

Job Title:	Integrated Therapies Team Lead, Children's Occupational Therapist, Band 7
Reports to (job title):	Integrated Therapy Professional Lead
Line Manager to:	

Job purpose

- To contribute to the overall service delivery model and team advancement within the Integrated Therapy service.
- To deliver paediatric Occupational Therapist in a variety of settings to include clinic, school, and patients own home across Wiltshire.
- To be responsible for managing a complex clinical caseload of patients and to maintain own records as an autonomous practitioner.
- To provide clinical and peer supervision of staff across the team and across professions where appropriate.
- To be responsible for ensuring the service provides a high quality, cost effective and evidence based clinical service to children and young people accessing the service and their families in collaboration with Professional leads, clinical managers and other team leaders.

Key responsibilities

Patient/client care

1. To communicate effectively with patients and carers to maximise functional potential and to ensure understanding of condition. Communication skills of motivation, explanation, empathy and gaining informed consent will be used with a wide variety of patients.

2. To communicate effectively with children and young people, families and other professionals to agree joint goals for therapy.
3. To adapt practice and identify strategies to meet individual patient and family circumstances, including cultural and linguistic difference and auditory, visual, and kinaesthetic aspect of the client's communication.
4. To communicate effectively, both verbally and in writing to members of the multi-disciplinary team. This may include contribution to Education, Health, and Care Support Plans, Individualised Support Plans, and legal proceedings.
5. To work effectively within multidisciplinary and multi-agency teams
6. To promote effective working relationships, dealing with staff anxiety or occasional conflict within the team.
7. To lead on planning and coordinating day to day operational management of designated areas of the Integrated Therapies team in collaboration with other senior staff and under the guidance of the Professional Lead.
8. To observe and maintain strict confidentiality with regards to any children and young people/family/staff/records and information in line with the requirements of the Data Protection Act.
9. To safeguard the children and young people and their families under our care at all times by adhering to local policies and procedures and taking all necessary actions to promote their welfare and protect them from harm.

Operational and Administrative Responsibilities

1. To be responsible and accountable for all aspects of own work, including the management of patients in your care.
2. To accept clinical responsibility for a designated caseload of patients and to organise this efficiently and effectively with regard to clinical priorities and use of time. To ensure a high standard of clinical care for the patients under your management and support junior staff to do likewise.

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3. To plan and organise designated area of work efficiently and effectively with support from Professional Lead, with regard to patient management and use of time.
4. To undertake the comprehensive assessment of patients using investigative and analytical skills.
5. To formulate an individualised management and/or treatment plan, using clinical reasoning skills and utilising a wide range of treatment skills. Effective use of appropriate outcome measures.
6. To evaluate patient progress, reassess and alter treatment programmes as required.
7. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient care.
8. To be responsible for equipment used in carrying out therapy duties, and to adhere to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
9. To lone work as necessary to meet caseload needs following all safety guidelines and protocols.
10. To delegate appropriate tasks to junior staff as required and provide on-going clinical supervision to these staff.
11. Ensuring all team members access regular line management and supervision in line with organisational policies and provide direct line management to designated staff and delegating line management or supervision responsibilities to other team members.
12. Coordinating day to day team management including annual leave requests, human resources paperwork/submissions and ensuring sufficient coverage for effective service delivery.
13. Planning and chairing team meetings to ensure relevant information is effectively communicated to all staff in a timely and appropriate manner.
14. Participate in referral triage and management of waiting lists and caseload allocations across the team in coordination with other team leaders and professional lead.

15. To be responsible for prioritising, organising and delegating work within the team in order to ensure effective team working and service delivery.
16. Fostering effective working relationships with key multi-agency colleagues and other relevant services in order that the team develops and improves services to children and
17. To know emergency procedures and attend mandatory training sessions.
18. To be aware of Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff, and ensuring that equipment used is safe.
19. To adhere to infection control policies and procedures.
20. To comply with HCRG Caregroup policies and procedures.
21. To be involved in reviewing and updating Policies and Procedures as appropriate.

Financial and physical resources

1. To be responsible for ensuring the effective selection and use of all treatment resources available in the department.
2. To support the Professional Lead in adherence to budgetary requirements pertaining to staff allocation and working practices.

Information and Reporting

1. To use evidence-based practice, audits and published research to inform practice.
2. To participate in audits/research projects and support the wider clinical governance programme.
3. To be actively involved in the collection of appropriate data and statistics for the use of the department.
4. To actively seek feedback from service users to help inform improvements and developments in services delivered.

5. To be able to measure and evaluate the effectiveness of interventions using audit and outcome measures, clinical reasoning skills and make recommendations for change and thus ensure a high standard of clinical practice and patient care is maintained.
6. To keep up to date with relevant research and national guidelines in order to make recommendations regarding changes to service delivery and to clinical practice
7. To use computerised record systems (e.g. SystemOne) to access patient information and to record data accurately in line with the data protection act and departmental guidelines.
8. To adhere to CQC standards and organisational policies for the security, care and maintenance of equipment, ensuring standards of infection control and safety are understood.

Education and Training / Self-Development

1. Identify own training and development needs and undertake appropriate training/education as required.
2. To maintain and develop current knowledge of evidenced-based practice in paediatric physiotherapy developing specialist knowledge of particular conditions and patient types.
3. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
4. To identify objectives for personal development and evaluate regularly as part of clinical and team supervision.
5. To participate in clinical supervision according to the departmental policy.
6. To provide support, guidance, training, and appraisal activities to junior staff assessing and evaluating competence.
7. Shows awareness of team dynamics and acts to promote effective team working. To encourage and support the professional development of other members of the team.
8. To facilitate new ways of working in accordance with the national agenda and implementing innovative new models of care and fully utilising innovation in health technology.

9. To undertake the measurement and evaluation of current practices through the use of evidence-based practice projects, audit and outcome measures, alongside the Professional lead. To work with colleagues to change the service protocol in line with results.
10. To attend all statutory and mandatory training as and when required to do so.
11. Adhere to all Policies and Procedures as applicable.

Person Specification

Essential

- Degree in Occupational Therapy
- Registered with Health and Care Professions Council.
- Excellent knowledge of paediatric therapy
- Evidence of own professional development
- Proven experience of supervisory role at Band 6 or above.
- Management experience/ training
- Leadership training/experience

Desirable

- Evidence of specialist knowledge which equates to post graduate qualifications
- Evidence of further professional development and study to Master's degree
- Budget management and/or knowledge of implementing cost efficiencies/best value for money practices
- Experience of giving presentations and promoting a service/organisation to relevant stakeholders
- Driving Licence

Experience

- 5 or more Years post-registration experience
- Ability to engage and work within communities

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- Experience in patient engagement and audit
- Experience of multiagency partnership and working with internal and external stakeholders
- Evidence of leadership and management skills
- Experience of providing clinical supervision/line management

Knowledge / Skills

- Current knowledge of child Health and Social Care policy
- Up to date knowledge of integrated therapy development- national and local
- Current knowledge of Child Protection/safeguarding procedures
- Evidence of providing evidence base and Child/family-centred care
- Demonstrable skills in clinical engagement, service development, professional leadership and service management
- Able to work across professional and organisational boundaries
- Teaching/group work
- Ability to communicate appropriately and effectively in a variety of settings.

Other requirements

- Self-motivated, visionary and enthusiastic
- Ability to cope with ambiguity and demonstrate resilience
- Flexible and adaptable.
- Aware of own stress and coping strategies
- Advanced decision making skills .
- The ability to travel
- Keyboard skills/computer literate
- Good interpersonal skill

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">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• 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.

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.

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.

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.

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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.

Employee signature

Manager signature
