

Job Title:	Children's Occupational Therapy Team Lead
Reports to (job title):	Children's Therapies Manager
Line Manager to:	Children's Occupational Therapy Team

Job purpose

To lead and develop the Children's Occupational Therapy service in West Essex in accordance with the organisational values and aims, ensuring a high standard of child centred service delivery is achieved in line with best practice and commissioning intentions.

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

Base

Tree House Family Hub,
Parnall Road,
Harlow,
CM18 7NG

This post is responsible for

- Leading on the development of the children's core occupational therapy service
- Leading and supporting therapists and assistants working within the OT team
- Line management of designated colleagues within the OT team
- Providing highly specialist knowledge and skills within relevant clinical area

Key responsibilities

Planning and organisational tasks:

- Contributing to service development in area/s of specialism
- Monitoring and delivering on key performance targets e.g. waiting times

- Working collaboratively with other service leads and specialists to develop and deliver an effective and cohesive service.
- Liaising regularly with the Children's Therapies Manager on service development and organisational matters
- Working in partnership with other teams/agencies in order to meet local and national objectives, as agreed with commissioners.
- Leading/collaborating on the review and updating of policies and procedures relating to patient management and diagnosis within your area of specialism
- Line managing and supervising experienced therapists
- Line managing, supervising and allocating work to assistants, students and less experienced therapists
- Participating in the recruitment, selection and interview process when required
- Liaising with other professionals working with the same client group in a range of settings and contributing your specialist knowledge

Patient Care:

- Managing highly specialist cases and complex clinical scenarios independently, across a variety of settings
- Working with carers and the multidisciplinary team to provide a co-ordinated approach to children's occupational therapy needs
- Using highly specialist knowledge to assess analyse, interpret and compare complex information to make a differential diagnosis
- Formulating evidence-based treatment plans in collaboration with carers and other professionals, writing assessment reports, providing appropriate intervention and evaluating treatment outcomes
- Contributing highly specialist information to joint planning of care plans and targets for children
- Participating in multiagency meetings including Team Around the Child meetings and child protection case conferences
- Providing and receiving complex, sensitive and sometimes distressing information, whilst working with parents and carers and agreeing future management.
- Demonstrating advanced communication skills with all team members and stakeholders.
- Communicating assessment and treatment results to the appropriate disciplines by reports and letters. This includes completing reports in a standardised format for the Local Authority education department to enable them to formulate Education, Health and Care Plans and to support the educational tribunal process if required.

Job Description

- Implementing, monitoring and updating care pathways in your area of specialism, ensuring that the service is flexible, responsive, effective and informed by best practice.
- Adapting your own clinical practice to meet the needs of the individual child and family, including having due regard for cultural and linguistic differences.
- Seeking advice and supervision where appropriate.

Operational delivery:

- Working flexibly in order to provide an equitable service for children in your area of specialism, in conjunction with the OT team.
- Forming and maintaining strong communication links with appropriate community and medical teams, including Healthy Family Teams, Specialist Children's Services, and schools as appropriate.
- Working in partnership with other professionals and stakeholders within your specialist area.
- Completing incident forms when appropriate and discussing pertinent issues regarding adverse incidents with your line manager and others involved.
- Investigating and responding to formal and informal complaints in conjunction with your line manager.
- Assessing, reporting and managing any risk, clinical and non-clinical, in line with Risk Management Policy
- Positively participating in and promoting Clinical Governance, thus ensuring the highest quality of practice is maintained within the service.
- Ensuring that any Safeguarding concerns are reported appropriately, following local policies and procedures.
- Demonstrating the use of evidence-based practice and participation in clinical audit
- Complying with mandatory training, ensuring that this is completed in a timely manner.
- Taking responsibility for your own continuous professional development, particularly in your area of specialism, informing Team Leaders and Children's Therapy Manager of the impact of research and guidance on local policies and procedures
- Participating in a relevant Special Interest Group
- Ensuring data is collected and reported to the relevant clinical lead/manager as requested

Proposed job plan

- Part time – 3 days per week

Job Description

- The post will consist predominantly of leadership duties. Some clinical work will be included within the role, however the candidate will not carry a fixed caseload
- There may also be the opportunity to be involved in ASD diagnostic work, as part of our Journey to Autism Diagnosis and Early Support (JADES) team

Outline of Provisional Job Schedule:

- Leadership and line management duties may be undertaken at an official base or through remote working from home as agreed and depending on the particular tasks being undertaken
- Clinical duties will usually be in school or clinic/Family Hub
- All team members are provided with a laptop and mobile phone 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.

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.

Job Description

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

- Recognised Occupational Therapy degree or equivalent
- Health and Care Professions Council Licence to Practice (HCPC)
- Member of the Royal College of Occupational Therapists
- Evidence of post graduate training in the area of leadership and management, internal or external
- Evidence of continuing professional development
- Demonstrable post registration experience of working with children
- Knowledge of national and local policies and procedures relevant to client group
- Understanding of the role of other professionals (relevant to care group) and awareness of current education/health policies
- Awareness of policies and procedures relating to Child Protection
- Knowledge of NHS, Education and Social Care policy and directives where these impact on area of specialism or service delivery
- Sound understanding of the process of Education Health and Care Planning for special educational needs
- Experience of managing own caseload
- Experience of using a range of assessments and treatment methods
- Experience of providing clinical supervision to other OTs and OT assistant practitioners
- Experience of delivering and developing training, including good formal presentation skills
- Excellent communication and interpersonal skills with ability to establish positive relationships and mutual respect with people at all levels
- Ability to analyse and interpret complex data
- Effective problem solving skills with ability to evaluate options and develop clear and realistic treatment plans
- Ability to demonstrate excellent time management skills, including prioritising in response to competing demands
- A good understanding of specialist equipment and postural management
- Excellent written and spoken English skills, including record keeping
- IT skills as required for the effective execution of duties and responsibilities
- Current driving licence and access to a vehicle

Job Description

Desirable

- Demonstrable effective management and leadership skills (our service can offer access to a Leadership Apprenticeship scheme)
- Demonstrable ability to initiate and take forward innovative projects
- Membership of Special Interest Group

Other requirements: the successful applicant will need to be a car driver

Employee signature

Manager signature
