational therapy models of practice eg MOHO, COPM, AMPS.
- Monitor, evaluate, reassess, review and modify intervention to measure progress, effectiveness and outcomes.
- To work within day services through leading and implementing specific interventions, facilitating group therapeutic interventions and supporting support coordinators and workers.
- Work closely with other disciplines and agencies to lead and or contribute an occupational therapy perspective to ensure an integrated package of support as appropriate.

Job Description

- Assess for adaptive equipment and environmental adaptations in line with service, and in collaboration with social care OTs.
- Undertake complex risk assessments and advise others in determining appropriate management related to moving and handling, safe use of equipment; home and community assessments (including behaviours that place the client at risk and/or those around them at risk. Risk assessments to identify the levels of support required to safely carry out daily living activities, ensuring safety both at home and in community locations, e.g. shops, streets and on public transport.
- Cover management support when required and act as a professional lead Occupational Therapist for LDAN

- To promote and encourage health lifestyles through provision of information and links to mainstream services.
- Work as a lone practitioner (following lone working policy).
- Ensure adequate written records are kept in line with HCRG Care Group policies/HCPC requirements, accurately recording all visits, contacts, updates, to meet agreed quality and performance standards.
- Responsibility for the safe custody of confidential documents and recognition of the importance of maintaining confidentiality in accordance with agreed policies, procedures, and protocols.
- Ensure all professional duties are carried out in line with agreed policies/HCPC and RCOT requirements and procedures.
- To plan and carry out skills training and programmes to improve and maintain independence with activities of daily living in collaboration with the client, using graded approaches to achieve goals.
- To develop a working knowledge of theoretical approaches including sensory integration, and to contribute to development within the service.
- To have knowledge of specialist health equipment, such as seating, profiling beds, backrests, and wheelchairs.
- To contribute to overall care plans and funding panel as required.
- To support the management of referrals alongside colleagues and Operational Manager.
- To contribute to service review, audit, and policy development.
- To contribute to clinical audit and research activities.
- To identify own educational and development needs with peers and manager, through supervision and appraisal.
- Act as a source of occupational therapy clinical expertise, consultancy, and advice within the CHNS/LD service. This may include local authority (housing, social care, education, leisure services), the voluntary sector, national charities, and acute and community provision.
- Understand and apply national guidelines and legislation relating to people with learning disabilities, autism, health and social care.
- Maintain professional registration and competence, taking responsibility for keeping own skills and knowledge up to date, including participation in CPD and lifelong learning. Maintenance of CPD portfolio, which reflects development of knowledge, skills and evidence-based practice.

- Demonstrate ability to review and reflect on own practice and performance, and that of others, through effective use of professional and operational supervision and appraisal in line with local policy.
- Professional accountability for all aspects of work.
- Undertake clinical educator, training and supervision of occupational therapy students.
- Utilise informal and formal reporting mechanisms including electronic recording, to ensure effective communication across CHNS and wider health, social care and the voluntary sector.
- Participation in MDT; team; and service meetings as required.
- Promote awareness of the role of the Occupational Therapist within the team and across other agencies.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues, have been integral to our journey so far, and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
Inspire	Challenge	Accountability
Understand	Improve	Involve
Communicate	Learn	Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential

Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training.
- Reading applicable policies and procedures.
- Understanding key responsibilities outlined in the Information Governance acceptable usage.
- policies and procedures including NHS mandated encryption requirements.
- Ensuring the security and confidentiality of all records and personal information assets.
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines.
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead.
- Adherence to the clear desk/screen policy.
- Only using approved equipment for conducting business.

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene. Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times. All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Diploma or Degree in Occupational Therapy from a RCOT or WFOT approved training establishment.
- Current HCPC Registration.
- Evidence of a CPD portfolio.
- Clinical experience in learning disabilities; additional complex needs (physical disabilities, sensory impairment, mental health).
- Experience of working within an MDT.
- Understanding of clinical governance and legal responsibilities and its implications for OT and client interventions.
- Able to demonstrate experience of team working, contribution and decision making.
- Ability to cope within a fast-paced and stressful environment with emotional and or challenging clients/carers/environments.
- Ability to keep accurate and legible client notes in line with local and national standards and policies.
- Evidence of interest or existing experience and training in areas such as dementia; sensory integration; autism; learning disabilities.
- Experience of working with families and carers
- Independent and autonomous practitioner who is able to prioritise, organise and delegate.
- Able to identify own learning needs through reflective practice and seeking supervision.

Desirable

- Student supervision training.
- Minimum of 4 years' experience working as a registered OT.

- Experience of training and educating.
- Evidence of community based work.
- Postgraduate training in Sensory Integration Level 1 or above.
- Postgraduate AMPS training.
- Experience of working with people with dementia.
- Experience with Pool Activity Level (PAL) assessment.
- Knowledge and experience of training others.
- Able to demonstrate creativity and innovative practice; CPD.
- Experience of equipment assessment and provision.
- Involvement in audit, research and quality performance.
- Experience of leading projects.
- Good communication and presentation skills.
- Demonstrate leadership qualities.
- Excellent IT skills.

Employee signature

Manager signature
