

Mental Health Practitioner (Band 7 Occupational Therapist) – EXAMPLE JD and Person Specification

EXAMPLE Job Description and Person Specification

Mental Health Practitioner Band 7 Occupational Therapist

This pack contains an example job description and person specification for the mental health group of roles. These resources align to the requirements set out in the Network Contract DES and are intended to be helpful for PCNs as they recruit to the Additional Roles Reimbursement Scheme. They are based on the role outline included in section B of the Network Contract DES, which can be found [here](#) and incorporate wider responsibilities that NA/TNA may undertake.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs.**

EXAMPLE JOB DESCRIPTION

JOB TITLE:	Occupational Therapist (Primary Care Mental Health Practitioner)
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BAND:	7
DEPARTMENT:	Primary Care Network Mental Health Team
DIRECTORATE:	
REPORTING TO:	Locality Operational Lead
ACCOUNTABLE TO:	Primary Care Network Clinical Director / Mental Health Trust Senior Operational Lead

JOB SUMMARY

A key feature of our approach has been the development of a care offer delivered by staff from multiple partner organisations within the footprint of a Primary Care Network to deliver what really matters to people who need mental health support in that neighborhood. This emerging model of care is flexible to people's changing needs, with people 'stepping up' and 'stepping down' levels of support and intervention according to the complexity of their needs.

This role (which is jointly funded by the Primary Care Network (PCN) and the Mental health Trust) will be embedded in this new team structure, and represents an exciting opportunity to accelerate the transformation work underway, while also bringing additional capacity to the new care models for those with serious mental illness, complex emotional needs, and disordered eating.

The postholder will maintain regular links to the Mental Health Trust, particularly for on-going support, supervision and training and development; and support the design of a seamless patient pathway between primary and secondary care.

As a registered Occupational therapist, you will be expected to work with some autonomy within this system, but would also connect into professional support structures already in existence in the Mental Health Trust. You would also be expected to work closely with other roles as part of the PCN's core multi-disciplinary team to help address the potential range of biopsychosocial needs of patients with mental health problems via personalized approaches (for example, PCN clinical pharmacists and social prescribing link workers).

FOCUS OF THE ROLE

To support people living in their communities with a range of severe mental illnesses, including, for example, eating disorders and complex mental health difficulties associated with a diagnosis of 'personality disorder' and those whose needs are deemed not suitable for Improving Access to Psychological Therapies (IAPT) services but who may also not meet secondary care criteria.

KEY RESPONSIBILITIES

1. To promote and offer a range of clinical and non-clinical interventions within the PCN Mental Health Team
2. To provide assessment and care planning expertise relevant to your profession
3. To contribute to the on-going development and transformation of the care system
4. To provide effective signposting to a range of health, social, voluntary sector and community-based resources and services.
5. To work with patients to:
 - a. support shared decision-making about self-management;
 - b. provide brief therapeutic interventions, where qualified to do so and where appropriate;
6. To, where possible, operate without the need for formal referral from GPs, including accepting some direct bookings where appropriate.

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7. To provide Occupational Therapy input to service users accessing the PCN, especially where needs are complex and where multiple factors impact on occupational performance.
8. To contribute to case formulations within the PCN, incorporating experience and knowledge as a dually trained professional in both physical and mental health.
9. To participate at practice and network-based MDTs, share good practice and take part in training activities for other members of the MDT
10. To identify relevant development opportunities offered through the national [training programme to improve access to psychological therapies for those with severe mental health problems](#), including both training in working in a more psychologically informed way with this client group, as well as training in specific evidence-based therapies.

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	• To take a bio-psycho-social approach which looks to support people towards improving their quality of life • To use DIALOG and DIALOG+ to underpin conversations, recognising the wider determinants of health • To proactively involve people in their care, and to include them in decision-making processes • To take responsibility to act using sound professional judgment and effective problem solving when decisions have to be made in highly complex and challenging situations. • To use advanced effective skills, verbal, non-verbal and written when dealing with highly charged and complex situations. • To provide Occupational Therapy input to service users accessing the PCN Mental Health teams, especially where needs are complex and where multiple factors impacts on occupational performance. • To establish, build and optimize working relationships within community mental health transformation including the neighbourhood Mental Health teams, Primary care network, Adult social care, the voluntary sector and community partners. • To contribute to case formulations within the PCN, incorporating experience and knowledge as a dually trained professional in both physical and mental health. • To undertake specialist occupational therapy assessment to ascertain level of functional ability, risk and supportive factors. Wherever possible, the assessment purpose should be to identify and provide intervention that facilitates independent living with a recovery focus. We aim to minimise stand-alone assessment that merely identifies needs or for the sole purpose of providing equipment for physical needs. • To work closely with partner organisations, Community Health services and Sports Therapy to improve the physical health outcomes for service users with enduring mental health conditions. • To include physical occupational functioning needs through treatment planning, making use of collaboration agreements to provide minor adaptive equipment where required. To support service OT staff with negotiation around more major adaptation needs with Community Health Services and Adult Social care OT colleagues. • To promote the empowerment and education of clients in relation to their holistic health. This focuses on social inclusion, health promotion and relapse prevention. • To evaluate effectiveness of therapy interventions in conjunction with clients/carers, other professionals. • To promote and apply equal opportunities and anti-discriminatory interventions that respect the clients' customs, values and spiritual beliefs at all times.
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Clinical	• To support the development of a care offer within the within the PCN Mental Health teams • To take lead clinical responsibility for the delivery of well organised, outcome focused, time limited interventions for people experiencing a wide-range of mental health illnesses. • To take a recovery-focused and person-centred approach • To support emerging clinical developments, ensuring an understanding of these and their implications on the patient pathway are developed in the teams. • To ensure all complaints, serious incidents, safeguarding and other key processes are followed effectively in the team. • To independently manage a caseload and complete the occupational therapy process in response to client need in the PCN • Implement specialist group and individual treatments to achieve therapeutic goals • Using evidence practice and recognised outcome measures, evaluate progress and adjust future intervention accordingly • To exercise professional and clinical judgement in complex clinical cases, consulting senior OT colleagues when necessary. • To attend and contribute to relevant PCN, professional and neighbourhood meetings. • Provision of summary reports to support service evaluation. QI reporting as required. • To collect performance statistics and submit them as per service requirement; to maintain performance standards relating to clinical information using trust systems and keeping to required deadlines. • To carry out administration tasks as required for the smooth running of the team. • To ensure that accurate and current service information is available to users and carers and to provide as necessary. • To ensure service provided to caseload is culturally sensitive and responsive to the ethnic diversity within the borough.
Administration	• To plan and prioritize own workload • To document all care interactions on the relevant clinical system as per local arrangements • To keep up to date, accurate written records of the clients' treatment and progress and to ensure that own and others' documentation is adequately stored in line with Trust and RCOT guidelines. • To produce clinical reports as required and disseminate to other involved professionals, agencies and the client.
Management	• To actively encourage user involvement in service development through implementation of appropriate mechanisms and ensure that service provision meets their needs and those of their carers. • To lead Quality Improvement (QI) projects & audits wherever possible, and ensure that quality improvement is a continuous focus for the service. • To adhere to all Trust and local policies. • To follow the Trust and OT service policies and procedures and the Royal College of Occupational Therapy professional standards in clinical practice. • To attend staff and business meetings within the OT service, relevant MDT meetings and other clinical specialist groups.
Human Resources	• To provide supervision for staff in the occupational therapy team and PCN/Neighbourhood mental health team as appropriate. • To maintain oversight of the support of junior staff (where applicable), with a particular focus on the support of unregistered staff and those working in new, non-clinical roles, ensuring appropriate delegation.

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	• To contribute to the training and development of OTs / other disciplines by providing advice, acting as a role model, providing training, supervision. • To ensure yearly appraisal and objective setting for supervised staff, including integration of individual appraisals with service objectives. • To manage sickness and staff changes according to trust policy. • To assist in the induction for new and locum staff. • To act as practice educator for students on placements.
Performance and Quality	• To support the continued transformation and improvement of the PCN Mental Health team, providing leadership, support and supervision for junior members of the staff group. • You will take a supportive role in maintaining team systems and processes for the effective operation of the team, including audits in relation to clinical effectiveness, quality and the development of actions plans in light of findings. • To work creatively and independently with the PCN Mental Health Team to achieve required quality standards. • To represent the service positively and effectively in Network-wide forums. • To strive for excellence and the provision of the highest quality, evidence-based care and clinical outcomes throughout the service, striving for accreditations where relevant with national standards. • To ensure compliance with the Trust's Equality and Diversity Policy, supporting the delivery of the Trust's Race Equality Scheme and the Trust's duty to positively promote race equality, ensuring services are responsive to the needs of people with protected characteristics. • To act as an effective role model working in a courteous, patient focused manner and maintaining patient confidentiality at all times. • To actively participate in maintaining own personal and professional growth, undergo and actively participate in own and others' performance appraisals and identify own educational and training needs. • To ensure your own mandatory and statutory training is always in date. • To support the development and embed quality improvements within the team and actively embrace Quality Improvements projects in the team, creating a culture for learning and development. • To apply the main principles of Community Mental Health Transformation in the provision of Occupational Therapy in the Community, with a key focus on a place-based approach, population health, co-production and reducing barriers to access of services. • To keep abreast of new developments and research in both the field of Occupational Therapy and mental health in general. • To contribute to service activities related to clinical effectiveness via audit, research and evidence based practice. • To maintain a personal CPD portfolio. • To ensure own professional development through regular participation in clinical/professional supervision with a Lead OT. To participate in yearly joint individual performance reviews.
Financial and Physical Resources	• You will need to support the achievement of financial balance in the team, making the best use of your financial resources to achieve positive clinical outcomes for service users and carers. • Arranging for the replacement or repair of equipment and furniture as required • To contribute to the optimal use of OT within the PCN and to support business cases to further develop the service when appropriate. • In addition to the general aim of supporting service users' recovery by optimising independence, improving occupational performance and increasing social inclusion.

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	• To observe policies and procedures for the safe use of therapeutic equipment in line with health and safety requirements. • To sign off agency time sheets, petty cash vouchers etc. in keeping with trust policy. • Responsible for accurately completing petty cash vouchers related to purchases made for client service provision.
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JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..

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<u>Statement on Employment Policies</u>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	The Mental Health Trust is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs. For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
Dealing With Harassment/ Bullying In The Workplace	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying. The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences. Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. The Trust is a smoke free Trust – this means that staff must be smoke free when on duty or otherwise in uniform, wearing a badge or identifiable as the Mental Health Trust's staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy. To safeguard at all times, the confidentiality of information relating to patients/clients and staff.
General Data Protection Regulation (GDPR)	To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.

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	As part of your employment with the Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	The Trust is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Quality Improvement	The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations. Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

PERSON SPECIFICATION

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DIRECTORATE:	
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ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	- Diploma or degree in Occupational therapy - HCPC registration - Evidence of post registration continued professional development, qualifications or equivalent experience - Educated to masters level or equivalent experience - Member of British association of Occupational therapy - Fieldwork educator training - Training in Quality Improvement methods	E E E D D D	S S S S S S
Experience	- At least three years post qualification in clinical mental health setting: and or demonstrable experience highly related to the clinical field - Previous experience of functioning as a team member - Previous experience of Management and Clinical Supervision, including annual appraisal - Previous experience of service development, quality improvement and of bringing innovation and new ideas to practice - Previous experience of working within the health or care system - Lived-experience of accessing mental health services - Experience of using DIALOG+ (as a service user or professional)	E E E E E D D	S I I S/I S/I S/I S/I
Knowledge and Skills	- Knowledge of applied social, health and medical sciences including psychology, anatomy, physiology and sociology. - Knowledge of how mental health difficulties impact upon occupational functioning and performance. - Working knowledge of Clinical Governance and its application in novel settings - Knowledge of College of OT standards of practice and their application - Knowledge of Equal Opportunities, confidentiality and consent issues - Occupational and vocational assessment skills - Specialist clinical skills to carry out OT interventions therapeutic and activity based interventions; remedial training and cognitive behavioural interventions and psychosocial	E E E E E E E	S/I S/I I S/I I S/I S/I

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	and psycho-educational interventions.	D	S/I
	• Specialist Health Promotion and rehabilitation skills in order to promote social inclusion and prevent relapse and hospitalisation.	E	S/I
	• To have developed interpersonal skills enabling therapeutic alliances to be developed and maintained with clients who have complex needs.	E	S/I
	• Ability to evaluate the effectiveness of OT interventions including knowledge of outcome measures	E	S
	• Ability to manage a complex clinical caseload	E	S/I
	• Ability to undertake clinical risk assessment	E	S/I
	• Ability to plan, prioritise and coordinate clinical service provision	E	I
	• Ability to communicate difficult information	E	S/I
	• Ability to undertake supervision, and provide training and presentations	E	S/I
	• Ability to assess and manage verbal aggression and risk of physical aggression in community settings, home, whilst reducing the risk to those involved.	E	S
	• Ability to plan and work with statutory and non-statutory services around clinical issues.	E	S/I
	• Good organisational and time management skills	E	I
	• Ability to maintain the profile of OT within a MDT and the organisation	E	S/I
	• Good knowledge of current and relevant local and national agendas impacting Community Mental Health, including the Community Mental Health Framework for Adults and Older Adults	E	S/I
	• Sound knowledge and understanding of the Mental Health Act and Care Act, relevant national standards and other relevant national policies.	E	I
	• Excellent knowledge & understanding of recovery principles	E	S/I
	• Knowledge of NICE guidance in relation to a wide range of mental disorders and the ability to ensure that evidence based practice with clear clinical outcomes is embedded into practice.	E	I
	• Excellent communications skills	E	S/I
	• Skills in using electronic clinical systems and associated Microsoft 365 applications	E	I
		E	S/I
Other	• Physical skills required facilitating a wide range of activities both on a one-to-one and group basis, including using equipment as required	E	S/I
	• Mental and emotional effort required to undertake concentration required for clinical consultations and interventions on both a one-to-one and group basis	E	S/I
	• Mental effort required to undertake intense concentration for data analysis, strategic planning, holistic formulations; report writing etc.	E	S/I
	• Ability to manage frequent highly distressing clinical interactions with clients who have serious mental health problems. including crisis situations	E	S/I

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	• Self-aware demonstrating a positive attitude on achieving the best results and overcoming obstacles.	E	I
	• Ability to work independently and as part of a team and able to both/influence and work across professional boundaries.	E	I
	• Ability to remain calm under pressure, motivate others and be flexible and adaptable to change.	E	S/I
	• Demonstrates they care and values others, able to acknowledge and reward good work, celebrating team and individual success.	E	S/I
	• Develop inclusivity and respect for others	E	I
	• Able to demonstrate a commitment to self-development	E	I
	• Passionate about population health	E	I
	• Committed to Co-production	E	I

S: Shortlisting I: Interview T: Test