

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	NQOT/ Occupational Therapist/Senior Occupational Therapist		
Directorate:	People	QOT Grade:	SCP 1- 13
Department:	Adults	Hours/weeks:	Flexibility subject to business needs.
Function:		Post number:	
Team:		Base/location:	
Reports to:	Senior Occupational Therapist or Team Manager		
Responsible for:	Responsibility for the supervision, professional learning and development of others.		

Role and Context

Overall Role Purpose:	<p>To assist Redbridge Council and North-East London Foundation Trust (NELFT) to fulfil their duties and responsibilities in relation to The Care Act 2014, Mental Capacity Act, Deprivation of Liberties, Safeguarding and all other appropriate legislation.</p> <p>Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which an integrated Health and Social Care service will face. This Job Description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither exhaustive nor inclusive and may be subject to changes to meet legislative requirements changing circumstances and business demands of the service.</p>
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Role Context:	<p>The role reports directly to a Senior Occupational Therapist or Team Manager and will be a member of an integrated health and social care team of professionals focussed on delivering excellent occupational therapy practice within an area of service.</p> <p>You will be responsible for delivering the highest possible standards in occupational therapy, working within defined legal frameworks, policy and procedures.</p> <p>We are committed to the ongoing development of our professional social care staff by establishing transparent career pathways so staff know what they need to do to progress and aligning progression with performance outcomes. Our Career Progression Framework is closely linked to the competencies produced by the Royal College of Occupational Therapists and professional standard from the Health and Care Professional Council Standards. It introduces clear levels of performance and achievement in occupational therapy that are directly linked to levels of pay. This can also be used to help identify strengths and areas for development.</p> <p>You will have regular supervision for effective practice, reflection and career development and can participate in programmes of training and associated work experience for progression. You will develop an awareness of your own professional limitations and knowledge gaps, and establish a network of internal and external colleagues from whom to seek advice and expertise. When you and your manager feel you are ready to progress you will have the opportunity to demonstrate how your skills and capabilities meet the standards at the next level which will then be assessed by a moderation panel. The panel meets every 6 months.</p>
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Duties and Responsibilities

This Job Description is a guide to the level and range of responsibilities the post holder, as an Occupational Therapist, will be expected to undertake.

Redbridge offer a range of learning and development opportunities and activities to support Occupational Therapists develop their career. The evidence of demonstrating professional capabilities will form part of the performance management process.

The main duties could include the following:

At level 1 (NQOT)

- To assist the Council and Health authority fulfil its duties and responsibilities in relation to The Care Act 2014, Mental Capacity Act, Deprivation of Liberties, Safeguarding and other appropriate legislation.
- Undertake assessments, care and support planning, reviews of people and carers with a range of needs, working within a multi-disciplinary framework.
- Provide a person-centred, asset based interventions to enable people to optimise and maximise their abilities, by utilising a strengths based approach
- Support people to maintain their independence, within their homes and by utilising support in the local community and their own personal networks.
- Ensure people receive the required health and social care support within the community, prevent hospital admission and pro-actively work with the principles of admission avoidance.
- Work collaboratively with health colleagues to ensure people are discharged from hospital within agreed timeframes and with appropriate support mechanisms in place.
- Manages the allocation of resources required to maintain independence using Personal Budgets.
- Develop and maintain high professional standards, within your role and promote integrated working methods within the service
- Provide and receive supervision and support from members of the team.
- Promote effective communication within the team and with colleagues internal and external of the organisation.
- Undertake risk assessments, employ positive risk-taking strategies to mitigate identified risks
- Assess and evaluate risk and produce skilled risk assessments in partnership with service users and carers, where required putting in place appropriate interventions, strategies and contingency plans to mitigate risk and to protect vulnerable adults.
- Use good knowledge and skills to develop and advise on rehabilitation plans, promoting choice and independence.
- Support the team to meet performance requirements and outcomes.
- Promote and implement social care principles and practices within an integrated setting with health
- Demonstrates ability to use analytic skills, using professional judgment to deliver holistic interventions.
- Takes responsibility for developing and maintaining professional standards.
- Will undertake the legal and statutory duties of the post, as required by the Care Act, Mental Capacity Act, Mental Health Act and any other appropriate legislation.
- Be responsible for the preparation for attendance at court and court of protection hearings.
- Will mentor and provide supervision to unqualified staff
- Manage the power of your role in your relationship with others.
- Enable and support people to consider and pursue a range of options that may enhance economic status (through access to education, work, housing, health services and welfare benefits) and wellbeing.

At level 2 OT you will be expected to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding, you expect and anticipate, but do not pre-judge, the issues that may develop. You have greater confidence and independence (whilst accessing support when needed), and use your initiative to broaden your repertoire of responses; you

have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice. You will model good practice, setting expectations for others and may supervise unqualified staff.

At level 3 OT

Experienced Occupational Therapists are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will start to take responsibility and be accountable for the practice of others, supporting the senior practitioner, mentoring newly qualified OTs and supervising the work of less experienced practitioners. You will work more pro-actively and collaboratively with health colleagues to ensure people receive the required health and social care support within the community, are discharged from hospital within agreed timeframes with appropriate support mechanisms in place, prevent hospital admission and pro-actively work with the principles of admission avoidance. You will have specialist knowledge on equipment including Manual handling equipment and major adaptations to support people to live independently within their own homes whilst complying with relevant legislation and Guidance.

Senior Occupational Therapist

(Progression to this level will be subject to the decision of the Career Progression Panel)

At this level you will support the manager, team and service by providing innovative leadership to promote the OT Profession within an integrated service. You will assist with overall responsibility within the team for assessment, care/support planning and review of people with a range of needs and their carers, working within a multi-disciplinary framework. You will demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will manage complex caseloads, and offer expert opinion within the organisation and to others. You will chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. You will model good practice, setting expectations for others and take responsibility and be accountable for the practice of others, mentoring newly qualified Occupational Therapists, and supervising the work of less experienced practitioners. You will have specialist knowledge of a range of complex equipment, to enable service users to be safe and independent whilst complying with relevant legislation and guidance and take a clinical lead on facilitating major adaptations to people's homes through consultation with service users, housing department, environmental health services, builder and other professionals as appropriate.

Career Progression

Progression between levels is characterised by development of people's ability to manage complexity, risk, ambiguity and increasingly autonomous decision making across a range of situations.

- Level of confidence, underpinned by practice experience, reflection and deepening understanding
- The increasing ability to work independently and to collaborate on equal terms with members of other professions
- The quality of the judgements made, and the level of ability to explain and justify them
- Efficacy of the work undertaken and the outcomes achieved, including opportunities for preventive work
- The ability to take initiative, form constructive alliances and to act as a change agent
- The ability to engage effectively with situations of increasing complexity and challenge, for example those with:
 - multi-agency input
 - complex family / organisational dynamics
 - serious hostility and conflicts of interest
 - multiple problems / disadvantages
 - multiple / significant risk factors
 - need to take into account the public interest
- The appropriate use of authority and challenge
- The ability and commitment to educate and provide professional supervision to others
- Demonstration of leadership, management and research.

The Occupational Therapy Career Framework Pillars of Practice

Professional Practice

Maintain occupation at the centre of practice.
 Deliver safe, effective, person-centred and ethical practice.
 Use professional judgement, reasoning and decision making.

Facilitation of Learning

Teach, mentor, supervise and/or assess others.
 Facilitate placement learning.
 Create and evaluate learning environments, tools and materials.

Leadership

Identify, monitor and enhance own knowledge and skills.
 Guide, direct and/or facilitate teamwork.
 Design, implement and manage professional and/or organisational change.

Evidence, Research and Development

Influence broader socio-economic and political agendas.
 Create, use and/or translate evidence to inform practice.
 Design, implement, evaluate and disseminate research.

Professional Responsibilities:

Keep up-to-date with evidence informed practice about what is most effective in Occupational Therapy

Ensure that all activities are carried out in accordance with relevant legislation and comply with all local and national policies, protocols and guidance.

Comply with the Data Protection Act and ensure compliance with all local information governance requirements.

Carry out appropriate administrative tasks in support of the work including maintaining records, preparing statistical returns and completing internal documentation.

Attend all relevant internal meetings, and represent the integrated Health and Adult Social Service at external meetings as required. Contribute to the review and achievement of the set targets in local and corporate plans.

Contribute to the development of your Team on an on-going basis.

Participate in all relevant learning and development activities and other opportunities for continuous professional development. In particular to take responsibility for participating in up to date safeguarding training on a regular basis.

Be prepared to engage in all areas of work across the scope of the integrated Health and Adult Social Service.

Work flexibly, including evening and occasional weekend work including participation in Office Duty Rota.

All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care. The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.

Person Specification		
Knowledge & Experience		<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>
Statutory or Mandatory qualifications:	Professional occupational therapy qualification as recognised by the HCPC <ul style="list-style-type: none"> • Current HCPC registration • Evidence of CPD • Occupational therapy practice experience in a statutory or health setting. 	A
Knowledge / Experience	<p>At level 1</p> <p>Demonstrate a sound knowledge of the occupational therapist role in social care processes and responsibilities in line with the Care Act 2014.</p> <p>Evidence a clear understanding of the principles and benefits of integrated working for self, service users and carers</p> <p>Experience of working with vulnerable service users and carers to assess their needs and circumstances and support them to make informed decisions and choices.</p> <p>Demonstrate knowledge of relevant physical health and/or mental health conditions that impact upon service users and carers.</p> <p>Must be able to provide evidence of continuing professional development</p>	A-I
	<p>At level 2</p> <p>Demonstrate a good level of knowledge and experience of working with relevant physical health and/or mental health conditions that impact upon service users and carers.</p> <p>Experience of preparing sketches, reading plans and providing detailed specifications for major works.</p> <p>Experience of assessing, supplying, reviewing and demonstrating safe use of equipment, adaptations and telecare to support individuals' independence.</p> <p>Evidence a clear understanding of the principles and benefits of integrated working for self, service users and carers</p> <p>Experience of working with vulnerable service users and carers with complex needs to assess their circumstances and support them to make informed decisions and choices.</p> <p>Experience of complex assessment, care planning, reviewing and evaluating health or social care practice with service users and carers.</p> <p>Demonstration of evidence based decision making.</p> <p>Experience of writing legal reports and attending court</p> <p>Sound understanding of asset based and outcome focused assessments</p> <p>Experience and evidence of working to the relevant level professional capabilities framework</p> <p>Must be able to provide evidence of continuing professional development</p>	A-I

	<p>At level 3 Demonstrate in-depth and high level of knowledge and experience of health and social care processes and responsibilities in line with the Care Act. A clear understanding of the principles and benefits of integrated working for self, service users and carers Evidence an in-depth level of understanding of the principles and benefits of integrated working for self, service users and carers. Demonstrate an in-depth level of knowledge and experience of working with relevant physical health and/or mental health conditions that impact upon service users and carers. Demonstrate use of professional judgement in understanding and applying the safeguarding standards that underpin all safeguarding activity. In-depth level of experience in assessing, support planning, reviewing and evaluating health or social care practice and interventions with service users, carers who have complex needs. Experience of assessing and manage risk, balancing rights and responsibilities of service users and carers. Experience of writing legal reports and attending court to provide expert professional evidence. Experience of preparing sketches, reading plans and providing detailed specifications for major works. Experience of assessing, supplying, reviewing and demonstrating safe use of equipment, including manual handling equipment adaptations and telecare to support individuals' independence. Experience of working in a multi- disciplinary, multi- agency setting. Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development</p>	<p>A-I</p>
	<p>At Senior Occupational Therapist level Experience of managing complex cases and assisting colleagues to carry out statutory requirements Experience of supervising students and/or staff in a statutory front-line social care or health setting. Evidence of developing and maintaining good working practices with a wide range of customers and other stakeholders. Experience of representing the service at multi-agency forums, making informed, sound decisions. Experience of working effectively in a high-pressure environment. Experience of managing complex cases and risk assessment. Experience of safeguarding work including chairing of meetings. Experience of working in a multi-disciplinary interagency framework. Experience of meeting performance targets and delivering service outcomes. Knowledge and understanding of current issues in occupational therapy practice Demonstrate in-depth and high level of knowledge and experience of health and social care processes and responsibilities in line with the Care Act. Evidence an in-depth level of understanding of the principles and benefits of integrated working for self, service users and carers. Experience of working with vulnerable service users and carers with complex needs, to assess their needs and circumstances and support them to make informed decisions and choices. In-depth level of experience in assessing, support planning, reviewing and evaluating interventions with service users, carers who have complex needs. Experience of assessing and manage risk, balancing rights and responsibilities of service users and carers. Experience of writing legal reports and attending court to provide expert professional evidence. Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development</p>	<p>A-I</p>

Skills / Abilities	<p>Commitment to empowering service users and their carers to achieve maximum independence and achieving identified outcomes. High level of skill to effectively negotiate on behalf of service users and carers. To prevent, reduce and delay needs by signposting, providing information and advice, early intervention and Reablement. Understanding of how service user/carer feedback can impact and influence service delivery and improve performance. Ensure outcome focused, asset based approach is used in all areas of work with service users and carers. Demonstrates an understanding of evidence-based practice and makes sound decisions on complex cases. High level of communication skills, both verbal and written and adapts them accordingly. Ability to write legal reports and attend court Sound understanding of asset based and outcome focused assessments Demonstrate excellent levels of knowledge and experience of social care processes and responsibilities in line with the Care Act Demonstrate excellent level of knowledge and experience of working with relevant physical health and/or mental health conditions that impact upon service users and carers Ability to assess and manage risk, balancing rights and responsibilities of service users and carers Demonstrate a professional judgement, understand and apply the safeguarding standards that underpin all safeguarding activity Ability to use various IT systems and a commitment to agile working. Ability to supervise and mentor staff Ability to reflect and learn from own behaviour and feedback, identifying impact of actions on others and improving practice. Ability to manage and prioritise own workload and meet agreed deadlines and targets Ability to generate credibility and confidence amongst staff, managers and stakeholders To take responsibility for own decisions on routine work and recognise the need to contribute and support service and management decisions</p>	A-I
Corporate Accountabilities	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate code of conduct (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.</p>	A-I
Corporate Behaviours	<p>The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Council's internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.</p>	A-I
Effective and Collaborative Team Working	<ul style="list-style-type: none"> • You will need to work alongside both health and social care policies and procedures • To promote the occupational therapy role within an integrated setting with health • To take responsibility for personal development and actively participate in all learning and development. • To participate in the ongoing development, implementation and monitoring of service plans. • To support and contribute to value for money, service efficiency and improvement. 	A-I
Working Pattern and travel	<p>Flexible work patterns are available and you should be able to work some evenings and occasional Saturdays / Bank Holidays</p>	
Safeguarding and Disclosure	<p>A current Disclosure and Barring Service Check.</p>	
Special Factors or Constraints		

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