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| <b>Job Title:</b>              | Paediatric Occupational Therapist             |
| <b>Reports to (job title):</b> | Team lead for Children's Occupational Therapy |
| <b>Line Manager to:</b>        | Community Therapies Manager                   |

## Job purpose

To work as a key member of the multidisciplinary team providing Occupational Therapy assessment, diagnosis and treatment for children, and to support them, their families and carers in self-management and care.

## Base

Treehouse Family Hub, Parnall Road, Harlow, CM18 7NG

St Margaret's Hospital, The Plain, Epping, CM16 6TN

## This post is responsible for

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

## Key responsibilities

Planning and organisational tasks / duties:

- To manage and prioritise own caseload and workload independently.
- Assess children with a range of performance difficulties and provide appropriate, high quality advice on self-management
- Assess for and recommend specialist equipment for home and school use
- Support the Team Lead and Therapies manager in meeting service performance targets.
- Ensure compliance with all departmental and organisational safety and quality procedures
- Participate in team supervision, training and meetings.

Patient Care Responsibilities :

- Assess, differentially diagnose, formulate treatment plans (in collaboration with patients and carers), write assessment reports, identify and choose appropriate therapeutic or clinical management techniques from a range of options, provide appropriate therapeutic intervention and evaluate treatment outcomes

- Provide advice on patient care to other health, social care, educational and voluntary sector services. This may involve visiting other establishments such as the child's home, mainstream and special schools, nurseries and specialist clinics.
- Provide complex and sensitive information to patients in a manner that they can understand e.g. regarding developmental challenges and management.
- Assess for, recommend, source and train patient and carers in the use of specialist equipment as required, both in the child's home and school.
- Liaise with a wide range of professional colleagues and other agencies to ensure comprehensive management of the patient. This includes participating and arranging joint sessions with colleagues, attending case conferences, keeping in regular communications with those involved in managing the patient in the community.
- To work with the child, their parents/carers and others involved in the child's care to prioritise treatment aims for the child, including those with complex difficulties and/or terminal illness.
- Consider blocks of therapy to help patient focus on and achieve goals, and periods of consolidation. Plan for discharge from community therapy services, ensuring appropriate onward referral e.g. to Volunteer groups etc. and liaison as required.
- To use manual handling techniques to enable a child to safely access and use therapy equipment.
- To work with patients with a variety of disorders, and their carers/families, across the teams geographical patch. Work flexibly in order to provide an equitable service to all patients across the patch, as the caseload determines, and to cover periods of staff absence.
- To provide advice on patient care to other health, social care, educational and voluntary sector services. This may involve visiting other establishments such as the child's home, mainstream and special schools and nurseries, specialist clinics.
- Adapt practice to meet individual patient circumstances, including due regard for cultural and linguistic differences.
- To complete incident forms where appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved. To investigate incidents within the team and take appropriate action.
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- To ensure that any Safeguarding concerns are reported appropriately, following local policies and procedures.
- To carry out work within/and to your level of competency, in other areas of the wider team, to facilitate equity of service provision for all patients if requested by manager.
- To communicate assessment and treatment results to the appropriate disciplines by reports and letters. To include completing reports in a standardised format for the Education Department to enable them to formulate Education, Health and Care Plans, Annual Reviews and to support the educational tribunal process if required.

## Proposed job plan

The job plan would include clinic slots of 45 mins – 1 hour appointments as well as school and home visits when indicated. There is monthly team meetings and monthly CPD sessions. There is also monthly group supervision with a band 7 Therapist as well as individual supervision with a band 7 therapist every 2-3 months and 3 monthly safeguarding supervision.

## Outline of Provisional Job Schedule:

Monday to Friday 9am-5pm with a mixture of clinic appointments and school/ home visits for initial and follow-up appointments.

## 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  |
|--|---|---|
| <ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul> | <ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul> | <ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul> |

## 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.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 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.

## 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 with 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.

## 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.

## Personal Specification

### Essential

- Diploma/Degree in Occupational Therapy
- Registered and compliant with Health and Care Professions Council (HCPC)
- Evidence of Post graduate training/or equivalent experience relevant to speciality such as:
  - Child Development
  - Specialist courses/ study on conditions that affect child development, autistic spectrum disorder, ADHD, neurodevelopmental conditions
- Evidence of continuing professional development
- Demonstrable post registration experience of working with children in a similar area of paediatric practice.
- Working collaboratively as part of a multidisciplinary team.
- Experience of using a range of assessments and treatment methods
- Good general knowledge of normal child development and conditions that affect this.
- Knowledge, experience of Children's Occupational Therapy assessments and interventions related to working with children and an understanding of the theoretical framework underpinning these.
- The ability to analyse assessment results to formulate treatment plans, including the use of "SMART" targets, taking into consideration client, social and environmental factors.
- Design and implementation of Occupational Therapy programmes tailored to the individual.
- A good understanding of specialist equipment and postural management
- Good multi-disciplinary/agency working skills
- Sound understanding of child protection processes
- Sound understanding of the process of Educational Health and Care Planning for special educational needs
- Awareness of moving and handling guidelines
- Computer skills as required for the effective execution of duties and responsibilities
- Good written and spoken English
- Able to keep legible and accurate patient records in English
- To receive and impart complex information to children, families and other professionals (health, social care, education and voluntary organisations)
- To communicate condition related information in a highly sensitive and clear way that gains confidence and ensures good understanding

- To demonstrate empathy and sensitivity in a professional manner
- Excellent telephone skills
- Good formal presentation skills
- Be able to effectively communicate with children at a variety of developmental and chronological ages where there are likely to be significant barriers to understanding.
- To be able to use knowledge to inform sound clinical judgements and decision making, in liaison with senior clinician/supervisor when appropriate
- To be able to adapt clinical practice to meet individual circumstances
- To be able to be self-critical and to modify working practice accordingly
- To be able to problem solve clinical presentations
- To be able to demonstrate excellent time management skills with the ability to prioritise in response to competing demands
- To be able to plan and co-ordinate joint working with colleagues and other professionals from health, education, social care and voluntary organisations
- General fitness that enables active participation in physical activities, play and manual handling
- Current driving licence (unless you have a disability as defined by the Disability Discrimination Act 2010) and use of own car for work
- Ability to work independently, with regular supervision from senior clinicians.
- Ability to maintain judgement under pressure and work within agreed deadlines
- Ability to offer varied, flexible and innovative ways of delivering the Occupational therapy service, in order to meet the needs of the service and service user.
- To recognise the emotional consequences of working with children with distressing and life limiting disorders and seek support if needed.
- To have the ability to recognise signs of stress and to seek appropriate support

## Desirable

- Member of BAOT
- Membership of Special Interest Group
- Clinical Educators qualification
- Working in a community setting delivering children's Occupational Therapy services.
- Demonstrable experience of working in the NHS
- Presentation and teaching to staff team and other groups.
- Experience of participation in education of students



# Job Description

Other requirements: Car driver with own car insured for business use.

**Employee signature**

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**Manager signature**

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