

Job Description

Title: Highly Specialist Occupational Therapist

Grade: Band 6/7

Annual Leave: 27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service

Department: Barnet Children's Integrated Therapies

Responsible to: Clinical Team Lead

Accountable to: Head of Barnet Integrated Therapy

POST SUMMARY

Barnet Children's Integrated Therapies is part of the Whittington Health NHS Trust and provides a multi-agency team approach to working with babies, children and young people who present with additional and complex needs. This post is managed by a group of multi-disciplinary Team leads who are responsible for the day to day running and management of the team.

The post holder is an autonomous practitioner and is responsible for organising and delivering a range of training packages to address sensory, motor and functional needs across mainstream schools working closely with the Barnet Specialist Inclusion Service. The post holder will be working in mainstream schools supporting children across a range of ages and needs. This post involves working closely with teaching staff and the Specialist Inclusion Service to effectively train and upskill professionals and teaching staff so that the Occupational Therapy advice and recommendations are built into a mainstream schools core offer.

The post holder will have excellent communication skills and the ability to overcome communication barriers, displaying an awareness and sensitivity to social, cultural and economic issues. In particular they will need to be skilled in imparting information to parents/ carers and families in a way they are able to understand. They will have good negotiation and persuasion skills to influence and encourage practitioners, parents and others in the child's environment to support and make any necessary changes to support the child's needs.

Key Responsibilities:

1. To work in a collaborative manner with other agencies to ensure a seamless health care delivery for children and their families.
 2. To work in a collaborative manner with Barnet Education's Specialist Inclusion Service and other agencies to train and support the implementation of Occupational Therapy advice and strategies into the mainstream schools' core offer ensuring a seamless health care delivery for children and their families.
 3. To provide an effective and efficient high quality Occupational Therapy universal service for schools and parents to access. This will involve working closely with stakeholders to identify gaps and needs in the service and developing a standard school offer which every school receives.
- To audit and review EHCP advice and recommendations for children in schools and those transitioning to Post 16.
4. Instrumental in the development of training packages for school staff to upskills and educate; supporting understanding of needs and enabling modifications to the environment and activities for optimum

participation.

5. Working closely with the Specialist Inclusion Team to meet children's needs through the provision of resources and developing training workshops which can then be utilized by other professionals and teaching staff. This will increase knowledge and understanding to deliver OT based programmes in school settings.
6. Working closely with school staff to understand the impact of the sensory environment through enhanced training offers, sensory diets for individual pupils and sensory audits of the environment.
7. To carry out a specific caseload and be responsible for organizing and prioritizing a varied workload in line with the agreed Trust Priorities, policies and procedures and statutory legislation.
8. To carry out and record comprehensive assessments, using standardized assessments where possible. Initiate and follow through training, treatment plans and provision of services, which will foster independence and/or optimize levels of functioning, and holistic needs within own environment.
9. Demonstrate and apply a high level of understanding of the effects of medical conditions and recommend adaptations and strategies to the child's physical and social environments working closely with schools.
10. Responsible for the development and implementation of high standards of clinical care ensuring the service provided is based on best evidence based practice, needs led, compliant with national guidance and is viewed positively by children, families and partner services.
11. To liaise, plan, coordinate with, and refer to other professional staff and agencies as appropriate to provide and integrated service to the client.
12. Adhere to Code of Ethics and Professional Code for own discipline.
13. To manage information and act as a source of Therapy discipline related to information by:
 - ☐ Ensuring RIO data for your case load and other data is available in a timely manner.
 - ☐ Recording all client data is maintained as per trust and HCPC guidelines.
 - ☐ Providing relevant data to commissioning groups relating to trust wide therapy services.
 - ☐ Contributing to quality report, including audit.
14. Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible and:

- ☐ At all times provide a caring service and to treat those with whom they come in contact in a courteous and respectful manner.
- ☐ Carry out their duties and responsibilities in a manner which assures patient and client safety
- ☐ Demonstrate their commitment by their regular attendance and efficient completion of all tasks allocated to them
- ☐ Comply with the Trust's No Smoking Policy
- ☐ Carry out their duties and responsibilities in compliance With Health and safety policy and statutory regulations
- ☐ Adhere to equal opportunities policy throughout the course of their employment
- ☐ Ensure the ongoing confidence of the public in service provision.

Leadership

1. Take appropriate action to identify and manage risk and to maintain safety of users, staff and others in accordance with relevant regulations, policies and procedures.
2. Participate in the operational planning, evaluation and audit of practice, clinical pathways and protocols within areas of practice, leading on delegated projects within the service
3. To be instrumental in the organisation and delivery of Occupational Therapy services in mainstream schools.
4. Make sure you are trained and competent in the relevant policies and procedures which apply to the management of staff and other resources and abide by these policies; seeking advice as necessary from senior management and specialist staff as necessary.
5. Delegate appropriate responsibility to staff in order to ensure optimum and effective service delivery and decision making, whilst retaining overall accountability and responsibility for outcomes.

Clinical Skills

1. To take a key role in the specialist assessment of children with a range of presentations and clinically reasoning the level of therapy intervention required.
2. Take a leading role in identifying the training needs of mainstream schools and presenting evidence based information and strategies as appropriate.
3. Supporting schools with how to meet children's sensory needs through the development of new training offers, sensory audits and bespoke sensory diets for individual pupils.
4. Working closely with the Specialist Inclusion Service to train and upskill on specific areas of need so that the Universal core offer across schools is expanded.
5. To develop comprehensive Targeted training programmes to support colleagues and outside agencies towards delivering an appropriate level of clinical practice across all disciplines and care providers.



6. Contribute constructively to multi-disciplinary working to modify aspects of the environment in order to empower service users and facilitate optimal functional performance.
7. Develop OT programmes in conjunction with children and their families communicating and negotiating in a style that positively engages them.
8. To provide reports on children as necessary and to fulfil statutory requirements including fulfilling the requirements of the SEND agenda as set out in the Children and Families Act 2014 for EHCP .

To share your clinical knowledge with other therapists within the Trust in relation to your defined clinical area by:

1. Making your own practice fields known to colleagues.
2. Updating colleagues on evidence base practice related to you practice field.
3. Evaluating your own practice and participating in clinical audits.
4. Contributing to developing outcome measures within your expert field.

To manage information and act as a source of Therapy development by:

1. Contributing to any written reports regarding your findings and recommendations.
2. Promoting any change in service delivery.
3. Participating in clinic supervision and clinical audit.
4. Continuing to self-evaluate practice.

To ensure continuing professional development is achieved in line with HCPC guidelines by:

1. Being aware of your personal responsibilities.
2. Managing your development time effectively.
3. Actively prioritising your development needs in relation to service developments.
4. Actively participating in planned clinical supervision.
5. Maintaining a professional diary or other form of written clinical professional development evidence.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.
4. Be aware and report on the services performance targets in line with the service key performance indicators



Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.
5. To effectively use verbal communication skills to deliver training packages to mainstream schools.

Training

1. To act as mentor to students and junior members of staff, providing effective education, facilitating their development and promoting high standards of care.
2. Ensure students and Junior members of staff are actively supported to enable them to achieve their learning needs.
3. Identify OT Team training needs in conjunction with Clinical lead OT and team leader and advise on solutions.
4. To ensure own continued professional development and CPD while supporting a culture of lifelong learning in self and others.
5. Demonstrate the ability to critically evaluate current research, apply them practice and disseminate findings at a local level.
6. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
7. To support new staff and their integration within the team.
8. To undertake training with school staff within special needs and mainstream schools to upskill staff and support them to implement strategies into the school setting.
9. To be instrumental in the organization and development of Universal training packages for schools and parents.

Specific Tasks directly related to the post:

1. To support the development of integrated pathways under the umbrella of either universal, targeted or specialist clinical pathways.
2. To take a leading role in service development including audit, training and development of colleagues and students
3. To offer clinical supervision and lead professional guidance of therapists own particular discipline in the absence of the clinical lead for that discipline.



MAIN DUTIES

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.



Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.



Our mission

Helping local people live longer, healthier lives.

Our vision

Provide safe, personal, co-ordinated care for the community we serve.

Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.



Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Person Specification

Post:	Pathway Lead - Therapist	Grade:	Band 7		
Department	Barnet CIT	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment	
	Degree in a Therapy	✓			
	Masters level modules or equivalent courses in speciality		✓		
	Evidence of continued Professional Development related to the post.		✓		
	HCPC registration	✓			
Skills & Abilities	<ul style="list-style-type: none"> Advanced knowledge of the evidence base of rehabilitation relating to specialist area. 	✓			
	<ul style="list-style-type: none"> Excellent specific therapy assessment and treatment skills in specialist field utilising a range of approaches. 	✓			
	<ul style="list-style-type: none"> Able to independently manage own and others clinical caseload and prioritise as required 	✓			
	<ul style="list-style-type: none"> Demonstrates effective communication skills with all disciplines and agencies 	✓			
	<ul style="list-style-type: none"> Clear, concise verbal and written reporting skills 				
	<ul style="list-style-type: none"> Excellent interpersonal skills 	✓			
	<ul style="list-style-type: none"> Excellent presentation skills of complex information 	✓			
	<ul style="list-style-type: none"> Ability to reflect and adapt practice to suit individuals' needs 	✓			

	<ul style="list-style-type: none"> IT skills including word processing and excel 	✓			
Knowledge & Experience	An awareness of NHS Plan, NSF and clinical governance priorities <ul style="list-style-type: none"> Appropriate assessment tools for this client group Current issues in the delivery of community based services Sound understanding of confidentiality Previous NHS experience 	✓ ✓ ✓ ✓	✓	Application Form Interview Assessment	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Able to respond to pressure appropriately Flexible approach to work Uses initiative Commitment to Continuing Professional Development Commitment to equal opportunities Professional manner 	✓ ✓ ✓ ✓		Application Form Interview Assessment	
Other	<ul style="list-style-type: none"> Demonstrating Trust Values To be able to travel efficiently throughout the area 	✓ ✓		Application Form Interview Assessment	

Completed by:

Date:.....

Offer post Yes/ No

Comments