

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

**Job Title:** Occupational Therapy Technician

**Grade:** Band 4

**Base:** Child Development Centre

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

**Hours:** Full time – 37.5hours: Fixed Term 6 Month Maternity Leave Cover

**Key Working Relationships**

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

**Summary**

- To assist qualified Occupational Therapy staff to deliver programmes of care for children
- To undertake a range of administrative tasks as required by the Team.
- To monitor/order/maintain resources (ensuring adequate supply of all essential materials/equipment/resources) to support the Paediatric Occupational Therapy Department in the provision of an efficient service.
- To communicate clearly Occupational Therapy care aims to clients/parents and carers under the guidance of an occupational therapist
- To independently deliver packages of care for clients in group or individual sessions as instructed by an occupational therapist.
- To prioritise the Safeguarding of Vulnerable Children at all times
- To support the service to achieve Key Performance Indicators and maintain Target Activity Levels
- To help train and support parents, in order for them to implement therapy advice effectively.
- To work within a multidisciplinary team
- To take part in 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 Technician's , Assistants and volunteers as required

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**

- 1.0 To independently deliver a programme of therapy to children, following supervision / training from a qualified Occupational Therapist. **This will involve working in a lone situation on a regular basis. E.G. school visits, home visits or CDC appointments.**
- 1.1 To facilitate relevant professionals / parents to carry out occupational therapy programmes / strategies / advice as instructed by the occupational therapist
- 1.2 To participate in the treatment planning to provide a programme of relevant therapeutic activities for all the children seen.
- 1.3 To provide observational feedback/monitoring and evaluation, modifying programmes appropriately as required within professional boundaries
- 1.4 To share in the interview and assessment process by obtaining relevant social and domestic histories and assist the OT with the analysis of assessments used.
- 1.5 To communicate information from therapy to children and families as appropriate
- 1.6 To work in an integrated way with local authority / health / social services for the effective delivery of therapy.
- 1.7 To feedback to the occupational therapist outcomes and progress on the identified targets for children
- 1.8 To feedback to the occupational therapist any concerns around the child's progress in therapy
- 1.9 To liaise where appropriate and communicate effectively with all other members of the Occupational Therapy department to ensure continuity.
- 1.10 To provide written and verbal communication, at all levels and to be able to communicate effectively with clients' carers/parents, and other professionals at all levels of Trust and outside agencies.
- 1.11 To proactively identify clinical and service issues including service shortfall or pressure.
- 1.12 To keep up to date with new developments within the service, and to apply this to working practice.
- 1.13 To comply with organisational and departmental policies / procedures and to be involved in reviewing and updating as appropriate.
- 1.14 To demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.

- 1.15 To prioritise workload according to agreed priorities, clinical procedures and service need.
- 1.16 To be flexible to the demands of the workload, including changing priorities and deadlines, which may be made at short notice.
- 1.17 To be able to maintain concentration in all aspects of patient management for prolonged periods to allow for treatment of clients functional needs, identifying difficulties. Be flexible, despite possible interruptions.
- 1.18 To provide a comprehensive administrative support service to the OT department, assisting staff with report typing, preparation of presentations, and administrative/clerical duties necessary to ensure the smooth running of the OT department.
- 1.19 To actively manage issues that arise where possible, seeking support if required.
- 1.20 To raise issues that cannot be resolved with therapist / supervisor / team leader in a timely manner
- 1.21 To use own initiative in dealing with enquiries from clients' carers/parents, other departments and outside agencies within professional boundaries
- 1.22 To use well developed communication skills.
- 1.23 To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve from a supervisor/therapist/team leader in a timely manner.
- 1.24 To use appropriate strategies to manage aggressive behaviour within the work place, and to report any incidences of aggressive behaviour.
- 1.25 To listen to the concerns of children, families and any other professionals, provide support as appropriate and feedback these concerns to the occupational therapist
- 1.26 To deal with initial complaints sensitively avoiding escalation where possible, and to inform the therapist / supervisor / team leader in a timely fashion.
- 1.27 To demonstrate empathy with children, families and colleagues ensuring that effective communication is achieved particularly where barriers to understanding exist.
- 1.28 To show sensitivity at all times to the emotional needs of clients and carers showing distress as a result of i.e. developmental delay, confusion, impairment, challenging behaviour or bereavement.
- 1.29 To adapt practice to meet individual children's / carer's circumstances with due regard for cultural, linguistic differences (including the use of interpreting services) and / or learning and language difficulties.
- 1.30 To evaluate own delivery with support, to be accountable for own actions and recognise the boundaries of the role, seeking advice as appropriate from therapist/supervisor/ team leader.

- 1.31 To report in a timely manner all concerns regarding Safeguarding issues to therapist / Team Leader or supervisor and to refer onto Social Services and Named Nurse for Safeguarding as appropriate, following the latest Safeguarding guidance/policy.
- 1.32 To record all concerns and discussions / supervision regarding safeguarding issues in RIO clinical notes
- 1.33 To access clinical supervision sessions on a regular basis and appraisal on an annual basis.
- 1.34 To collate evidence related to the band 4 KSF Dimensions and previous years objectives.
- 1.35 To carry out appropriate band 4 level tasks as requested by team leader /supervisor / therapist.
- 1.36 To maintain the efficient running of the department on a day to day basis by ensuring adequate supplies of resources/equipment/materials, needed by the OT department.
- 1.37 To clean and maintain all such equipment loaned and report any broken or faulty equipment to the appropriate agencies involved, following Occupational Therapy Departmental guidelines.
- 1.38 To keep comprehensive records to trace the whereabouts of all O T equipment loaned.
- 1.39 To assist /or assess the seating/positioning/equipment needs as required.
- 1.40 To be responsible for the care and maintenance of equipment ensuring standards of infection control and safety are maintained e.g. washing toys between sessions.
- 1.41 To collate and organise therapy materials for use by the service
- 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.
- 1.43 To move and handle clients, prepare work spaces & move equipment while observing correct manual handling techniques and following local procedures and guidelines.
- 1.44 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 be able to participate in floor based treatment sessions and in environments not specifically designed for therapy sessions.
- 1.46 To organise timetable of therapy and appointments where required across arrange of settings
- 1.47 To work within infection control and health and safety guidelines.
- 1.48 To have due regard for own personal safety and that of children/ carers in particular to have regard to moving and handling, health and safety and infection control policies.

- 1.49 To report all incidents in a timely fashion and access learning following incident investigation outcomes
- 1.50 To work within legal frameworks including: SEN procedures, safeguarding children and other legal frameworks.
- 1.51 To attend, and contribute to, take minutes at team, admin / assistant and departmental meetings.
- 1.52 To obtain informed written consent prior to an episode of occupational therapy care
- 1.53 To use own initiative in designing or creating/adapting resources necessary within the department.
- 1.54 To be involved in the induction of new staff and students.

**Equipment to be used by Job Holder:**

- Assorted seating, pressure care cushions and postural support systems
- Equipment for daily living, including moving and handling equipment, bathing, toileting, beds, hoists, mobility, chairs, equipment for sensory and communication impairment.
- To use statutory equipment services appropriately.
- Therapeutic equipment used in treatment i.e. sensory Integration equipment, play equipment, splinting, standardised assessments, computer, switches, communication equipment, positioning systems, specialist seating systems, therapy balls, trampoline etc.
- To ensure all equipment issued to clients is appropriate and correct instruction given

**Education and Training**

- 2.0 To source and attend relevant training, as identified in the Personal Development Plan (PDP), in order to maintain and develop skills and knowledge.
- 2.1 To make use of in-house CPD opportunities.
- 2.2 To ensure that all mandatory training is kept up to date and recorded on the database
- 2.3 To identify own training needs
- 2.4 To demonstrate the ability to reflect on practice with peers and supervisors and identify own strengths and development needs.
- 2.5 To demonstrate duties and supervise less experienced technicians, assistants / students / volunteers on a day to day basis as instructed by a qualified occupational therapist.
- 2.6 To maintain an up to date CPD portfolio

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

### **Service and Research Development**

- 3.0 To provide information for research and audit projects as required in a timely fashion.
- 3.1 To participate in the development of a particular team objective, package of care or project as requested by the team leader.
- 3.2 To participate in discussions about proposed service improvements, providing constructive feedback/suggestions
- 3.3 To take an active role in the implementation of new service initiatives/developments
- 3.4 To actively contribute to the development of the service profile

### **Clinical Governance**

- 4.0 To maintain clinical records on RIO in accordance with the Occupational Therapy professional body, HCPC & Clinical Record Keeping guidelines.
- 4.1 To follow Data Protection Guidelines, Caldicott principles, confidentiality and Information Governance principle as per mandatory training.
- 4.2 To seek advice from supervisor/ team leader/head of information governance where additional support is required.
- 4.3 To ensure all progress notes are validated and appointments outcomed in a timely fashion on RIO
- 4.4 To ensure that service databases and caseload information on RIO is kept up to date
- 4.5 To support the development of information systems and manage data base to aid the smooth delivery of the service for the benefit of service users.
- 4.6 To ensure that all incidents are reported on in a timely manner
- 4.7 To have an understanding of the principles of clinical governance, an awareness of the recent clinical governance report for the service and submitted CQC evidence for the service
- 4.8 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 body & HCPC 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.

### **Any other relevant information:**

- The Post holder will be expected to work unsupervised for most of the day and must be able to manage own workloads and act independently, as well as under instruction of the Manager or on request by other members of the team.
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**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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