

**CENTRAL AND NORTH WEST LONDON NHS FOUNDATION TRUST  
HILLINGDON CHILDREN'S INTEGRATED THERAPIES SERVICE  
OCCUPATIONAL THERAPY**

**Job Title:** Paediatric Occupational Therapist

**Grade:** Band 5

**Base:** Child Development Centre

**Accountable to:** Children's Occupational Therapy Team leader  
Clinical Service Lead – Children's Therapies

**Hours:** Full time (37.5hours)

**Tenure:** Permanent

**Key Working Relationships**

Parents, Educational staff including Class Teachers, SENCOs, Learning Support Assistants, Specialist Teaching Services, Special Needs Officers, Social Services, Voluntary organisations, Suppliers / representatives, Medical staff including Paediatricians, Speech and Language Therapists and Physiotherapists.

**Summary**

- To provide a service to children who have an Occupational Therapy need; focusing on Occupational Therapy support to address functional needs.
- To be responsible for providing assessment & therapy packages.
- To prioritise the Safeguarding of Vulnerable Children at all times
- To support the service to achieve Key Performance Indicators maintaining Target Activity Levels and demonstrating impact re quality and outcomes
- To help train and support staff & parents, in order for them to implement therapy advice effectively.
- To work within a multidisciplinary team
- To liaise and work alongside a multiagency team (see key working relationships)
- To take part in, and where appropriate lead on, quality governance, audits and projects for the team/service
- To contribute to, and provide feedback about, possible developments in the team
- To provide mentoring advice (buddying), support and shadowing to less experienced Occupational Therapists, Assistants and volunteers as required.

## **Main Responsibilities**

### **Clinical**

- 1.1 To assess, develop and implement occupational therapy treatment.
- 1.2 To provide appropriate intervention and evaluate outcomes.
- 1.3 To demonstrate clinical skills in the assessment and treatment of children, focusing therapy to support development of skills and facilitate participation in activities of daily living.
- 1.4 To determine the most appropriate setting for assessment and or treatment e.g. home, clinic, hospital, school or other community setting taking into consideration service resources.
- 1.5 To facilitate relevant professionals/parents to understand and carry out occupational therapy approaches/strategies/advice
- 1.6 To liaise with and work alongside multidisciplinary and multiagency teams as required.
- 1.7 To monitor the effectiveness of Occupational Therapy approaches/strategies/advice being delivered by other relevant professionals/parents and adjust as necessary
- 1.8 To make a differential diagnosis, on the basis of evidence from assessment. For more complex cases, clinical advice should be accessed where required to support diagnosis.
- 1.9 To develop clear packages of care based on best evidence-based practice. To use clinical knowledge, and apply identified packages of care within the OT service to inform case management.
- 1.10 To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- 1.11 To keep up to date with new techniques and developments for the promotion and maintenance of good practice in own clinical area while being mindful of service needs and supporting organisational priorities and objectives.
- 1.12 To demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- 1.13 To manage own caseload independently, including prioritisation of workload, accessing support as required, taking into consideration service performance and KPI's.
- 1.14 To use excellent communication skills.

- 1.15 To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve from a supervisor/team leader/senior therapist if necessary.
- 1.16 To use appropriate strategies to manage aggressive behaviour within the work place as per Trust Zero Tolerance Policy, and to report any incidences of aggressive behaviour.
- 1.17 To work with families and schools / nurseries collaboratively to ensure they are involved in the planning and implementation of the careplans of the child or young person.
- 1.18 To listen to the concerns of children, families and schools / nurseries and provide support as appropriate within current resources.
- 1.19 To maintain sensitivity to the emotional needs of children & their families, especially when imparting potentially distressing information regarding the nature of the child's difficulties and its implications.
- 1.20 To evaluate own delivery and to be accountable for own professional actions and decisions, and recognise own professional boundaries seeking advice as appropriate from supervisor/ team leader.
- 1.21 To report, in a timely manner, all concerns regarding Safeguarding issues to Team Leader or supervisor & to refer onto Social Services & Named Nurse for Safeguarding as appropriate, following the latest Safeguarding guidance/policy.
- 1.22 To share safeguarding information, in a timely manner, with relevant school nurse / health visitor & SENCO
- 1.23 To attend case conferences & core group meetings for children on the caseload, where appropriate
- 1.24 To submit Safeguarding reports to case conferences and reviews, even when not attending
- 1.25 To record all concerns and discussions/supervision regarding safeguarding issues in SystmOne clinical notes
- 1.26 To attend safeguarding supervision for all children with a Child Protection Plan at least every 12 weeks
- 1.27 To work independently and to access clinical supervision sessions on a regular basis & appraisal on an annual basis.
- 1.28 To demonstrate good negotiation skills across a range of issues and to negotiate with others around case management in difficult cases.

- 1.29 To deal with initial complaints sensitively avoiding escalation where possible, and to inform the supervisor/ team leader in a timely fashion
- 1.30 To communicate information from assessments and ongoing therapy to children, families and other relevant professionals.
- 1.31 To demonstrate empathy with children, families and colleagues ensuring that effective communication (both verbal and non verbal) is achieved particularly where barriers to understanding exist.
- 1.32 To write concise outcome focused reports, and programmes /target sheets reflecting clinical knowledge which meet the functional needs of the child / young person.
- 1.33 To adapt practice to meet individual children's/young person's / carer's circumstances with due regard for cultural, linguistic differences (including the use of interpreting services), and/or learning and language difficulties
- 1.34 To be aware of, and adhere to, service plans and policies giving constructive feedback as appropriate.
- 1.35 To advise team leader on issues of service shortfall or pressure.
- 1.36 To assume delegated tasks as requested by team leader as appropriate to a band 5.
- 1.37 To monitor stock levels in own service area and request new equipment as required via team leader.
- 1.38 To be responsible for the care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- 1.39 To work within infection control and health and safety guidelines.
- 1.40 To have due regard for own personal safety and that of children/ young people/ carers in particular to have regard to moving and handling policy, health & safety policies, infection control policies.
- 1.41 To use all equipment in an appropriate manner and ensure safe operation of equipment following service protocols. Seeking training where necessary and using appropriate reporting procedures when required.
- 1.42 To move and handle clients, prepare work spaces & move equipment while observing correct manual handling techniques and following local procedures and guidelines.
- 1.43 To be able to offer personal care: assistance with toileting, drinking, dressing, cleaning equipment and maintaining infection control guidelines. May encounter infestation, or unpleasant odours, body fluids.

- 1.44 To work within legal frameworks including: SEN reforms e.g. statutory EHCP assessments, London safeguarding procedures and policies
- 1.45 To attend, contribute to and occasionally present at Team and Departmental meetings.
- 1.46 To select appropriate outcome measures and use these in the evaluation of clinical practice.
- 1.47 To work to departmental procedures, national priorities and policies and professional code of conduct.
- 1.48 To ensure each patient has an up to date care plan uploaded to SystmOne in line with trust policy in care plans.
- 1.49 To obtain informed written/verbal consent prior to an episode of occupational therapy care.
- 1.50 To be flexible to the demands of the workload, including changing priorities and deadlines, which may be made at short notice.
- 1.51 To provide feedback about any concerns about the performance of any of the team members to the team leader
- 1.52 To provide feedback and possible solutions, about any challenges being faced by the team
- 1.53 To support the day to day management of the team

## **Education and Training**

- 2.1 To identify own training needs
- 2.2 To attend relevant training, linked to clinical area, as identified in the Personal Development Plan (PDP), in order to maintain and develop skills and knowledge required of a therapist working in the field of occupational therapy and to maintain upto date HPC and occupational therapy professional body registration.
- 2.3 To collate evidence of continuing professional development in line with HPC,OT professional standards of practice and band 5 KSF Dimensions. Including engagement in Preceptorship programme, where applicable.
- 2.4 To make use of in-house CPD opportunities including attending internal training sessions, reading sessions & shadowing opportunities
- 2.5 To present in-house training sessions / feedback on training attended to the team on occasions

- 2.6 To ensure that all mandatory training is kept up to date with 100% compliance, is booked with advance planning and recorded on the database
- 2.7 To be involved in presenting and evaluating training packages, on topics related to occupational therapy needs to parents, schools / nurseries & other relevant professionals as required and within service resources.
- 2.8 To provide “buddying” support and shadowing opportunities to less experienced Occupational Therapists, Assistants and volunteers, as requested by the team leader
- 2.9 To offer and support student placements
- 2.10 To explain the role of Occupational Therapists to visitors/students and volunteers, providing observations where requested by the team leader
- 2.11 To have a degree or diploma in Occupational Therapy

### **Service and Research Development**

- 3.1 To participate in research and audit projects as requested
- 3.2 To collect and provide research/audit data as required in a timely fashion.
- 3.3 To participate in the development of a particular team objective or project as requested by the team leader.
- 3.4 To participate in developing protocols & packages of care in liaison with team leader
- 3.5 To participate in discussions about proposed service improvements, providing constructive feedback/suggestions
- 3.6 To take an active role in the implementation of new service initiatives/developments
- 3.7 To actively contribute to the development of the service profile

### **Clinical Governance**

- 4.1 To have a working knowledge of the principles of clinical governance, and an awareness of the recent clinical governance report for the service and submitted CQC evidence for the service
- 4.2 To maintain clinical records on SystmOne in accordance with the Occupational Therapy, professional body, HPC & Clinical Record Keeping guidelines.
- 4.3 To follow Data Protection Guidelines, Caldicott principles, confidentiality and

Information Governance principles, as per mandatory training

- 4.4 To ensure all progress notes are validated and appointments outcomed in atimely fashion on Systmone
- 4.5 To seek advice from supervisor/ team leader/head of information governance where additional support is required.
- 4.6 To ensure that service databases & caseload information on Systmone is kept up to date
- 4.7 To ensure that all incidents are reported on in a timely manner and access learning following incident investigation outcomes
- 4.8 To be responsible for compliance with service CQC KLOE, actively completing allocated outcomes and supporting others to do so.
- 4.9 To ensure that clients allocated to the caseload have correct patient details covering NHS number, DOB, address, carer or not, religion, ethnicity, disability, learning disability care plan & alert, safeguarding alert and where appropriate sexuality.

### **General Responsibilities:**

To adhere to National and Local professional codes of conduct.

- To maintain clients' confidentiality at all times and to be aware of Data Protection issues.
- To follow professional ethics as outlined in Occupational Therapy professional guidance and HPC in regard to client care and confidentiality.
- To uphold Trust policies and objectives as appropriate.
- To be aware of Data Protection issues and fulfil Trust requirements.
- To work within an Equal Opportunities framework at all times.
- To be aware of Health and Safety legislation including COSHH Regulations and Health and Safety at Work Act 1977. To ensure the welfare of clients and co- workers at all times.
- To be a Registered Member of the Occupational Therapy profession under HPC.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not an exhaustive list. It will be subject to regular review and amendment as necessary in order to meet the changing needs of CNWL Trust and the service**

*CNWL share your clinical information with other health care professionals involved in your care, to support better informed clinical treatment and help reduce clinical risk. A patient information leaflet is available on request from services and further details can be found on the Trust website.*

Central and North West London NHS Foundation Trust, Trust Headquarters, 350 Euston Road,  
Regent's Place, London NW1 3AX  
Telephone: 020 3214 5700 [www.cnwl.nhs.uk](http://www.cnwl.nhs.uk)



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