

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

Job Title: Specialist Paediatric Occupational Therapist

Grade: Band 6

Bases: Wood End Centre and Child Development Centre

Accountable to: Occupational Therapy Clinical Team Leader and Clinical Service Lead - Therapies

Hours: 1.0wte - Full time – 37.5hours

Tenure: Fixed Term Contract – 12 Month Maternity Leave Cover

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 specialist service to children who have an occupational therapy need including those with an EHCP in out of borough schools
- To be responsible for providing specialist assessment, diagnosis & therapy packages.
- To support in the development of training packages to school staff / parents / other professionals as required, in order for them to identify concerns regarding the child /young persons needs and implement therapy advice effectively.
- 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 be responsible for the performance management of identified team members.
- 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 requested by the team leader

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.

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Main Responsibilities

Clinical

- 1.1 To assess, develop and implement specialist occupational therapy treatment
- 1.2 To provide appropriate specialist intervention / assessment and evaluate outcomes.
- 1.3 To demonstrate specialist skills in the assessment, diagnosis and treatment of children.
- 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 programmes/strategies/advice
- 1.6 To monitor the effectiveness of occupational therapy programmes/strategies/advice being delivered by other relevant professionals/parents and adjust as necessary
- 1.7 To make a differential diagnosis, including complex cases, with support where necessary, on the basis of evidence from assessment.
- 1.8 To develop clear packages of care based on best practice and differential diagnosis and to use specialist clinical knowledge and consideration of current resources to inform case management.
- 1.9 To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- 1.10 To keep up to date with new techniques and developments for the promotion and maintenance of good practice in own specialist clinical area while being mindful of the needs of the service.
- 1.11 To demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- 1.12 To manage own complex caseload independently and to prioritise workload using specialist skills, accessing support as appropriate and taking into consideration service performance and KPI's.
- 1.13 To use excellent communication skills.
- 1.14 To recognise potential breakdown and conflict when it occurs and seek to resolve using negotiation skills, seeking further support from supervisor/team leader/ senior therapist if necessary
- 1.15 To use appropriate strategies to manage aggressive behaviour within the work place, and to report any incidences of aggressive behaviour.
- 1.16 To ensure that children, their families and schools are involved in the planning and implementation of their care
- 1.17 To listen to the concerns of children / young people, families and schools / nurseries and provide support as appropriate within current resources.
- 1.18 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.
- 1.19 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.

- 1.20 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.
- 1.21 To share safeguarding information, in a timely manner, with relevant school nurse/ health visitor & SENCO
- 1.22 To attend case conferences & core group meetings for children on the caseload, where appropriate
- 1.23 To submit Safe guarding reports to case conferences and reviews, even when not attending
- 1.24 To record all concerns and discussions/supervision regarding safeguarding issues in Systmone clinical notes
- 1.25 To attend safeguarding supervision for all children with a Child Protection Plan at least every 12 weeks
- 1.26 To work independently and to access clinical supervision sessions on a regular basis & actively contribute to own appraisal on an annual basis.
- 1.27 To collate evidence of professional development related to the Occupational Therapy professional body, HPC & the band 6 KSF Dimensions.
- 1.28 To demonstrate good negotiation skills across a range of issues and to negotiate with others around case management in complex 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 complex information from assessments and ongoing therapy to children / young people, families and other professionals.
- 1.31 To demonstrate empathy with children / young people, 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 care plan / programmes/target sheets reflecting specialist knowledge which meet the needs of the child / young person
- 1.33 To adapt practice to meet individual children's / young persons / 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 support the development 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 6.

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.

1.40 To work within infection control and health and safety guidelines.

1.41 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.

1.42 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.

1.41 To move and handle clients, prepare work spaces & move equipment while observing correct manual handling techniques and following local procedures and guidelines.

1.42 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.

1.45 To report all incidents in a timely fashion and access learning following incident investigation outcomes & complaints. To support other team members in the reporting of incidents in a timely fashion

1.46 To work within legal frameworks including: SEN reforms e.g. statutory EHCP assessments, London safeguarding procedures and policies.

1.47 To attend, contribute to and occasionally present at Team and Departmental meetings.

1.48 To research and select appropriate outcome measures and use these in the evaluation of clinical practice.

1.49 To work to departmental procedures, national priorities and policies and professional code of conduct.

1.50 To ensure each patient has an up to date care plan uploaded to Systmone in line with trust policy in care plans.

1.51 To obtain informed written consent prior to an episode of occupational therapy care

Leadership Skills

2.1 To manage & organise own workload independently, balancing caseload and service demands and other professional responsibilities to ensure optimal service delivery across occupational therapy.

2.2 To be flexible to the demands of the workload, including changing priorities and deadlines, which may be made at short notice.

2.3 To demonstrate good negotiation skills in the management of conflict across a range of situations, including dealing sensitively with complaints

2.4 To support other less experienced members of the team to develop their negotiation skills, and to resolve problems

2.5 To provide formal supervision and support to more junior Occupational Therapists, technicians, assistants and volunteers.

2.6 To lead appraisals and PDP for more junior Occupational Therapists, technicians & assistants, including the writing up of the documentation in a timely manner.

2.7 To support the team in developing, and implementing, a training plan for the team

2.8 To assist in interviewing for more junior posts, as requested.

2.9 To provide feedback about the performance of individual team members being supervised to the team leader

2.10 To provide feedback about any concerns about the performance of any of the team members to the team leader

2.11 To provide feedback and possible solutions, about any challenges being faced by the team

2.12 To lead on specific tasks as delegated by the team leader

2.13 To support the team in the day to day management of the team

Education and Training

3.1 To attend relevant training, as identified in the Personal Development Plan (PDP), in order to maintain and develop skills and knowledge required of a specialist therapist working in the field of occupational therapy and to maintain up to date HPC and occupational therapy professional body registration.

3.2 To attend relevant training which meets the needs of the service, links to clinical specialism, is identified within Personal Development Plan and feedback to the team following this.

3.3 To make use of in-house CPD opportunities including attending internal training sessions, reading sessions & shadowing opportunities

3.4 To present in-house training sessions to the team on a regular basis

3.5 To offer joint consultations in the area of clinical specialism, as requested.

3.6 To ensure that all mandatory training is kept up to date with 100% compliance, is booked with advance planning and recorded on the database

3.7 To be involved in planning, presenting and evaluating training packages, on topics related to occupational therapy needs to parents, schools & other professionals as required and within service resources.

3.8 To adjust future training in response to feedback and self- reflection

3.9 To develop the clinical and case management skills of less experienced team members

3.10 To offer and support student placements

3.11 To explain the role of Occupational Therapists to visitors/students and volunteers, providing observations where requested by the team leader

3.12 To have a degree or diploma in Occupational Therapy

Service and Research Development

4.1 To participation research and audit projects in a timely manner, as requested by the team leader

4.2 To identify possible service improvements as a result of the audit/research project, and to share with the team.

4.3 To feedback findings from audit/research projects to the team, and wider, as appropriate

4.4 To take a delegated lead in the development, and implementation of, a particular team objective or project, which may go across teams/services, as requested by the team leader

4.5 To seek advice from supervisor/team leader/ head of information governance where additional support is required

4.6 To feedback to the team leader/whole team re: implementation of team objective/project

4.7 To participate in developing protocols & packages of care

4.8 To be proactive in identifying areas for service improvements, and providing potential solutions

4.9 To participate in proposed service improvements, providing constructive feedback/suggestions /possible solutions e.g. work streams and pathway reviews

4.10 To take an active role in the implementation of new service initiatives/developments

4.11 To actively contribute to the development of the service profile

Clinical Governance

5.1 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 KLOE evidence for the OT service

5.2 To maintain clinical records on Systmone in accordance with the occupational therapy professional body, HPC & Clinical Record Keeping guidelines.

5.3 To follow Data Protection Guidelines, Caldicott principles, confidentiality and Information Governance principles, as per mandatory training

5.4 To ensure all progress notes are completed and appointments outcomed in a timely fashion on Systmone

5.5 To ensure that service databases & caseload information on Systmone is kept up to date

5.6 To ensure that all incidents are reported on in a timely manner

5.7 To be responsible for compliance with service KLOE outcomes, actively completing allocated outcomes and supporting others to do so.

5.8 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 professional body and 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

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