Job Description

Job Title:	Occuptational Therapist
Pay Band:	Band 6
Reports to (job title):	Clinical Team Lead
Line Manager to:	Band 5 and Physiotherapy Assistants

Department Structure



Job purpose

1. As part of Paediatric Therapy team to autonomously manage a complex caseload of children with a range of varied and complex needs. This will involve specialist assessment and treatment of children with complex needs.
2. To devise child centred therapy plans using evidence based practice to ensure that the individual's full potential is developed or maintained.
3. To provide clinical support, training and supervision for junior staff and students.

Base

The post holder will be based at a site within their local quadrant of Surrey. This could be an admin base or a clinical base. Admin bases are located in Woking, Guildford, Chertsey, Epsom and Redhill.

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This post is responsible for

1. To provide support and advice for the child's family and parents about all aspects of their care that relate to their therapy needs, adjusting use of language to allow for their level of comprehension to understand.
2. To provide and receive complex and sensitive information with regard to a child's difficulties and expectations.
3. To attend meetings where requested in order to provide specialist advice about the therapy needs of the child. To arrange these meetings when appropriate.
4. To plan and organise a team of therapists and assistants to provide specific services on a daily basis.
5. To be able to demonstrate empathy and sensitivity in response to parents and children.
6. To work closely with parents who are themselves dealing with anger, grief and frustration as they come to terms with the impact of their child's condition.
7. To provide specialist therapy reports for use within inter-agencies, e.g. educational documentation relevant to the practice setting, standards and guidelines
8. To ensure that up to date written electronic records and activity are maintained in accordance with the professional and organisation standards
9. To provide programmes on a verbal, written basis or using pictorial representation as required to ensure these programmes are accessible to parents/ carers
10. To interpret complex assessment results and identify therapy goals as part of an overall care plan.
11. To contribute to the child's diagnosis by communicating assessment findings to the child's paediatrician, parents/carers and other involved professionals.
12. To make referrals to other professionals and agencies if required to address the child's global needs.
13. To be responsible for the supervision and students and band 5 staff.
14. To undertake Band 5, Band 4 and Band 3 team members' appraisals and line management.
15. To plan, organise and provide training to parents/carers and educational staff.
16. To plan and undertake presentation of paediatric therapy related talks both internally and externally.
17. To participate in the delivery of the therapy development plan.
18. To demonstrate participation and in continuous personal development in line with the HCPC and professional body requirements.
19. To review and reflect on own practise and performance through a variety of means including the effective use of professional and operational supervision.
20. To apply increasingly more complex skills and knowledge in order to establish professional competence and fitness to practice as a paediatric therapist.
21. To deputise for the Band 7 when required.
22. To effectively plan the daily management of a caseload of children.
23. To respond to urgent referrals as appropriate.
24. To prioritise clinical work and balance other patient related and professional activities as the department requires.
25. To carry out specialist assessments used to contribute to a multidisciplinary assessment and diagnosis of complex needs
26. To support the tribunal process with guidance from a Band 7 Occupational Therapist.
27. To use and maintain sound clinical reasoning skills throughout the therapeutic process to ensure best practice and identify risk.
28. To assess clients, carers and other professionals understanding of treatment proposals, gain valid consent and have the capacity to work within a legal framework with clients who lack capacity to consent to treatment.
29. Through the use of standardised and non-standardised assessments to clinically determine and recommend the best course of intervention, developing comprehensive therapy plans.

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30. To develop and implement therapy and management plans for each child incorporating individual or group therapy sessions and programmes for use at home and/or in education settings.
31. To re-evaluate and progress/adapt therapy programmes at established intervals depending on the needs of each child and the outcomes expected and discharge when appropriate.
32. To use investigative and analytical skills, and seek guidance from senior staff, when appropriate.
33. To plan and implement a range of child-centred individual and/or group interventions, using clinical reasoning skills.
34. To use a range of evidence based therapy/ management options in formulating programmes of care.
35. To evaluate the outcomes of your interventions.
36. To demonstrate a working knowledge of and contribute to developing and completing clinical audits and performance information
37. To broaden research and development skills through participation in local audit and research projects.

This job description is not exhaustive and the post holder may be required to undertake such other duties from time to time as are consistent with the responsibility of the grade.

This job description is subject to review and development from time to time in liaison with the post holder. As an employee of HCRG Care Group you will be required to adhere to all the organisations policies and procedures.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire	• Challenge	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

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All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

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Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

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General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

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Job Description

Personal Specification

Post Title: Band 6 Paediatric Speech and Language Therapist

The attached job description outlines the main duties and responsibilities of this post; this person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	Essential	*Desirable*	**Assessment method**
Qualifications	B.S.C Hons or recognised degree equivalent qualification in Occupational therapy Health care Professions Council registrar	Registered Member of professional body	• Application Form & Certificate • Portfolio of evidence
Experience and knowledge	Knowledge of legislation and government polices related to the specialty. 2 years Post grad experience in Speech and Language Therapy. Broad knowledge of current best practice. Previous therapy experience in the relevant clinical areas related to the post Documented evidence of CPD Competent to use standardised assessments. Experience of working in a multidisciplinary team. Ability to deliver training	Evidence of successful completion of specialist short courses relating to the post. Membership of relevant Special Interest Groups/Clinical excellence networks Training relating to the line management and supervision of assistants and other therapists. Experience of training parents, other therapists and other professionals.	Application Form & Interview Portfolio of evidence

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Skills	Ability to work autonomously. Ability to reflect and critically appraise own performance in relation to current best practice and develop skills accordingly. Planning and decision making skills and problem solving Computer and internet literate		Application Form & Interview Portfolio of evidence
Other:	Car owner/driver Able to work as a team member Flexible worker Punctual and reliable Able to deal with difficulties involving colleagues / clients Creative		Application Form & Interview

Employee signature

Manager signature

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