

Job Title:	Highly Specialist Occupational Therapist
Reports to (job title):	Team Leader - Therapies
Line Manager to:	n/a

## Job purpose

To provide highly specialist assessment, diagnosis and evidence-based Occupational Therapy (OT) intervention to children and young people with complex needs.

To work with education and other professionals and parents/carers to support the OT needs of children with Education and Health Care Plans (EHCPs).

To ensure a high standard of child centred service delivery is achieved in line with best practice and commissioning intentions.

## Base

Our Children's Community Health Team provision supports our Surrey-wide service, and you will be based at one of our Office Hubs across Surrey with the opportunity for hybrid working.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## This post is responsible for

- Day-to day line management of a team of therapy professionals.
- Providing high quality, specialist, child centred care for children on a designated OT caseload.
- Working with educational professionals, carers and the multidisciplinary team to provide a co-ordinated approach to children and young people's OT needs, within their Education Health and Care Plan (EHCP).
- Providing timely OT advice, reports and management plans to be integrated within the child or young person's daily curriculum, including attending Annual Review meetings and updating OT recommendations and provision, as part of a child or young person's EHCP.
- Provide information, relevant training and support to parents, carers and education/other professionals.
- Participating in the Tribunal process for relevant children, as requested by the Service Manager and Local Authority.

- Contributing to service key performance targets
- Working with the Children's Community Health Team and Service Manager on operational issues and service developments.
- Working alongside and liaising with the Children's Community Health Team over the needs of child/ young person and service provision.
- Supervising, supporting and allocating work to assistants, OT students and less experienced therapists
- Providing highly specialist knowledge and skills, including training and support, within relevant clinical area, to other OTs and other professionals and assistants

## Key responsibilities

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

Planning and organisational tasks / duties:

- To manage own delegated caseload of children, including complex cases, independently across a variety of predominantly educational settings.
- To work with parents/carers, education colleagues, the multidisciplinary team and the wider children's workforce to provide a co-ordinated approach to children's OT needs, as part of their EHCP provision.
- Assess for and recommend specialist equipment for home and school use
- To contribute to the EHCP process, including annual reviews, advising and updating schools, parents/carers and the SEND Therapies service manager accordingly.
- To support the Service manager and service to meet key performance targets and to contribute to service development.
- To work in partnership with other agencies in order to meet local and national objectives as agreed with commissioners and Service Manager.
- To supervise, support and allocate work to assistants, OT students and less experienced therapists, as required.
- To plan and deliver training programmes to other professionals, carers and less experienced OTs and Therapy assistants, in liaison with SEND Therapies team and service manager
- To ensure compliance with all departmental and organisational safety and quality procedures.
- To participate in team supervision, training and meetings.
- To participate in the recruitment, selection and interview process as required.

## Patient Care Responsibilities :

- To assess, differentially diagnose and formulate therapy care plans for children and young people with a variety of complex disorders, in collaboration with parents, carers and other professionals, as well as to write reports, provide appropriate intervention and evaluate treatment outcomes.
- To work closely with children/young people, parents/carers and education colleagues, and other relevant professionals in agreeing decision making and intervention relevant to the young person/child's management. This includes participating and arranging joint sessions with colleagues, attending case conferences, as appropriate.
- To provide advice on patient care to other health, social care, educational and voluntary sector services. This may involve visiting a range of settings, such as the child's home, as well as mainstream and special schools, early years and specialist settings.
- To contribute highly specialist information to joint planning of objectives for children on own caseload.
- To 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.
- To use manual handling techniques to enable a child to safely access and use therapy equipment.
- To participate in multiagency meetings including Annual Review, One Planning, Team Around the Child meetings and safeguarding case conferences, as appropriate.
- To provide and receive complex, sensitive information whilst working with parents/carers and colleagues.
- To communicate assessment findings and intervention outcomes and complete reports in a standardised format for the Local Authority education department to formulate Education, Health and Care Plans, Annual Reviews and to support the educational tribunal process if required.
- To plan for discharge from SEND therapy services, ensuring appropriate onward referral e.g. to support groups, other community services, and liaison as required.
- To adapt own clinical practice to meet the needs of individual child and family, including due regard for cultural and linguistic differences.
- To seek relevant advice and supervision as required, beyond the usual support and supervision arrangements.
- 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.

## Outline of provisional job schedule

- Clinical duties to be predominantly carried out in schools and other educational settings. There may be some delivery in a family's home or Family Hub, as agreed. There is scope for blended service delivery, involving virtual video and telephone consultations for example, as appropriate.
- Administrative work may be undertaken at office base or through remote working from home as agreed and depending on the particular tasks being undertaken.
- Laptop and mobile phone are provided to support remote and agile working

## 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

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- 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 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 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.

## 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)
- Member of RCOT
- 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 disorders, ADHD, neurodevelopment conditions, sensory needs
- Evidence of continuing professional development
- Demonstrable post registration experience of working with children in a similar area of paediatric practice.
- Excellent ability to work collaboratively as part of a multidisciplinary team.
- Experience of managing own caseload and work effectively with a range of complex needs clients
- Experience of providing clinical supervision to other OTs and assistants
- Experience of working within educational settings in partnership with education colleagues
- 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
- Knowledge of national and local health/education policies and procedures relevant to client group and role
- Sound understanding of the process Educational Health and Care Planning for special educational needs
- Sound understanding of child protection processes
- Awareness of moving and handling guidelines
- IT skills as required for the effective execution of duties and responsibilities
- Excellent written and spoken English and record keeping



# Job Description

- Able to receive and impart complex information to children, families and other professionals (health, social care, education and voluntary organisations)
- Able to communicate information in a highly sensitive and clear way that gains confidence and ensures good understanding
- Able to demonstrate empathy and sensitivity in a professional manner
- Excellent communication skills when face-to-face and using video/telephone
- Experience of delivering and developing training
- Good formal presentation skills
- Able to effectively communicate with children at a variety of developmental and chronological ages where there are likely to be significant barriers to understanding.
- Able to use knowledge to inform sound clinical judgements and decision making
- Able to adapt clinical practice to meet individual circumstances
- Able to be self-critical and to modify working practice accordingly
- Able to problem solve clinical presentations and barriers to working
- Able to demonstrate excellent time management skills with the ability to prioritise in response to competing demands
- General fitness that enables active participation in physical activities, play and manual handling
- 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 user.
- Able to recognise the emotional consequences of working with children with distressing and life limiting disorders and to recognise signs of stress, seeking appropriate support as needed.
- Current driving licence (unless possessing a disability as defined by the Disability Discrimination Act 2010) and use of own car for work

## Desirable

- Membership of Special Interest Group
- Clinical Educators qualification
- Demonstrable experience of working in the NHS
- Experience of participation in education of students

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



# Job Description

**Employee signature**

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**Manager signature**

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