

Job Title	Highly Specialist Children and Young People's Occupational Therapist
Band	AfC Band 7
Responsible to	Children and Young People's Occupational Therapy Team Lead
Accountable to	Clinical Services Unit Manager
Base	Woodfield Road Medical Centre, 7E Woodfield Road, London W9.

Job Purpose

This is a broad summary of the role detailing key areas of operation and responsibilities – further detail will be provided in the Main Duties and Responsibilities section, below, which provides more granular detail.

The post holder will be responsible for:

- The provision of high quality paediatric Occupational Therapy services to a diverse caseload of children and young people who are experiencing difficulties with daily occupations.
- Exemplifying a proactive and progressive approach to continuous professional development and improvement, making use of both internal and external training and learning opportunities
- Initiating and contributing meaningfully to service development
- Supporting junior members of the team, as well as students on placement
- Embodying CLCH NHS Trust's vision and values on inclusion, equality and diversity

Key Working Relationships

Internal

- Members of the CYPOT Team
- Members of the MDT team, ie. Physiotherapists, Speech and Language Therapists, Music Therapists, Psychologists, School Nurses, Health Visitors, Paediatricians
- Administration Team
- Senior Managers

External (if applicable)

- Parents and Carers
- Nursery and School Staff, Teachers and SENCOs
- Local Authority SEND and Education teams

Main Duties and Responsibilities

- **Management and Administration**
 - To attend meetings as required (e.g. team meetings, working group meetings)
 - To implement and maintain good working practice ethics and competency to practice following RCOT and HCPC guidelines
 - To ensure accurate and up to date records of all professional judgements, decisions taken and statistical information are kept and reported following CYPOT and Trust policies
 - Utilise formal and informal reporting mechanisms including electronic reporting to ensure effective communication across health and social care.
 - To undertake management tasks as directed by the Team Lead
 - To participate in the operational planning and implementation of policy and service development within Children's Services.
 - To be involved with projects to promote Clinical Excellence e.g. clinical audit, PREM/PROMs

- To participate as required in the recruitment selection and induction of Junior Occupational Therapy Staff.
- Be willing to contribute to the Trust's vision and values on inclusion, and uphold positive behaviours in the workplace

• **Clinical Duties**

- Provide clinical services that are sensitive to the protected characteristics of age, disability, gender and gender neutral identification, marriage and civil partnership, race, religion or belief, and sexual orientation.
- To provide a high quality children and young people's Occupational Therapy service to a caseload of children and young people with a variety of diagnoses and presentations that are impacting daily occupations
- To carry out comprehensive Occupational Therapy assessments to understand the child/young person's strengths and areas of difficulty, collaboratively set meaningful and motivating goals, and establish a goal-orientated treatment plan and/or programme
- To assess, fabricate and monitor the use of splints and orthoses to support Upper Limb function
- Provide assessment and advice regarding postural/seating systems
- Effectively contribute to the Multi-Disciplinary Team, engaging in discussions regarding goal setting and intervention planning, and highlighting questions or concerns as relevant.
- To collaboratively develop treatment plans with the child/young person and their parent/carer
- To demonstrate effective communication skills, using alternative methods of communication where required to support the colleague or service user's access and understanding
- To prepare comprehensive and accurate reports to inform local health, social care and education providers of a child or young person's involvement with Occupational Therapy, and ongoing needs (where relevant).
- To liaise with and refer to other professionals and organisations as appropriate and in line with Information Governance guidelines
- To carry out your role as Band 7 Occupational Therapist in accordance with local processes and procedures.
- To support the functioning and core business of the Occupational Therapy Service as required by the Team Lead
- To be able to justify clinical reasoning and demonstrate the use of evidence based interventions
- Demonstrate a thorough knowledge of the SEND code of practice and Children's Act 2014. You will contribute to EHCP processes as required, and support families to navigate this
- Ensuring clinical governance, quality assurance and Occupational Therapy professional standards are met in all areas of practice and in fulfilment of the role.

• **Supervision and Training**

- To be responsible for guiding and participating in own supervision and performance management
- To actively participate in the CLCH appraisal scheme as an appraisee and appraiser by identifying key performance objectives and continuing education needs
- To engage in ongoing and continual professional development, drawing from a range of sources and platforms (e.g. team in services, work shadowing, supervision, formal courses, webinars, lectures, podcasts, literature review)
- To proactively engage in continuous professional development (CPD) that relates to equality and diversity in healthcare settings
- To demonstrate knowledge and awareness of the demographics of the geographical areas served by CLCH broadly, and CYPOT specifically
- To participate in training and academic workshops and seminars within the multidisciplinary team.
- To act as a source of clinical expertise and advice for leading in-service training and advice/consultation to other members of the MDT including education and social services.
- To assist in promoting, developing and implementing in-service training for OT staff.
- To attend and participate in safeguarding supervision
- To maintain statutory and mandatory training compliance at all times

- To supervise junior staff and students on placement as required

- **Professional Responsibilities**

- To apply knowledge and awareness of equality, diversity and inclusion practices to ensure that children & families are supported to access the CYPOT service
- To demonstrate awareness of your own cultural beliefs and practices, and demonstrate insight into how this may influence the way you work with families of diverse backgrounds
- To promote awareness of Occupational Therapy by clearly explaining “what is an Occupational Therapist” and the scope of the service more broadly
- To implement and maintain good working practice, ethics and competency following RCOT and HCPC
- To maintain and develop professional communication links within the Occupational Therapy profession and across health and social care including representation at multidisciplinary collaborative forums and networks, multidisciplinary reviews and assessments as appropriate and necessary.
- To participate in clinical Occupational Therapy development, audit and research within Children’s services and related Trust wide projects.
- To commit to evidence based practice by participating in audit projects and research opportunities relevant to Occupational Therapy within Children’s services
- To contribute to the development of CLCH’s agenda for quality through Clinical Governance and to be aware of one’s own responsibility to deliver a high quality service at all times.
- To maintain high levels of competency across a range of work procedures and practices underpinned by Occupational Therapy theoretical knowledge of child development at a senior level.
- Use effective interpersonal skills to encourage patients and carer’s active participation in the Occupational Therapy process, including the specific provision and receipt of highly complex and sensitive information with clients, carers and their families using negotiation and training, empathic and reassuring skills.
- To maintain confidentiality consistent with legislation and Trust and Service policies and act as an advocate on behalf of clients and carers by adopting a client centred approach to support meaningful participation in life roles.
- To disseminate complex clinical information in all therapeutic, educational programmes and professional contexts acknowledging sensitivity and utilising approaches appropriate to the complexity of the context or culture.
- To respond appropriately to unpredictable work patterns and interruptions
- To follow safeguarding procedures raising concerns around risk, potential risk or events with regard to children and families, carers or other professionals you are involved with in the workplace.

- **Environment**

- Comply with Infection Prevention and Control (IPC) policies and procedures
- Ensure personal and service user safety through appropriate use of Personal Protective Equipment (PPE)
- To work in a variety of community environments, including residential and educational settings
- To take responsibility for one’s own safety and the safety of others while working in unknown or high risk environments and to follow local and Trust guidelines
- To report all clinical and non-clinical accidents or near misses promptly both to the line manager, and when required, to cooperate with any investigation undertaken.
- To assist the department in ensuring Occupational Therapy equipment and resources are appropriate to the needs of the client group.
- To participate in the ordering and maintenance of equipment and toys.
- To ensure that equipment and toys are safe, in terms of injury and infection prevention, maintaining European (CE) and manufacturing guidelines as well as CLCH Policies and specific requirements of the department
- May be exposed to unpleasant working conditions such as bodily fluids, unhygienic and cluttered environments and pets.
- To ensure that all persons using aids issued to them understand their function as well as appreciate their responsibility

- To comply with the Health and Safety at Work Act and ensure the safety and welfare of other staff and clients within the department
- To travel to clients homes using the most appropriate form of transport, e.g. walking, cycling, public transport, which may require moderate physical effort.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Person Specification

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Factors	Criteria	Assessment Method
Education/Qualification		
Essential	<ul style="list-style-type: none"> Degree or equivalent Diploma/Qualification in Occupational Therapy Postgraduate/ diploma/ masters level expertise in the specialist field of paediatrics incorporating a wide range of theory and evidence-based practice. Registration with the Health and Care Professions Council (HCPC) The successful candidate must apply for and receive satisfactory clearance of suitability from the Disclosure and Barring Service prior to confirmation and commencement of employment within the Trust. 	AF/C
Desirable	<ul style="list-style-type: none"> Member of professional body and specialist section; BAOT, CYPF, SI Network Post-graduate training/qualification in paediatric health related areas Attendance at workshops/ seminars in paediatric OT Wheelchair assessor certificate - basic An up-to-date professional portfolio demonstrating reflective learning Splinting experience within a hand therapy team Spasticity management for assessment of Botox and post Botox intervention 	AF/C
Experience		
Essential	<ul style="list-style-type: none"> Proven Experience as a specialist OT with post-graduate and or masters level training- experience of working in Paediatrics is required Experience of working with people with a wide range of permanent disabilities and short-term illness Experience in assessing and treating patients with neurological impairment and young people with disabilities Experience of psychosocial aspects of working with families of children with severe disabilities Experience managing complex cases using clinical reasoning and evidence-based practice. Experience of assessment of upper limb and provision of splint or fabrication in line with clinical reasoning Experience working across a range of environments for assessment and treatment of children, including nurseries, mainstream and special needs schools. Experience of supervising students and or other staff within an OT team Experience providing specialist advice and training/teaching/presenting formally and informally to Occupational Therapists, students, other professionals, parents and carers Experience of provision of specialist comprehensive written information to parents and other professionals including the Education Health Care process. Direct experience or involvement with the research process in relation to Occupational Therapy Direct experience of involvement in pathway lead work 	IV/AF/CPD

Desirable	<ul style="list-style-type: none"> Understanding of cultural differences and their impact on OT provision Experience of initiation or involvement in service development/projects Experience of planning and running groups Experience working with Botox pre/ post assessment and intervention 	IV/AF/CPD
Skills & Knowledge		
Essential	<ul style="list-style-type: none"> Comprehensive knowledge of the developmental stages of children and young people Practical knowledge of a wide range of assessments and treatment approaches involving clinical reasoning and decisions that contribute to formulation of diagnosis A sound knowledge and consistent use of the various frames of reference and approaches pertaining to children's occupational therapy. Specialist knowledge and awareness of sensory and postural management for children accessing daily activities Sound awareness of the psychological and social factors of dysfunction and disability Knowledge of the role and boundaries of the OT within the multidisciplinary team Knowledge of medical conditions and appropriate intervention including prescription, fabrication and management of appropriate splints, aids, equipment and adaptations Knowledge of assessment and prescription for wheelchair equipment Knowledge of government policy and NSF relating to health and education service provisions for children and families as well as critical awareness of current developments in Occupational Therapy practice Ability to organise and prioritise workload Ability to work independently and collaboratively in a team, with a range of professionals and statutory bodies An ability to use clinical and ethical reasoning skills to analyse and interpret assessment findings, plan and evaluate intervention programme Ability to reflect on clinical practise and experience Clear & concise written skills with competency in IT skills for reports, advice/activity suggestions and internet use to access Occupational Therapy related information Ability to communicate clearly and sensitively with parents, carers and professionals Ability to recognise and manage difference of opinion in both client related and inter-professional situations 	IV/AF/C
Desirable	<ul style="list-style-type: none"> Knowledge of Educational Legislation and the National Curriculum Ability to think creatively Computer literacy at the European Computer Driving License level (ECDL) 	IV/AF/C
Key Attributes		
Essential	<ul style="list-style-type: none"> Ability to organise and prioritise workload Ability to work in a team, with a range of professionals from statutory bodies Ability to work independently Ability to work under pressure Calm and consistent approach to stressful situations 	IV/AF

	<ul style="list-style-type: none"> • Ability to work collaboratively with others in a team which involves sharing the values, vision and commitment of the team and respecting each members skills • Clear & concise written skills and appropriate level of IT skills for reports and advice/activity suggestions • Ability to communicate clearly and sensitively with parents and carers and others using effective listening skills, non-verbal communication and establishing an appropriate rapport. • Candidate must also possess emotional integrity and demonstrate ability to cope with difficult/highly emotive situations • Ability to work effectively within a team • Experience of teaching/presenting to professionals, colleagues or carers 	
Desirable	<ul style="list-style-type: none"> • Ability to think creatively • Experience using a coaching approach when working with people of all ages 	IV/AF
Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate		