

ALDER HEY CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

Post: Highly Specialist Occupational Therapist Sefton Community – Early Years and Special Schools Pathway

Accountable to: Head of Service, Sefton Community Occupational Therapy / Physiotherapy

Reports to: Deputy Head of Sefton Community Occupational Therapy / Physiotherapy

Accountable for: Band 6 OTs, Band 5 OTs. Band 3 and 4 Assistants, and students

Agenda for Change Band: 7

Job Summary:

To be a team member of Alder Hey's Community Paediatric Occupational Therapy team and as such, assist in the provision of Occupational Therapy services within North Sefton's Early Years and Special Schools Pathways, working in partnership with parents, carers, education and other service providers to ensure a child centred approach to therapy.

To have responsibility for the delivery and co-ordination of high quality Occupational Therapy to babies, children and young people with a range of conditions and presentations including developmental conditions, neurodisability, complex long term conditions and postural management needs in a community setting.

To act as an autonomous practitioner within a specialised paediatric occupational therapy service. To undertake specialist assessment of babies, children and young people within the community. To formulate individual treatment plans, set clear goals and outcomes based on clinical reasoning skills. To provide a range of specialist individualised therapeutic interventions, supporting children and families with neuro-disability, neuro-developmental and perceptual and sensory difficulties within a clinic, nursery, school and home setting.

To build on previous experience enabling further development of clinical and managerial competencies. Manages own caseload and is responsible for the delivery of therapeutic intervention within the defined areas of the service.

Key Relationships

Community OT/PT Teams – Sefton and Liverpool
Head and Deputy Head of Service,
Service Managers and Divisional Leads
Acute Service AHPs

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Other Health Professionals
Other members of the MDT
Education Staff
Social Services Staff
Support services, including IT, Estates

Main Duties and Responsibilities

Communication

1. To communicate highly complex and sensitive information effectively with patients and carers to maximise potential and to ensure understanding of condition and implication of management where there may be barriers to understanding.
2. Be highly skilled in communicating with children of all ages who have a range of physical and psychological barriers to understanding. Communication skills of persuasion, motivation, explanation, and gaining informed consent are used with a variety of patients, parents and carers.
3. To be responsible for maintenance of accurate written records and supervision of team record keeping. To compile comprehensive progress and discharge reports, legal reports and disability reports to multi-agencies and carers as appropriate.
4. To communicate effectively and work collaboratively with Allied Health Professionals (AHP's), social services, education colleagues and voluntary organisations to ensure delivery of a timely and co-ordinated multi-agency service. This will include initiation and attendance of patient reviews, in a variety of settings and the planning of ongoing care.
5. To provide highly specialist verbal and written advice to a range of professionals regarding the management and care of children with a range of conditions and presentations.
6. To write highly specialist reports including those for the Education Health Care Plan (EHCP) process.
7. To work collaboratively with private and voluntary sector providers, Health and Social Services, carers and education staff carrying out joint assessments and formulating integrated programmes of care.

Analytical skills

1. To carry out assessment of patients as an autonomous practitioner, including those with highly complex presentations, where expert opinion may differ, using clinical reasoning skills, knowledge of evidence based practice and expertise to determine appropriate care plans utilising highly specialist treatment skills and a wide range of treatment options.

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2. To use specialised knowledge to interpret and analyse clinical and non-clinical information of a wide variety range of highly complex conditions, where there may conflicting evidence or where some information is unavailable.
3. Analyse and understand the impact on the child and family of various treatment plans/diagnosis from other disciplines.

Planning and Organising skills

1. To be professional and legally responsible and accountable for all aspects of own work including the management of caseload. To ensure a high standard of clinical care (for the patients under your management), and support and supervise other staff to do so likewise.
2. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of physiotherapy, and to ensure a consistent approach to patient care.
3. To ensure the smooth transition of children and young people, including into the education environment, between key stages and into adulthood.
4. To maintain own clinical professional development (CPD) by keeping abreast of any trends and developments and incorporate them as necessary into your work, being responsible for maintaining written evidence within CPD portfolio.

Physical Skills

1. To demonstrate the ability to carry out occupational therapy assessment and highly specialised interventions including manual therapy techniques and therapeutic handling and demonstrate highly developed dexterity, co-ordination and sensory skills for assessment and treatment of patients.
2. To undertake specialist seating and equipment assessments, recommend purchases and provide training in its appropriate use within a mainstream setting. To continually re-evaluate the suitability and clinical effectiveness of the equipment provided and make adjustments and recommendations accordingly.

Responsibility for Patient/Client care

1. To be professional and legally responsible and accountable for all aspects of own work including the management of caseload. To ensure a high standard of clinical care (for the patients under your management) in order to maximise function and independence.
2. To demonstrate the ability to carry out specialist occupational therapy assessment and interventions supporting babies, children and young people with neuro-disability and neuro-developmental problems, including those with perceptual and sensory difficulties.

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3. To hold an independent, complex and highly specialist caseload, being able to demonstrate highly specialist assessment, diagnostic, treatment and management plans with goals based on advanced clinical reasoning skills.
4. To plan and implement highly individualised therapy programmes to be carried out by the Therapist, Therapy Assistants, Education Staff, parents and carers.
5. To continually monitor, evaluate and modify the programmes to measure progress and ensure effectiveness of intervention for children with changing needs.
6. To accept clinical responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and time management.
7. To gain valid informed consent in accordance with trust policy and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
8. To provide specialist advice, teaching and training to other members of the multiagency team regarding the occupational therapy management of patients.
9. To act in accordance with the standards of Proficiency, Professional Conduct and Standards of practice set by the Royal College of Occupational Therapy (RCOT) and Health and Care Professions Council (HCPC).

Professional

1. To act in accordance with professional conduct and standards of practice set by the Royal College of Occupational Therapy (RCOT) and Health & Care Professions Council (HCPC).
2. To maintain own continuing professional development (CPD) by keeping abreast of any trends and developments and incorporate them as necessary into your work. Being responsible for maintaining written evidence within CPD portfolio.
3. To be an active member of the in-service training programme available via staff meetings, tutorials, training sessions, external courses and reflective practice by regular attendance and participation in the former including the delivery of presentations.
4. To participate in the staff appraisal scheme, personal development review (PDR) and clinical supervision.
5. To participate in service development and review, taking into account the views of service users i.e. parents, carers and other professionals.
6. To participate and lead in evidence based projects/audits and contribute to the implementation of these changes within designated team/area.

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7. To communicate effectively and work collaboratively with Allied Health Professionals (AHP's), social services, education colleagues and voluntary organisations to ensure delivery of a timely and co-ordinated multi-agency service. This will include the identification of issues and attendance of patient reviews in variety of settings and the planning of ongoing care.
8. To demonstrate a sound understanding of Trust values, Clinical Governance and Risk Management and apply to the work situation.
9. To attend/complete Mandatory Training and incorporate these within working practices.
10. To attend Safeguarding training and work in accordance within the local and national guidelines.
11. 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 your prompt recording and reporting of accidents and incidents (in line with policy), and ensuring that equipment use is safe.
12. To be responsible for equipment used in carrying out occupational therapy duties, and to adhere to departmental policy, including competence to use equipment and to ensure its safe use by others through, teaching, training and supervision of practice.

Responsibility for Policy/Service Development

1. To actively participate in service planning, and service development, e.g. care pathways.
2. Implement change to service delivery in response to quality initiatives in partnership with managers of the service.
3. To be actively involved in the collection of appropriate data and statistics for the use of the department and other specialist groups within the Trust, and for national reporting.
4. To have knowledge of and comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
5. Co-ordinate and organise in-service staff training, meetings, and internal/external courses. Co-ordinate educational staff, Social Services, and voluntary carers to assist in the delivery of treatments, programmes, planning and organising clinics/multi-agency meetings.

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6. To be an active member of the in-service training programme available via staff meetings, tutorials, training sessions, external courses and reflective practice by regular attendance and participation in the former including the delivery of presentations.
7. All individuals will have some risk management responsibilities with which you are required to comply, for details of your responsibilities please refer to the current risk management strategy which is available on the intranet and in the local strategies folder.
8. To provide highly specialist advice to occupational therapy colleagues working within other clinical areas.

Responsibility for financial and physical resources

1. To be responsible for equipment used in carrying out occupational therapy duties, and to adhere to departmental policy, including competence to use equipment and to ensure its safe use by others through, teaching, training and supervision of practice.
2. To assess children for specialist equipment and recommend its purchase and to be responsible for the safe use and maintenance in homes and schools.
3. To be responsible for ensuring the effective selection and use of all treatment resources available both in the department and community environment.

Responsibility for Human Resources

1. To train and supervise other registered staff, therapy, assistants and students. This will include the use of formal appraisal documentation
2. To participate in the staff appraisal scheme and personal development plan (PDP) as both appraiser and appraisee.
3. To deputise for the Manager in terms of operational issues, as required.
4. 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 your prompt recording and reporting of accidents and incidents (in line with policy), and ensuring that equipment use is safe.
5. To attend Mandatory Training and incorporate these within working practices.
6. To attend Safeguarding training and work in accordance within the national guidelines.

Responsibility for Information Resources

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1. 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 parents/carers, internal and external agencies in the form of reports and letters in accordance with Trust Data Protection Policy.
2. To manage clinical risk within own caseload and to contribute to that of designated team at all times.
3. To demonstrate a sound understanding of Trust values, Clinical Governance and Risk Management and apply to the work situation.

Responsibility for Research and Development

1. To undertake the measurement and evaluation of your work and current practices through the use of evidence based practise projects; research and audit; and outcome measures either individually, with colleagues or as part of a multi-agency team. Make recommendations for change.
2. Lead and participate in audit and report key findings to the team, within the Division and Trust wide.
3. Actively participate in and lead on service development.

Our values:



We pride ourselves on the quality of our care, going the extra mile to make Alder hey a safe and special place for children and their families.



We are committed to continually improving for the benefit of our patients.



We are open and honest and engage everyone we meet with a smile.



We show that we value every individual for who they are and their contribution.



We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance.

Values Based Behaviour's

Respect:	We show that we value every individual for who they are and their contribution
Excellence	We pride ourselves on the quality of our care, going the extra mile to make Alder Hey a safe and special place for children and their families
Innovation	We are committed to continually improving for the benefit of our patients
Together :	We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance
Openness:	We are open and honest and engage everyone we meet with a smile

Person Specification

Highly Specialised Paediatric Community Occupational Therapist

Band 7

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Diploma/Degree in Occupational Therapy, recognised by HCPC • Member of HCPC 	<ul style="list-style-type: none"> • Member of Royal College of Occupational Therapy • Post Graduate courses relevant to Clinical Specialty • Occupational therapy specific post-graduate courses in paediatrics
Experience of...	<ul style="list-style-type: none"> • Evidence of experience working within a community setting. • Evidence of CPD, post registration educational and training. 	<ul style="list-style-type: none"> • Experience of supervising junior staff and students. • Experience of audit • Proven experience of the delegation of tasks to other staff, with a firm understanding of the process of delegation.
Knowledge of...	<ul style="list-style-type: none"> • Wide knowledge of conditions and presentations and impact on occupational performance. • Knowledge of specialist paediatric approaches and high standard of 	<ul style="list-style-type: none"> • Proven knowledge of Safeguarding procedures

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	<p>performance in a range of general paediatric skills.</p> <ul style="list-style-type: none"> • Evidence of knowledge of a wide range of approaches used within occupational therapy. • Evidence of knowledge of current trends within occupational therapy. • Knowledge of paediatric standardised assessment tools. • Proven knowledge and experience of postural management programmes and seating needs for children with complex needs. • Demonstrate a sound understanding of Clinical Governance. • Demonstrate knowledge of current pertinent issues affecting therapy provision both locally and nationally. • Commitment to improving the quality of occupational therapy services. 	
Skills	<ul style="list-style-type: none"> • Evidence of experience of positive working as part of a multi-disciplinary/multiagency team. • Evidence of Continuing Professional Development, with current portfolio. • Proven Physical ability to carry out any therapeutic handling required. 	<ul style="list-style-type: none"> • Presentation skills for a range of audiences • Computer skills at an appropriate level for report writing and data collections.

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	<ul style="list-style-type: none"> • Evidence of being capable of occupational therapy assessment techniques. • Evidence of good communication skills, written and verbal, ensuring effective communication with service users and other professionals. 	
Personal Attributes	<ul style="list-style-type: none"> • Evidence of self-directed learning, including reflective practice. • Demonstrate ability to work flexibly when necessary • Proven ability to compliment the dynamics of the existing team. 	
Other	<ul style="list-style-type: none"> • Ability to travel between community sites. 	



Mandatory Statements

1. As an organisation which uses the Disclosure and Barring Service (DBS) Disclosure service, the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position. A decision will be made depending on the nature of the position and the circumstances and background of the offences.
2. The Trust is pro-diversity and anti-discrimination. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers. We would like all our families and staff to feel valued and respected because we try to understand and provide for their individual needs.
3. The Trust is committed to promoting an environment that embraces diversity and promotes equality of opportunity.
Staff should apply the values of respect, excellence, innovation, togetherness and openness in all that they do to ensure that Alder Hey truly belongs to everyone.
4. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust. You must ensure that you handle personal information in accordance with the requirements of the Data Protection Act 1998.
5. You are reminded that, in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to co-operate with the Trust in meeting statutory requirements.
6. In the interests of your development you will be expected to take a positive role in the Performance and Development Review (PDR) Process.
7. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.



Alder Hey Children's **NHS**

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8. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information can limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality can lead to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on systems, whether patient or staff data, or paper or electronic format you must ensure that it is up to date, accurate, complete and timely. You have a responsibility to ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality and Information Governance Policies located on the Intranet and ensure you understand your responsibilities.
9. Alder Hey Children's NHS Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarize themselves with the Trust's safeguarding and child protection procedures, regular safeguarding and child protection training updates are mandatory for all staff. All individuals will have some risk management responsibilities with which you are required to comply, for details of your responsibilities please refer to the current Risk Management Strategy which is available on the intranet and in the local strategies folder.
10. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
11. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties.
12. Your job description will be subject to regular review with your Line Manager.