

Job Title:	Children's Occupational Therapist – Band 6
Reports to (job title):	Integrated Therapy Team Lead
Line Manager to:	

## Job purpose

- To provide support and assistance as a Children's Occupational Therapist working with children in Wiltshire aged 0-19
- As part of Children's Integrated Therapy team to autonomously manage a complex caseload of children with a range of varied and complex needs. This will involve specialist assessment, treatment, and management of children with complex needs.
- To work in various community localities to include clinic settings, nurseries, schools, and client's homes across Wiltshire.
- To assess and treat own caseload of patients and to maintain own records as an autonomous practitioner.
- To provide clinical and peer supervision and contribute to the overall service delivery model and team advancement.

## Key responsibilities

### Patient/client care

- To complete comprehensive assessments of needs for the children.
- 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.
- To communicate effectively with children and young people, families and other professionals to agree joint goals for therapy.

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- To use and analysis a range of appropriate outcome measures.
- 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.
- To maintain accurate, comprehensive and up-to-date professional documentation in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports. 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.
- 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.
- To work effectively within multidisciplinary and multi-agency teams.
- To provide specialist therapy reports for use within inter-agencies, e.g. educational documentation relevant to the practice setting, standards and guidelines
- 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.
- To attend meetings where requested in order to provide specialist advice about the therapy needs of the child. To arrange these meetings when appropriate.
- To contribute to the child's diagnosis by communicating assessment findings to the child's paediatrician, parents/carers and other involved professionals
- 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
- 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

- 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.
- 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.
- To possess and develop skills in motivating children and their carers to engage in the therapeutic process

## Operational and Administrative Responsibilities

- To be responsible and accountable for all aspects of own work, including the management of patients in your care
- 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
- To plan and organise designated area of work efficiently and effectively with support from relevant team leader and clinical supervisor, with regard to patient management and use of time
- To ensure that up to date written electronic records and activity are maintained in accordance with the professional and organisation standards
- To undertake the comprehensive assessment of patients using investigative and analytical skills
- To formulate an individualised management and/or treatment plan, using clinical reasoning skills and utilising a wide range of treatment skills.
- To lone work as necessary to meet caseload needs following all safety guidelines and protocols
- To evaluate patient progress, reassess and alter treatment programmes as required

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- To be responsible for equipment used in carrying out Occupational 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
- To lone work as necessary to meet caseload needs following all safety guidelines and protocols
- To delegate appropriate tasks to junior staff as required and provide on-going clinical supervision to these staff
- To know all emergency procedures and attend mandatory training sessions. 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
- 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
- To adhere to infection control policies and procedures
- To comply with Wiltshire Children's Community Service and HCRG Care Group policies and procedures
- To be involved in reviewing and updating Policies and Procedures as appropriate
- To contribute towards the selection of outcome measures and use these in the evaluation of clinical practice
- To be flexible and adaptable responding to service and Trust needs
- To deputise for more senior staff in their absence, taking responsibility for operational management of the team, allocating and organising the work of more junior staff and support staff to meet service priorities on a daily basis
- To assist with the planning and implementation of induction programmes and supervision for clinical staff, support staff and students

- To take an active role in ensuring that team plans and policies are implemented as required
- To participate in training and to give presentations at in-house training events as required

## Financial and physical resources

- To be responsible for ensuring the effective selection and use of all treatment resources available in the department
- Arrange and attend a variety of appointments and equipment, including treatment sessions, equipment appointments etc
- To assist in the ordering of equipment/materials required and to assist with the set up equipment when it arrives as required
- To maintain a clean tidy and organised working environment
- To be responsible for and aware of safety issues regarding the use of equipment

## Information and Reporting

- To use evidence based practice, audits and published research to inform practice
- To participate in audits/research projects and support the wider clinical governance programme
- To be actively involved in the collection of appropriate data and statistics for the use of the department
- To actively seek feedback from service users to help inform improvements and developments in services delivered
- To use computerised record systems (e.g. SystmOne) to access patient information and to record data accurately in line with the data protection act and departmental guideline

## Education and Training / Self-Development

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- Identify own training and development needs and undertake appropriate training/education as required
- To maintain and develop current knowledge of evidenced-based practice in Children's Occupational Therapy developing specialist knowledge of particular conditions and patient types
- To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development in line with HCPC guidance
- To identify objectives for personal development and evaluate regularly as part of clinical and team supervision
- To participate in clinical supervision according to the departmental policy
- To provide supervision for Occupational Therapy students on placements and explain the role of the Occupational Therapist to departmental visitors and those on work experience
- To provide support, guidance, training, and appraisal activities to therapy assistants and Band 5 therapists, assessing and evaluating competence
- To encourage and support the professional development of other members of the team.
- To use and maintain sound clinical reasoning skills throughout the therapeutic process to ensure best practice and identify risk
- Make recommendations to the Therapy Clinical Lead for changes to practice and be willing to lead the implementation of changes to practice or contribute to service protocols/pathways
- To undertake the measurement and evaluation of current practices through the use of evidence based practice projects, audit and outcome measures, either individually or alongside Team Leaders/Occupational Therapy Clinical Lead. To work with colleagues to change the service protocol in line with results
- To attend all statutory and mandatory training as and when required to do so
- Adhere to all Policies and Procedures as applicable

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- To participate in the staff appraisal scheme and personal development planning (PDP) as both an appraiser and an appraisee, and to assist all staff in setting objectives in line with planned service developments and personal career objectives

*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.*

## Person Specification

- Degree/diploma equivalent
- HPCP registration
- 2 years Post grad Occupational Therapy experience
- Work experience with children in the wider setting
- Broad knowledge of current best practice
- Competent to use standardised assessments and outcome measures
- Able to act independently and on own initiative but recognise limitations.
- Have strong problem solving/analytical skills
- Articulate and good communication skills
- Self-directed in learning and commitment to CPD
- Ability to organise, prioritise and delegate
- Ability to deliver training
- Ability to reflect and critically appraise own performance in relation to current best practice and develop skills accordingly
- Working knowledge of anatomy, physiology and pathology and relevant paediatric conditions



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- Member of the Royal College of Occupational Therapy
- Good secure knowledge of a range of assessment and treatment tools frequently used with children.
- Committed to personal and team development
- Ability to work as part of a team
- Positive and innovative in attitude
- Ability to develop a detailed knowledge of specialised therapy equipment, and the ability to carry out demonstrations, maintenance and safety checks
- Ability to learn as demonstrated by previous education/qualifications
- Be able to work with children and families and adapt their style and delivery according to the needs of the individual
- Evidence of attendance on relevant courses. demonstrating an awareness of client needs and likely service issues
- Have an appropriate working standard of spoken and written English
- Have a high level of self-motivation and enthusiasm
- Show an ability to be organised and manage own time efficiently
- Be able to on occasions cope with and appropriately manage the emotional consequences of working with patients with distressing conditions, or in challenging situations
- Demonstrate good interpersonal skills including the ability to listen well and show empathy as well as be able to deal with difficult/sensitive situations
- Have a willingness to learn and develop
- Be able to communicate clearly, directly, openly and honestly with services users and colleagues
- Have a good awareness of self and of others



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- Have a good working knowledge of I.T.
- Demonstrate ability to document details clearly and accurately
- Possess a valid UK driving license and have access to a car in order to carry out duties of the post

## 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 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.

## 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.

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## 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**

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**Manager signature**

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