



NIGHTINGALE HOSPITAL
LONDON

FLORENCE
NIGHTINGALE

Join our team and make a
difference

JOB TITLE: Occupational Therapist

Occupational Therapist

Location: Nightingale Hospital, 11-19 Lisson Grove, Marylebone, London NW1 6SH

Department: Therapy

Salary: Up to £37,000 per annum plus a London Allowance of £4,000 per annum added to all permanent posts

Working hours: 37.5 hours per week, rostered to meet the needs of the business

Closing date: 26 July 2023

Please note that interviews may take place prior to the advert closing as and when suitable applications are received. If a suitable candidate is appointed the role may close early, therefore please do not hesitate to submit your application.

About us

Nightingale Hospital is the only private mental health hospital in Central London, with over 30 years' experience in delivering specialised, evidence-based treatments in outpatient, day patient and inpatient settings. Our dedicated team of specialists are committed to the diagnosis and treatment of all types of mental health conditions, including eating disorders and addictions. Conveniently located, we are a two-minute walk from Marylebone main line and Underground stations, and within a ten-minute walk of Baker Street and Edgware Road Underground stations.

We are owned by international medical group, Orpea delivering the full spectrum of psychiatric care, high quality care home and rehabilitation services across the globe.

About the role: Occupational Therapist – General Psychiatry

To manage a caseload of patients with complex needs using evidence based and patient centred principles to assess, plan, implement and evaluate interventions.

To provide group and individual interventions for a designated caseload.

Position in organisation

- Reports to the Senior Occupational Therapist
- Liaises with other therapists, nurses, consultants, and the wider MDT to provide a high standard of care

Key tasks/Scope of the role

1. Main Duties
2. Communication
3. Quality
4. Training & Development
5. Health & Safety
6. Other

Duties and responsibilities

1. Main duties

- 1.1 To work collaboratively with patients to identify and select an appropriate specialist intervention plan (group and individual treatments) which aim to achieve therapeutic goals, maximising functional ability and wellbeing and balancing the complex mental health needs.
- 1.2 To provide occupational therapy interventions as part of inpatient care in the General Psychiatry inpatient service.
- 1.3 To apply a high level of understanding of the effects of complex mental health conditions and provide psychoeducation.
- 1.4 To assume professional accountability and responsibility for specific aspects of service delivery.
- 1.5 To provide information, advice, support to carers/families/others as appropriate.
- 1.6 To work in close cooperation with other staff on the therapy department, and with the wider hospital, providing advice and support to other therapists, ward staff and consultant psychiatrists as appropriate.
- 1.7 To provide occupational therapy in settings most appropriate to the patient/activity e.g., ward, therapy area, community (working flexible hours if required).
- 1.8 To be aware of and make use of specialist occupational therapy assessment tools to assess and help to formulate a treatment plan.
- 1.9 To monitor, evaluate and modify treatment using outcome measurement tools to ensure effectiveness.
- 1.10 To plan and develop opportunities for patients to engage in a group programme and/or individual interventions using graded activity to achieve therapeutic goals.
- 1.11 To establish links with local resources that will sustain patient's recovery and assist in facilitating their timely discharge.
- 1.12 To attend regularly and participate actively in a variety of meetings, both clinical and professional, offering verbal reports on treatment interventions and service developments as appropriate.
- 1.13 To maintain accurate and up to date written and electronic records and activity data.
- 1.14 To provide copies of reports/correspondence to patients consistent with hospital guidelines.
- 1.15 To provide specialist 1:1 occupational therapy assessments and occupational therapy reports as required.

2. Communication

- 2.1 Maintain a high level of verbal and written communication within the scope of the position.
- 2.2 Polite and approachable manner when dealing with patients, their families and colleagues.
- 2.3 External liaison with other professionals in relation to the position.
- 2.4 Cover for therapy colleagues during short-term absences.
- 2.5 To liaise with and establish robust communication networks with all multi-disciplinary team members involved in the patients care, providing written reports when appropriate.
- 2.6 To communicate effectively, demonstrating high level skills in order to deliver a timely response to complex clinical issues and overcome barriers of multi-disciplinary working.
- 2.7 To work as a member of a multi-disciplinary team contributing to discussions and decisions regarding patient care and reporting progress/observations from interventions.
- 2.8 To promote awareness of the role of occupational therapy within the service, negotiating priorities where appropriate.
- 2.9 To attend regularly and actively participate in a variety of meetings both clinical and professional offering verbal reports on treatment interventions and service developments as appropriate.
- 2.10 To be aware of and practice in accordance with Care Quality Commission outcomes.
- 2.11 To communicate appropriately with all patients, young persons and vulnerable adults, and ensure a safe environment is maintained at all times.

3. Quality

- 3.1 Knowledge and understanding of Nightingale Hospital values.
- 3.2 Documentation must be presented in accordance with the guidelines of Nightingale Hospital branding.
- 3.3 All tasks and requests relating to the service are completed in a timely and professional manner.
- 3.4 Strict confidentiality in all undertakings in relation to the position must be adhered to at all times.
- 3.5 To participate in any quality audits undertaken by the hospital.

4. Training and development

- 4.1 Responsibility for ensuring completion of mandatory training, including e-learning and breakaway training offered by Nightingale Hospital.
- 4.2 Regular performance reviews and annual appraisal with the Senior OT.
- 4.3 Identification of any skill deficits which will require some training and support.
- 4.4 Participate in receiving clinical supervision and individual supervision.
- 4.5 Commitment to personal and professional development.

5. Health and safety

- 5.1 Report any health and safety issues to the Hospital Director that impact on the immediate work environment or patient areas at Nightingale Hospital.
- 5.2 Be aware of any health and safety policies and procedures relating to the job and use of equipment.
- 5.3 Knowledge of risk assessment and risk management practice in relation to mental health.
- 5.4 Be aware of the fire procedure relating to the area and carry the fire alarm key.

6. Other

- 6.1 To recognise the importance of customer care and present a positive, courteous and helpful attitude when dealing with users of the Hospital's services.
- 6.2 To present a professional and efficient image at all times.
- 6.3 To be responsible for reading, understanding and complying with all relevant policies and procedures.
- 6.4 To undertake additional duties, as and when required, as directed by your line manager.

Who we are looking for

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> ✓ A BSc or diploma in Occupational Therapy ✓ Registered Occupational Therapist with Health and Care Professions Council (HCPC) ✓ Member of RCOT 	
Work experience	<ul style="list-style-type: none"> ✓ Document evidence of continued professional development ✓ Experience of working autonomously and co-operatively within a team ✓ Recent experience of working in acute patient psychology service ✓ Previous exposure to working in an acute inpatient psychiatric setting, including working with general acute adult mental health ✓ Experience working with individuals and groups with a range of complex presentations in an inpatient and day patient setting ✓ Knowledge of the area of specialism; clinical skills in assessment and intervention ✓ Clear understanding of occupational therapy and occupational science 	
Skills, knowledge and aptitude	<ul style="list-style-type: none"> ✓ Ability to communicate information sensitively ✓ Communicate in an effective, calm and timely manner in a way that respects the views, autonomy and culture of others ✓ Ability to work autonomously and set priorities ✓ To be non-judgemental ✓ Ability to organise and respond to complex information ✓ Commitment to client-centred, non-discriminatory practice ✓ Demonstrate a professional approach including emotional resilience and boundary keeping in relationships with staff and patients 	
Impact on others	<ul style="list-style-type: none"> ✓ High level of self- confidence, speech, manner, persuasiveness and smart appearance 	
Requirements	<ul style="list-style-type: none"> ✓ Good time-keeping skills ✓ Ability to work well under pressure ✓ Ability to work flexibly to meet the needs of the business 	

Nightingale Hospital reserves the right to vary these duties from time to time or require the job holder to undertake additional duties within their general scope of qualifications, skills and experience.

Company benefits

To reward the hard work of our fantastic colleagues, we offer an excellent benefits package as per the below:

- 25 days' holiday increasing up to 30 days for long service plus bank holidays*
- A, 'refer a nurse scheme' paying £2000 per successful recruit *
- Opportunities for continuous professional development (CPD) and training
- Generous Company pension scheme with **The People's Pension**
- Generous Company sick pay*
- Annual staff bonus (discretionary)
- Interest Free Travel Loan scheme *
- Free life assurance cover (4 x salary)
- On-site restaurant with subsidised staff meals at breakfast, lunch and dinner
- Employee Assistance Programme
- An extensive **Perkbox** staff benefits package, offering a comprehensive range of discounts and access to well-being apps
- Free eye tests and contribution towards the cost of glasses (if required)
- Long service recognition*
- Enhanced maternity/paternity pay*
- Long-term disability insurance*

**Subject to T's & C's*

Requirements for all staff

Health and safety: It is the responsibility of all employees to work together to achieve a safe environment, and to take reasonable care of themselves and others. Of particular importance is reporting all potential risks, incidents and complaints. Specific individual responsibilities for health and safety will be outlined under key responsibilities for the post.

Equality and diversity: It is the responsibility of all employees to support the vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment. All employees have the right to be treated with dignity and respect at work, and the Hospital will do all it can to ensure this happens through the implementation of and compliance with Equality & Diversity Policies.

Confidentiality: In the course of your employment employees will have access to confidential information of a personal and/or clinical nature, including information relating to the hospital patients, employees and other parties. Such information must not be used for the employees' personal benefit, nor disclosed to other persons without consent of the party concerned unless required by law to do so. This applies both during and after the termination of employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

Performance appraisal and development: The hospital is committed to providing a high-quality service through the effective management and development of its employees. All employees should be dedicated to providing a quality service and Performance Appraisal is of assistance to both employees and managers in allowing comparison between the standards achieved with the standards expected. Appropriate measures can be agreed, and any deficiencies rectified through identification and delivery of personal development needs. In addition to the continuous cycle of performance management, of a formal and informal nature, all employees will receive a formal appraisal of their work, development needs and a review of their thoughts and aspirations on an annual basis.

Statutory and mandatory training: It is the responsibility of the individual employee to ensure that all required statutory and mandatory training is undertaken as necessary.

Safeguarding children and vulnerable adults: This is a regulated position and the post holder will be subject to an enhanced Disclosure & Barring Service check upon appointment, and every 5 years thereafter.

We are committed to safeguarding children, young people and vulnerable adults within our care. Employees are accountable to ensure that they know how to respond when they are concerned for the safety of a child, young person or vulnerable adult. We will support employees in this process by providing training, support and advice. The hospital has a safeguarding lead who can be contacted for guidance and can provide safeguarding supervision. The hospital works in partnership with key agencies to protect children, young people and vulnerable adults. For children, employees should be aware of their responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for vulnerable adults in the Safeguarding Adults Policy.

Infection Prevention Control: The hospital has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique, be aware of and follow Infection Control guidelines and procedures relevant to their work, participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

Rehabilitation of Offenders Act 1974: This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Data protection: As an employer, the hospital needs to keep information about all employees for purposes connected with their employment. The type of information held includes information for payroll purposes, references, contact names and addresses and records relating to employment. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which is held will be for management and administrative use only, but the hospital may need to disclose some information we hold about employees to relevant third parties (e.g. Inland Revenue).

Records management and quality: Employees are legally responsible for all records that they gather, create or use as part of their work and they remain the property of the hospital. This includes patient, financial, personal and administrative records, whether paper based or on computers. All such records are considered public records and employees have a legal duty of confidence to all service users. Employees should consult the Records Management Policy and ask for guidance from their manager if they have any doubt about the correct management of records with which they work. All employees have a responsibility to ensure information quality standards are maintained.

Information security: Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. E-mail messages, any files stored on the networks or on equipment and usage of the Internet, and computer systems, irrespective of whether these related to personal use. Access and usage of computers must be in accordance with hospital policies. Safe haven procedures are to be used for all electronic transfers of personal data. This is in order to protect patients and staff, and the hospital's reputation and to ensure that it complies with the law and other relevant guidelines.

Smoke-free policy: The hospital operates a Smoke-free policy, except in designated areas. This means that smoking is not permitted anywhere within owned or leased premises, including within grounds unless designated as a smoking area. In the interests of promoting responsible healthcare, all staff are to refrain from smoking when off-site in uniform or wearing an identifying badge in any public place. The policy also applies to all staff employed at any location they may work, whether within or external to the premises. The policy contains further details including support facilities.

COVID-19 update: At Nightingale Hospital we are committed to ensuring the safety of our staff and have taken various measures to allow everyone to continue to operate both effectively and efficiently, whilst still remaining safe. All procedures have been evaluated and retrospectively restrictions have been implemented in line with the Hospitals Infection Control Protocol and general government guidelines.

Nightingale Hospital is an Equal Opportunities Employer and ensures equality of opportunity in recruitment, promotion, pay, benefits and training by adopting and following practices that are free from unfair or unlawful discrimination.

All appointments are subject to receipt of a satisfactory Disclosure & Barring Service (DBS) Certificate and pre-employment checks.

I confirm that I agree to the details of this job description as outlined above:

Full name:

Date:

Signed: