

PROGRESS *your* CAREER



Occupational Therapy / Recovery & Social Inclusion / ISA Placement Lead Band 8a

Job Description and Person Specification

Job Description

JOB TITLE: Occupational Therapy / Recovery & Social Inclusion / ISA Placement Lead

BAND: 8A

**RESPONSIBLE TO: B&D Head of Mental Health Services,
NELFT Professional Occupational Therapy Lead**

KEY RELATIONSHIPS:

Internal	External
<p>B&D NELFT services for adults, older adults, LD and CYP: Mental Health Teams Community Health Services Children's Services Acute Rehabilitation Services Contracts Manager Assistant Directors ICD Director Business Manager Corporate Services, eg. HR, Finance</p>	<p>GP Third Sector Agencies Adult Social Care Local Authority leads General Hospital Employment agencies Education services Housing services Commissioning groups</p>

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day-to-day work. These are:

- We are kind
- We are respectful
- We work together with our communities

The post holder will achieve this by:

1. Being a registered Occupational Therapist, under Health Care Professional Council (HCPC).
2. Working as a key member of the senior management team within the directorate.
3. Contributing to the success of operational and strategic objectives of the senior management team within the directorate.
4. Providing professional leadership for occupational therapy staff within the directorate, including supervision, professional development and effective recruitment and retention.
5. Providing specialist advice, direction and support to ICD, ADs and team managers on occupational therapy issues.
6. Being a core member of MHS Trust Professional Lead OT group.
7. Taking a lead role in the Directorate for implementation of Trust Recovery and Well Being
8. Develop local strategy for professional and strategic portfolio for specific directorate
9. Leading reviews on all accommodation placements within the directorate, ensuring value for money, clinical outcomes and throughput as required locally.
10. Ensuring current information, guidance and knowledge pertaining to all lead roles of the post is provided to directorate and Trust strategic forums.
11. Providing leadership or participation in borough, directorate, MHS or Trust wide projects as requested.
12. Ensuring clinical supervision and development of STR workers or other designated staff within the directorate.

Key Responsibilities:

Lead Occupational Therapist:

- Provide highly specialist advice, direction and guidance to directorate senior management team on all aspects of occupational therapy with recommendations.
- Lead on the recruitment and retention of OT professional staff through close working with ADs and team managers, ensuring good skill mix and career progression.
- As core member of Lead OT group contribute to development and implementation of OT strategy, policy, standards and high quality professional delivery.
- Provide O.T. professional leadership ensuring governance, high quality clinical practice and conduct in keeping with COT / HPC standards.
- Ensure O.T professional service is delivered according to Directorate and Trust objectives, strategies, national policy, professional policy and legal requirements.
- Ensure ongoing professional supervision, development and reviews with relevant managers take place and include O.T specific requirements.
- Promote professional O.T profile with particular regard to evidence based practice, audit, outcomes and research, across the group and with individual staff as required.
- To be able to apply advanced clinical reasoning across the spectrum of OT services within the directorate in order to professionally support OT staff and service development.
- Ensure consistent provision of Practice Placement for OT students within the directorate.
- Be responsible for implementation and delivery of OT professional development in the specific directorate

- To ensure that relevant OT audits are carried out, evaluated and reviewed supporting professional and clinical governance of the profession.
- To contribute to the training and development of OT/other disciplines by providing advice, acting as a role model, providing training and supervision.
- To ensure induction procedures are in place for new and locum staff within the Directorate.
- To ensure relevant CPD undertaken to maintain HCPC registration, COT standards of practice and high-quality OT practice for NELFT.
- Maintain an active awareness of new developments and research in OT seeking to improve evidence-based practice.
- Lead on identified elements of OT professional strategy adapting to local directorate priorities as required
- Support and develop QI initiatives for OT practice.

Member of the Directorate Senior Management Team:

- To contribute to the design, delivery and effectiveness of the directorate services.
- Contribute to the range of directorate governance, performance, business and other meetings.
- To contribute to the achievement of Key Performance Indicators and targets, implementing changes or plans which improve performance.
- To promote a positive image of the Trust, establishing and contributing to various partnerships and meetings demonstrating highly specialist skill and knowledge according to role.
- To undertake any other reasonable management or leadership task commensurate with the post delegated by the ICD Director or AD.
- To undertake complaint investigations, Root Cause Analysis cases, consultation processes and disciplinaries providing complex reports as required.

Lead for Social Inclusion:

- Monitoring delivery of targets and outcomes against strategies within directorate.
- Support the operational delivery of IPS Workwise employment services within B&D secondary community mental health services.
- Responsible for all directorate social inclusion project delivery and outcomes working closely with directorate governance and operational structures.
- Promote and encourage innovation and best practice in the development of recovery and social inclusion within the borough.
- Maintain current awareness of social inclusion developments, policy and best practice nationally and ensure sharing and promotion of this information.
- Provide directorate leadership and professional development for all staff in relation to Recovery and Well Being.
- Develop and maintain highly relevant directorate partnerships and attendance at identified meetings for Recovery and Well Being ensuring NELFT agenda remains relevant and deliverable at all times.
- Ensure risks and mitigations are in place for strategic responsibility highlighting through directorate and Trust wide structures.

Lead for NELFT ISA Placements:

- To represent NELFT B&D at the monthly NELFT BHR ISA funding panel, presenting B&D cases and critically evaluating panel applications discussed.
- To ensure placement reviews are completed regularly for all NELFT ISA B&D health funded accommodation placements, against commissioned criteria.
- Address any ISA funded placement concerns in collaboration with our local authority funding partners.
- To make clear recommendations to managers of all accommodation placement providers on promoting independent living skills for service users ensuring their progress in the shortest possible time frame.
- Work closely with staff and teams to progress care plans to achieve satisfactory outcomes for service users using relevant reporting lines.
- Ensure thorough working knowledge of the range of placement providers alongside local authority colleagues.
- Provide support and advice on suitable commissioning of possible placements by NELFT with local authority.
- Provide risk reports and mitigations within the Directorate associated with placement quality, performance and budget requirements.

Clinical Skills

- To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- The post holder will have Current Effective Status on the (HCPC) register and be responsible for maintaining this.
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients / patients.
- To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
- To be able to initiate referrals to other health professional specialist services and agencies.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- To ensure practice is supported by research, evidence based practice, literature and peer review.

Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.

- To actively promote integrated health professional working internally and externally.
- To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Service Development and Delivery

- Ensure robust communication networks in all lead areas pertaining to job description.
- To implement all Trust and MHS policies and ensure that national policies are translated as relevant to all lead areas.
- Ensure that service users and carers are involved service developments that pertain to lead portfolio as required including implementation and review processes.
- Ensure that all lead responsibilities are carried out according to principles of Equality and Diversity.
- To ensure that Trust and MHS policies in relation to risk management and governance are fully considered and implemented within the service(s).
- Ensure that clinical effectiveness standards are implemented locally and that staff attend relevant clinical groups.
- To manage exposure to potential hazards including frequent verbal aggression and risk of physical aggression in hospital/community settings, ensuring local policies are in place regarding the safety of staff, service users and members of the public

Resource Management - Financial/Physical

- Implement policies and procedures to ensure the safe use of therapeutic stock and equipment in line with health and safety requirements and Trust policy.
- To be an authorised signatory for cash/financial payments, and the authorisation of working hours for bank and agency staff
- To authorise payments to various agencies for the supply of staff, supplies and other purchases.

Information

- To ensure mechanisms are in place so that own and others' documentation and clinical records are recorded and adequately stored in line with Trust policy and COT / HCPC guidelines.
- To ensure confidentiality is maintained at all times.
- To be aware of all OT staff leave i.e. annual leave, sick leave and study leave.
- To manage, delegate and execute administration tasks required for the smooth running of the lead roles.
- To ensure all reporting written and verbal is delivered to high standard and to required time frames.

Administration

- To communicate effectively both verbally and in writing, ensuring assessments, detailed reports and all documentation relating to the service user and or carer, is maintained and recorded in accordance with Trust policy, HCPC and RCOT guidelines.
- To ensure all relevant records and correspondences are appropriately communicated to respective MDT professionals and individuals in keeping with Trust policy.
- To utilise IT data based information systems, spreadsheets and other IT packages as required by the Trust.

- To maintain computerised record systems and ensure they are updated and efficiently managed.
- To collect statistics as per service requirement.
- To keep accurate records of mileage/travel and submit regular claims forms.
- To ensure that accurate and current service information is available to service users and their carers.

Communication

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.
- Ensure that relatives and carers of service users, where appropriate, have a good understanding of the condition of the service user and feel able to communicate effectively with the clinical area to answer any queries or concerns.
- Provide effective liaison between Services.
- To initiate and maintain communication with service users, carers, relatives, GPs, other professionals and agencies as appropriate.
- To work in partnership with referring agency to develop joint care plans.
- To be responsible for communicating complex clinical information to a variety of recipients (e.g. families and other professionals), both verbally and in writing.
- To work jointly and collaboratively with NELFT colleagues in order to enhance and develop services to service users and their families. This will include participation in team case discussions.
- To ensure communication channels are consistent and understandable and that information provided is relevant and informed.
- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.

- Participate in the review and development of clinical policies and identifies improvements to service provision.
- To maintain effective consumer confidentiality, ensuring adherence to NELFT and own Service policies, the Data Protection legislation and the Freedom of Information Act.

Training

- To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.
- To keep updated as to the new developments and research in Occupational Therapy.

Specific tasks directly related to the post

- Working as a key member of the senior management team within the directorate, contributing to the success of operational and strategic objectives.
- Providing professional leadership for Occupational Therapy staff within the directorate, including supervision, professional development and effective recruitment and retention.
- Providing specialist advice, direction and support to ICD, ADs and team managers on Occupational Therapy issues.
- Being a core member of MHS Trust Professional Lead Occupational Therapy and Allied Health Professional groups.
- Taking a lead role in the Directorate for implementation of Social Inclusion, Recovery and Well Being.
- Taking a Lead role in managing NELFT ISA (B&D) funded specialist mental health community placements for the borough, leading joint placement reviews, ensuring value for money, clinical outcomes and throughput is achieved.
- Providing leadership and/or participation in borough, directorate, MHS or Trust wide projects as requested.
- Ensuring clinical supervision and development of STR and Peer Support Workers or other designated staff within the directorate.
- Support the operational delivery of IPS Workwise employment services within B&D secondary community mental health services.

The post holder will work within the safeguarding adults and safeguarding children frameworks across the London Borough of Barking and Dagenham and North East London Foundation trust

Additional Information

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: Approved historically.

Date to be reviewed: 2026

Job evaluation reference number: N/A.

Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> We are kind We are respectful We work together with our communities 	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
Qualified /registered Occupational therapist	✓		Application Form Interview Assessment
Evidence of post-registration Training /qualification and continued CPD	✓		Application Form
CBTp Diploma or equivalent		✓	Application Form Interview Assessment
Family Intervention/Therapy Certificate or equivalent		✓	Application Form Interview Assessment

Experience	Essential	Desirable	Measurement
To have significant experience working with adults experiencing psychosis.	✓		Application Form Interview Assessment
To have proven and significant experience of working with people with	✓		Application Form Interview Assessment

complex, acute mental health needs.			
To have experience of assessing, planning, implementing and evaluating aspects of care.	✓		Application Form Interview Assessment
To have significant experience working with families and carers	✓		Application Form Interview Assessment
To have significant experience as a caseworker and CPA Care Co-ordinator.	✓		Application Form Interview Assessment
Ability to work independently and as part of the team.	✓		Application Form Interview Assessment
Ability to perform under pressure, quickly and effectively, making timely managerial decisions in conjunction with team Manager and following through available agreed care pathways.	✓		Application Form Interview Assessment
To have experience in group work.	✓		Application Form Interview Assessment
To have experience in working/liasing with multi-disciplinary teams and other agencies in the provision of care.	✓		Application Form Interview Assessment
Experience of providing staff supervision and appraisal		✓	Application Form Interview Assessment
Undertaking audits within		✓	Application Form

a clinical setting			Interview Assessment
Experience of using MOHO and OT ADL assessments.	✓		Application Form Interview Assessment

Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview Assessment
Understanding of government legislation and policy guidance pertaining to EIP and Mental Health e.g. NICE concordant interventions	✓		Application Form Interview Assessment
To demonstrate knowledge and competency of the Mental Health Act 1983 related legislation and its applications	✓		Application Form Interview Assessment
To demonstrate knowledge and understanding of the Mental Capacity Act	✓		Application Form Interview Assessment
Broad knowledge of mental illness, EIP best evidence based practice and latest research.	✓		Application Form Interview Assessment
Excellent working knowledge of care	✓		Application Form Interview Assessment

programme approach (CPA)			
To have a working knowledge of the requirements of specific OT assessment	✓		Application Form Interview Assessment
Understanding of Data protection Act and confidentiality	✓		Application Form Interview Assessment
Knowledge and understanding of Adult Safeguarding policy and procedures	✓		Application Form Interview Assessment
Be knowledgeable, demonstrate competency and work within the safeguarding children framework on best practice with particular regard to the voice of the child and the London Child protection procedures	✓		Application Form Interview Assessment
Be knowledgeable, demonstrate competency and work within the Equal opportunity legislation and policy	✓		Application Form Interview Assessment
Knowledge of the complaints procedure and duty of Candour policy		✓	Application Form Interview Assessment

Skills	Essential	Desirable	Measurement
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Ability to assess, plan and implement programmes of care with Service User and Carers involvement	✓		Application Form Interview Assessment
Clinical risk assessment and management skills	✓		Application Form Interview Assessment
Ability to communicate effectively at all levels	✓		Application Form Interview Assessment
Ability to make complex decisions under pressure and demonstrate stress and crisis management skills	✓		Application Form Interview Assessment
Ability to facilitate positive multi-disciplinary working relationships across all service areas	✓		Application Form Interview Assessment
Effective and well-developed interpersonal skills especially when handling conflict and change.	✓		Application Form Interview Assessment
Ability to explore emotionally demanding aspects of the role with appropriate staff in both managerial and clinical supervision as well as in team meetings and informal work related support systems	✓		Application Form Interview Assessment

Ability to maintain confidentiality where appropriate	✓		Application Form Interview Assessment
Understanding of and commitment to the principle of equal opportunities in service delivery	✓		Application Form Interview Assessment
Computer and IT competent with the ability to utilise a range of IT software and related packages such as excel	✓		Application Form Interview Assessment
To be flexible, supportive when required to take on new roles within NELFT appropriate to knowledge, education and skills, as required.	✓		Application Form Interview Assessment
Ability to resolve difficulties which affect working relationships and to offer support to staff, service users and carers on an ongoing daily basis	✓		Application Form Interview Assessment

Other	Essential	Desirable	Measurement
Ability to travel and carry relevant work-related equipment between sites in an effective and safe manner.	✓		Application Form Interview