

## JOB DESCRIPTION

---

**POST TITLE:** Paediatric Occupational Therapist Band 6

**BASE:** St Mark's Hospital, Maidenhead

**BAND:** 6

**LINE MANAGER:** CYPIT Operational Lead

**PROFESSIONAL ACCOUNTABILITY:** Professional Lead for Occupational Therapy, CYPIT

---

### OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

The BHFT CYPIT service is an integrated Children's Therapy service, shaped around the needs of the child and family. We are structured within integrated teams, based around a locality area of Berkshire, and work closely together where appropriate, to ensure we have the greatest therapeutic impact, working either directly or through other people.

Working across our early years and school aged phases of life provision you will be responsible for the planning and management of your own caseload and interventions working within our impact based model of support. As part of this you will be supported to develop and enhance your specialist skills working with children and young people (CYP) with occupational therapy needs.

As a Band 6 Paediatric Occupational Therapist, you will also have line management and supervision responsibilities for junior staff members and opportunities to support student training. You will be expected to actively contribute to our integrated model of service delivery and the development of our integrated working inclusive of our triage service.

## **RESPONSIBILITIES**

The following sets out key responsibilities:

- To function as a specialist autonomous clinician and provide specialist clinical care including assessment, diagnosis, care planning and treatment for a mixed community caseload and our Triage service.
- Contribute to the development of and take responsibility for supporting the Children Young Peoples Integrated Therapy (CYPIT) service as well as the development of the Children, Families and All Age (CFAA) service.
- To provide high quality assessment and interventions for children and young people with developmental and/or complex needs using evidence based/person-centered principles to assess, plan, implement and evaluate interventions.
- To provide specialist therapy input into clinical services within a designated area/team, contributing to defined projects as requested.
- To ensure the use of our impact based approach to clinical decision making within our service.
- To support and develop junior staff through direct line management responsibility, mentoring support, provision of training etc. in line with your current skills and abilities.
- To understand and support the Special Education Needs & Disability (SEND) agenda – working in close partnership with key stakeholders.

The post holder will have a responsibility to contribute to CPD, clinical audit, research and in-service training within the specialist area, and may be asked to initiate and lead on some areas of service development.

## **Leadership**

- Maintain and support the objectives of the integrated therapy service, ensuring that they are embedded in practice
- Contribute to the development of service innovations
- Contribute to the on-going development of our service provision working with Clinical Leads, with other AHPs, and in partnership with parents, schools, early year's settings, and children's centres as needed.
- Engage with service users, stakeholders and the wider community to exploit opportunities for integrated and inter agency working.
- Provide high quality supervision as appropriate to your level of knowledge and skill to junior staff.
- Project a positive image of the service both internally and externally.

- Ensure the use of the impact based model of clinical decision making as a way of ensuring staff set realistic expectations and deliver high impact care

### **Staff Supervision**

- Undertake line management responsibilities for less experienced staff. Ensure that all staff you directly supervise receives an annual appraisal and mentoring as relevant to their needs.

### **Clinical**

- Undertake clinical sessions, and manage a caseload as required, offering direct assessment, advice, triage, intervention and training and support as required by the new integrated therapy model
- Function as an autonomous clinician, supporting other more junior staff, and accessing high level, specialist advice in highly complex cases, including child protection and safeguarding
- Use specialist clinical reasoning skills and assessment techniques appropriately
- To provide a source of clinical expertise for other more junior, qualified and non-qualified therapy staff within the service.
- To provide specialist advice, teaching and training to colleagues working within and outside the service, regarding individual patients and all areas of the clinical delivery.
- To represent the Trust externally regarding service development and areas of expertise / good practice.
- To investigate, interpret and analyse clinical and non-clinical facts to form accurate clinical diagnosis, evaluation and prognosis as part of the comprehensive assessment of patients, particularly those with a highly complex presentation, and to recommend the best course of intervention.
- To be professional and legally responsible and accountable for all aspects of own work including the management of patients in your care. To ensure a high standard of clinical care for the families and stakeholders under your management, and support more junior staff to do likewise
- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
- To encourage the use of new technology and flexible working in others
- To accept clinical responsibility for appropriate caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To facilitate safe and timely patient discharge from own caseload and to determine outcome of therapy management of the patient, according to Care Aims principles.
- To manage clinical risk within own clinical work
- To use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress intervention programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, not have English as a first language, be depressed, deaf, blind or who may be unable to accept diagnosis.
- To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

### **Professional**

- To be responsible for maintaining own competency to practice through CPD activities including attendance at internal and external training events, reflective practice, and maintain a portfolio which reflects personal development.
- To be an active member of the in-service training programme by the attendance and delivering presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending external courses and practicing reflective practice.
- To communicate effectively and work collaboratively with medical, nursing and other therapy and education staff to ensure delivery of a coordinated integrated service.
- To participate in the staff appraisal scheme and Personal Development Plan (PDP) as both appraiser and appraisee and be responsible for complying with agreed personal development programmes to meet the identified knowledge, skill and competency requirements.
- To undertake the measurement and evaluation of clinical work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, either individually or with clinical specialist or manager. Make recommendations for change.
- Be actively involved in professional clinical groups, such as clinical interest groups, peer review groups and other professional development activities
- To be responsible for ensuring the effective selection and use of all treatment resources.
- To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through, teaching, training and supervision of practice.
- Work within the Trust policies and procedures and other instruments of statutory legislation to ensure safe practice of self and others. To adhere to HPC Guidelines for Professional practice.

### **Governance**

- To contribute to the implementation of systems of quality assurance and audit that demonstrate the quality of highly specialist service provision and identifies areas for future development.
- To gather and analyse data for research projects, clinical audits, quality assurance standards in line with the service/ team clinical governance agenda
- Contribute to the commissioning and the investigation of complaints and adverse events to be conducted in accordance with organisational policies and procedures and that action plans demonstrate the implementation of the resulting recommendations.
- Work with colleagues to establish a culture in which the quality of services is improved through reflection on practice and continuous professional development.
- To identify and assess the potential risks involved and work activity to minimise these and help others to manage situations involving risk.
- To undertake work activities with regard to Health and Safety legislation and the policies and procedures.
- To ensure that staff assess the work areas ensuring they are free of hazard and conform to health and safety legislation.
- To ensure that changes in legislation and the organisations' policies and procedures are applied correctly and consistently within the area of responsibility.
- To report appropriately all incidents and near misses that may compromise the safety of staff and service users, developing and monitoring action plans where necessary.
- To ensure the security of all records and service assets, particularly relating to the administration of patient care

### **Communication and Working Relationships**

- Establish effective matrix working arrangements with members of the locality management team
- Present complex, sensitive or contentious information (standards and safety reviews, improvement actions)
- Develop and maintain effective working relationships with clinical and professional / education colleagues across the health and local authority community.
- The post holder will communicate complex and sensitive information across organisational boundaries.
- To develop and sustain partnership working with all user/carer, provider and commissioning stakeholders as necessary.

#### *Internal*

- Trust Executive and Non-executives
- Directors of Service
- Clinical Directors
- Area Heads
- Clinical Leads
- Service Managers
- Professional Heads of Service
- Staff across all grades and disciplines

#### *External*

- Department of health
- CCGs
- Schools
- Children's centres and nurseries
- Local Authorities
- Voluntary sector

Service users, carers and their representative

### **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.





We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.



**PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
<p><b>1. Education/Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>Professional Qualification e.g. Professional knowledge acquired through degree/ diploma supplemented by post graduate diploma specialist training, experience, short courses plus further specialist Training</li> <li>Clinical educators course</li> <li>Member of relevant clinical specialist interest group</li> <li>Able to demonstrate required clinical knowledge of up to date Occupational therapy interventions and service issues relevant to Children and Young Peoples service provision.</li> <li>An understanding of the diverse needs of children and young people</li> </ul>	<p><b>Application Form Essential or Desirable</b></p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p><b>Interview Essential or Desirable</b></p> <p>Essential</p> <p>Essential</p>	<p><b>Selection Tool</b></p> <p>HCPC CHECK</p>
<p><b>2. Continuous Professional Development</b></p> <ul style="list-style-type: none"> <li>Recognised CPD in area of clinical specialism</li> <li>Experience of supervision and training of other band 5 therapists/students and other professionals</li> <li>Willingness to undertake leadership and management training and development</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	
<p><b>3. Previous Experience</b></p> <ul style="list-style-type: none"> <li>Minimum of 1.5 years' experience in working with children</li> </ul>	<p>Essential</p>	<p>Essential</p>	

<ul style="list-style-type: none"> <li>• Experience with developing and delivering training programmes to support service delivery.</li> <li>• Experience of undertaking assessment of and supporting children with complex presentations.</li> <li>• Experience of supporting CYP in both community and educational settings.</li> <li>• Experienced and able to demonstrate a commitment to integrated working and close partnership working with internal and external partners.</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	
<p><b>4. Knowledge, Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Evidence of a value system which puts the child at the heart of actions</li> <li>• Evidence of an understanding of the diverse needs of children and young people</li> <li>• Able to demonstrate a clinical knowledge and familiarisation with a range of standardised and non-standardised assessment tools relevant to occupational therapy interventions</li> <li>• Able to use IT to support and innovate clinical development</li> <li>• Excellent, succinct written and verbal communication skills</li> <li>• Ability to work in a calm and confident manner in stressful situations</li> <li>• Ability to work successfully as part of a multi-disciplinary team</li> <li>• Knowledge of current professional and statutory issues</li> <li>• Ability to self motivate</li> <li>• Ability to act as a role model and leader to others, in adopting change</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	

<b>Additional Requirements</b>			
<ul style="list-style-type: none"><li>• Car Driver and willingness to work across Berkshire, as required</li><li>• Good interpersonal skills</li></ul>	Essential		Docs check
	Essential	Essential	

**DATE OF ISSUE: September 2023**