

### Do I need to do an appraisal?

Yes. Everyone in the trust has to have an appraisal. On the rotation you will complete a new appraisal for each new area you work in. You and your supervisor will set objectives for you to achieve during your time in the setting. In your final month before you rotate you will need to meet with your supervisor to review your appraisal and how you have performed. You will then start a new appraisal with your new supervisor in the first month of your new rotation.

If you are on preceptorship this will form the basis of your appraisal.

### This is my first job. Will I be on preceptorship?

The trust runs a preceptorship programme for newly qualified Allied Health Professionals (AHPs) in their first year of practice. It is your responsibility to attend and arrange this with your team. You will also be supported through your preceptorship by your supervisor (preceptor) who will assist you to carry out all the necessary tasks.

### Students





OTs on preceptorship are not generally expected to take students on placement. However there are likely to be student OTs and nurses in each area, and you will be expected to support and contribute to their learning and development.

# Occupational Therapy (OT) Rotation

## Your need to know guide



**Would you like this information in an alternative format?**  
For a translation of this document, an interpreter, a sign language interpretation or a version in:

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It is an exciting time for the Leeds and York Partnership NHS Foundation Trust Mental Health OT Rotation as there have been several new additions to the rotation programme. In 2022 the OT Rotation programme has grown from 18 positions to now offering over 25 posts. In many cases, this is due to services increasing the number of OT's they employ which is a fantastic development.

New services added to the OT Rotation include: CAMHS at Red Kite View, PICU at Newsam Centre, Locked Rehabilitation at Newsam Centre, Inpatient Learning Disabilities at Woodlands Square 2 and 3 and The Willows providing additional support for individuals with Dementia.

Our mental health rotation offers a great start to a career in mental health Occupational Therapy,

with opportunities to work with various groups of service users at different stages in their care pathway.

Each rotation is usually for nine months and we offer a 27 month contract for rotational posts.

The following areas are currently part of the rotation:

- Adult and Older peoples Acute Inpatient services
- Intensive Community Services
- Adult and Older peoples Community Mental Health Team
- Assertive Outreach
- Rehabilitation and Recovery services
- Forensic Service
- Dementia Inpatient services
- CAMHS
- Personality disorder network
- Learning Disabilities
- Care Homes

### Responsibilities and Expectations

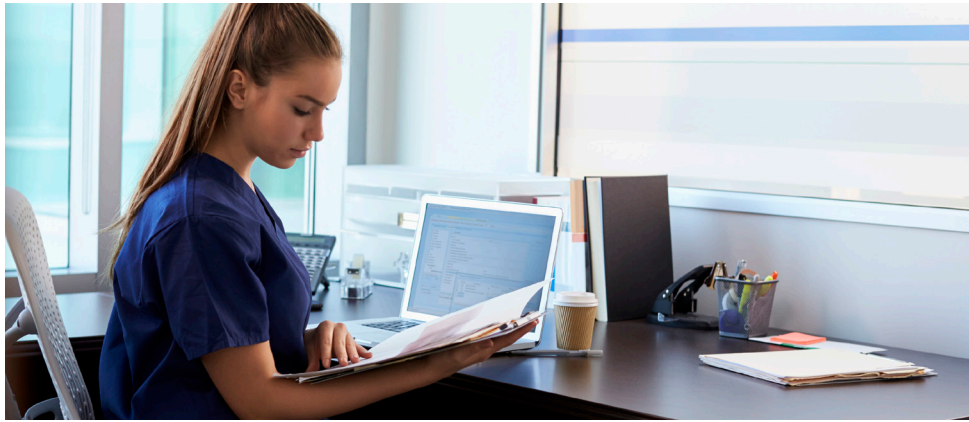
Although each rotation setting differs, there are common expectations and responsibilities for you as a graduate OT:

- To utilize your core occupational therapy skills to provide occupational therapy treatment appropriate to the team you are based in.
- To be responsible and accountable for the assessment, planning, implementation and evaluation of treatment for defined Service Users, both on an individual basis and within a group setting

### This will include

- Clear understanding of the OT process
- Knowledge of theoretical frameworks, models and approaches and OT assessment tools
- Using activities to promote health, well being and function
- Planning, organising and leading activity groups.
- Analysing and adapting environments to increase function and social participation
- You will have an accredited qualification in occupational therapy and HCPC registration, which you take responsibility to maintain by meeting RCOT and HCPC standards.





- To understand and use appropriate risk assessments
- To actively engage in the occupational therapy professional support structure e.g. clinical supervision and preceptorship development programme
- To maintain accurate and appropriate clinical records in accordance with professional standards.
- To gain consent and build a collaborative relationship with Service Users that will promote engagement in the therapeutic process adapting to barriers in communication which Service Users may present with e.g. emotional, psychological, physical
- To co-ordinate and communicate care packages or treatment plans for defined

Service Users both verbally through ward meetings, team integration and telephone and non-verbally through CPA, reports and documentation. Also through carers and other agencies.

- To contribute to the day to day running of the team you are based in
- Delegate safely, be aware of own gaps in competencies seeking support when required
- You must take personal responsibility for your own development by ensuring that continuous professional development remains a priority. You will undertake all mandatory training required for the role and participate in supervision/appraisal as necessary.



- You are required to act at all times in accordance with the Trust values
- Some rotations are community based so will involve you travelling between sites and to service user homes.
- Some rotations will require you to work shifts across seven days
- Whilst we aim to take your preferences into account, you may be required to work in a setting you did not preference.
- Depending on service demands and your own development needs you may also be required to move to a different rotation at any time, or to remain in your setting for longer than 9 months.
- The rotation covers a large geographical area and you may be required to work in any of the settings included.



- The settings included on the rotation are subject to change.
- Initial contracts are for 37.5 hours per week. If your circumstances change you can use the trust's flexible working procedure to request a change to your hours or working conditions.

### How do I preference my next rotation?

Approximately 6 months into your rotation you will be contacted by the OT Rotation Manager. They will share with you a list of all of the rotation options available and you will be asked to preference 3-4 options, stating which would be your 1st, 2nd, 3rd and 4th options from the list. With over 25 options on the rotation there is plenty to chose from.



The form allows you to tell us your preference for the service area, not for a specific location, although we will try to take into account any additional information you give us, such as caring responsibilities. Your previous locations will be considered. We aim to provide a mix of experiences for rotational OTs, usually including at least one hospital based and one community based setting.

As part of this process you'll have the opportunity to contact the different teams you are interested in to find out more and speak with the OT who is currently on rotation in that setting.

We try to meet individuals preferences but sometimes this is not possible. You are informed of where you will be rotating to next a couple of months before the next rotation.

### **Monthly support sessions**

To support you in your post and in connecting with the other OT's on the rotation, we offer monthly virtual OT Rotation support sessions. These are drop in sessions for 1 hour each month where you can meet other staff and the OT Rotation Manager. In addition to this, you can contact the OT Rotation Manager for one-to-one support and advice.

### **Who is my line manager?**

Your day to day line management will be by the Clinical Team Manager (CTM) or Clinical Lead and supervisor in your setting. However your formal line manager will be the OT Rotation Lead – currently this is Caroline Frascina. She is there if you have any long term development questions, or if you are having any issues that you are finding difficult to resolve in your setting.

### **What do I do about annual leave and sickness?**

You will arrange your annual leave with the team you are working in. Generally as you move between rotations teams will honour leave you have already booked. You need to contact your team to inform them of any sickness absence (as per trust policy). Your sickness and annual leave needs to be recorded on e-rostering.

### **How about timesheets?**

Your attendance will be recorded on e-rostering, this needs to be completed in your setting. This will be used to monitor your annual leave, sickness and generate your pay including and unsocial hour's payments. Your travel expenses need to be submitted to your CTM who will also want to see the appropriate documentation for your vehicle if you are a car user.

### **Do I have to wear a uniform?**

This depends on the setting. Generally the answer is yes if it is an inpatient setting, discuss with the team to see what is required.

If you don't need to wear a uniform you will still need to follow an appropriate dress code (as per trust procedure). Discuss this with your supervisor if you are unsure.

### **What about training?**

As an employee of the trust there is a lot of mandatory training that you will have to do. This will vary in each setting so make sure you find out what exactly you need to do. It is your responsibility to make sure you are up to date with your training.