

COMMUNITY HEALTH & WELLBEING

CHILDREN' OCCUPATIONAL THERAPY

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Senior Occupational Therapist

BAND: 6

REPORTS TO: Team Lead – Children's Occupational Therapy

BASE: Paybody Building, Coventry

JOB SUMMARY

To work as a senior occupational therapist in a multi-disciplinary/multi-agency team, providing occupational therapy assessment and intervention in accordance with departmental clinical pathways, protocols and guidelines. To work in a family / client centred manner within the service. The post holder will independently carry a complex caseload and demonstrate the acquisition of effective clinical and reasoning skills with appropriate supervision. To supervise the work of assistants, students and other less experienced members of the team.



Respect



Excellence



Integrity

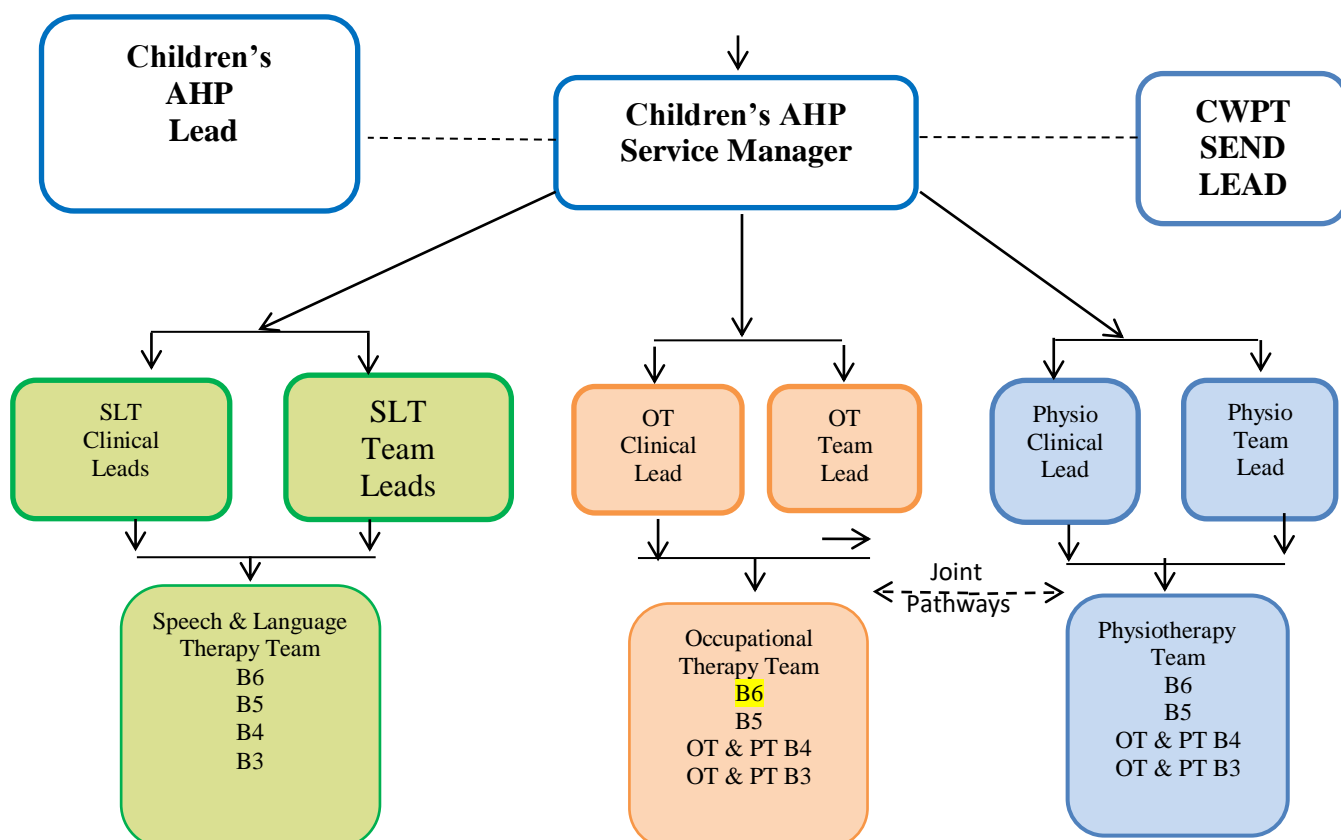


Collaboration



Compassion

ORGANISATIONAL CHART



Organisational Values:

	Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.
	Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.
	Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.
	Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.
	Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.



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MAIN RESPONSIBILITIES OF THE POST

- To manage a caseload of children & young people requiring occupational therapy by:

assessment and diagnosis

formulation of management plans

writing reports according to service guidelines

provision of appropriate intervention, individual/ group, direct/ indirect

evaluation of targeted outcomes

attendance at case discussions

offering advice and support to parents, carers and significant others about individual children and demonstrating practical activities .

School/nursery /home visits as appropriate

making onward referrals as necessary

seeking second opinions/ specialist advice as necessary

appropriate discharge.

- To be responsible for managing a defined caseload of children and advising team/clinical lead of any difficulties with this.
- To empower others to support children with occupational therapy needs .
- To contribute to reports for Education, Health & Care Plans .
- To continuously develop clinical competence and achieve goals set for personal and professional development, with reference to RCOT guidelines and Trust appraisal processes.
- May have a specialist interest in a specific clinical area.
- To provide second opinions as necessary and appropriate to meet the needs of complex or specialist cases.
- To carry out annual appraisals.
- To maintain a high level of clinical knowledge and keep abreast of new developments via literature reviews, participation in clinical forums, clinical supervision and research projects, and membership of Clinical Excellence Networks. (CENs).
- To maintain an up to date knowledge of national policies, documents and trends appropriate to post and competency levels.
- To deliver training to OTs (including student placements) and the wider workforce and lead in the writing, development and evaluation of training.
- To support/ represent the Team Lead/s or Clinical Leads (under their direction), as and when required.
- To inform leads of new knowledge and information which could impact on clinical pathways.

Communication

- To contribute and receive complex information as part of a multi-disciplinary/multi-agency team to provide a co-ordinated and effective service to clients and carers.



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- To communicate effectively with professional colleagues and other agencies using a range of ICT equipment (eg. email, power point, intranet).
- To overcome barriers to communicate accurate and sensitive information to clients and carers using an appropriate and accessible medium, taking into consideration relevant factors such as background, culture, gender, age and any physical, sensory or learning difficulties, adopting an empathetic approach at all times.
- To provide specialist advice and information regarding occupational therapy and communicate accurate clinical skills and knowledge to others.
- To promote an understanding of the role of Occupational Therapy.

Analytical and Judgemental Skills / Freedom to Act

- To engage in clinical reasoning and decision making within clear parameters and with support and advice from Clinical Lead as required.
- To work to the standards, clinical pathways, protocols and policies within the department, organisation and professional body.
- To have a depth of knowledge & experience in a variety of clinical areas including neurological, genetic, sensory processing and orthopaedic conditions.
- To evaluate children's progress, reassess and revise treatment programmes if required.
- To work independently within service and trust guidelines and codes of practice.
- To be responsible for maintaining own competency to practice through CPD activities and to maintain a portfolio which reflects personal development.
- To participate in, and lead on aspects of, delivery of in-service education and training to therapy staff and other disciplines and/or agencies as required.
- To participate in, and lead on aspects of, the delivery of parent and other professional education and training sessions as part of clinical delivery of services.

Planning and Organisational Skills

- To plan and organise therapy for children and young people on a caseload taking in to consideration urgency of need, clinical priorities and capacity; taking direction and advice from the clinical lead where appropriate.



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- To utilise the computerised information and patient management system for the organisation of clinics and appointments, being able to monitor and manage personal clinic capacity.
- To plan & organise clinics
- To independently organise a caseload of children, prioritising clinical needs.
- Plan training sessions.
- To plan & prioritise against competing demands within own role, clinical & non clinical, taking direction & advice from a Lead OT as appropriate.

Physical Skills

- To be involved in the moving, handling and therapeutic positioning of children and young people for the purposes of therapy provision, including floor work, use of therapeutic equipment and the use of suspended equipment.
- To be able to engage in therapeutic physical play activities with individuals or groups of children.
- To work directly with children and young people who at times may exhibit challenging behaviors and be able to respond to these behaviors appropriately to maintain the safety of self and others.
- Use of keyboard skills and knowledge of software packages
- To demonstrate dexterity, co-ordination and palpatory sense for assessment and manual treatment.
- To provide physical prompts and support to children undertaking transfers from one posture to another

Responsibility for Patients / Clients

- This is a clinical post, developing and implementing complex occupational therapy interventions, following assessment.
- Care provided will be direct face to face and also indirect, advising others how to implement occupational therapy care packages. This will focus on the functional occupational performance areas of selfcare, productivity and leisure.
- To independently undertake formal & informal assessments (may be in a specialist area). This will focus on the functional occupational performance areas of selfcare, productivity & leisure.



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Policy and Service Responsibilities

- To follow service and trust policies as appropriate to own role.
- To comment on policies/procedures as appropriate to own role where policy/procedure might compromise patient care or enhance service delivery.
- To propose and implement service and team developments and policies
- To make recommendations in the specialist area.
- To have a service wide responsibility.
- To actively participate in and take the lead on areas of development within best practice and governance activities relevant to specialist area.

Responsibility for Financial and Physical Resources

- To be responsible for the maintenance of good practice in the cleaning, safe storage and security of departmental equipment and physical resources e.g. toys or equipment.
- To support the departmental policy on re-cycling existing equipment stock wherever possible.

Responsibility for Staff

- To support, and lead on aspects of, the induction and training of new starters within the service.
- To regularly take the lead for supervising occupational therapy students and supporting the training and education of other discipline students within the department where required.
- To provide supervision to allocated staff within a supervision structure and in accordance with departmental and organisational guidance.
- To safely delegate the delivery of appropriate therapy activities and treatment programmes to OTAs ensuring they have the appropriate skills, knowledge and support.

Responsibility for Information

- To collect and supply own work statistics and outcome measures for speech and language therapy service data collection.
- To maintain accurate, up to date clinical records as per CWPT policy.



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Research and Development

- To support and take a lead in departmental audit/research activity as required.
- To support/participate and on occasions take a lead in in service development projects and to be responsible for highlighting service development needs and opportunities as they arise.

Physical Effort

- To be involved in the therapeutic moving and handling of children/young people, including floor work, working in restricted positions, the use of suspended equipment/ hoists and repetitive movements on a daily basis.
- To be involved in the moving and handling of therapeutic equipment for children/young people on a daily basis.
- To attend other community premises several times per day on a daily basis to provide therapy.
- To be able to access clients in a range of locations such as their homes, schools, nurseries and other community settings.
- Driving/ travelling around various locations in the city several times per day on a daily basis.
(eg. schools/ nurseries/ family homes)

Mental Effort

- To independently produce clinical reports and write up clinical notes with accuracy and in a timely manner with the potential of interruptions.
- Be flexible to the demands of the environment eg. school/ clinic/ office
- Concentration on clinical assessments and treatment.

Emotional Effort

- Occasional requirement to receive and process sensitive information from parents/carers/other professionals and inform appropriate Team Lead.
- Occasional work with clients who present with challenging behaviour, complex mental and physical needs.
- Occasionally providing therapy to children in emotionally demanding families.



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- To carry a supervised caseload of children and young people with varying degrees of disability and associated health problems and at times children and young people who are under child protection. At times this may mean working with children and young people who are profoundly unwell and with life limiting conditions.
- On occasions there is a requirement to:
 - Give unwelcome or high impact news regarding diagnosis or therapy to patients/clients/carers/staff
 - Provide a service for angry or distressed children and their parents
 - Provide care or therapy to emotionally demanding children and their parents some of whom may exhibit challenging behaviour
- To support colleagues with distressing or emotional circumstances

Working Conditions

- Travelling to several locations during each day taking toys and equipment as required.
- Frequent encounters with unpleasant smells, verbal/physical aggression or body fluids.
- Working in an open plan office.

OTHER DUTIES

- The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
- The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
- The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
- The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
- To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.
- The post holder is expected to contribute to the creation of a working environment where everyone feels respected valued and treated with dignity.



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This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff, you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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Person Specification

JOB TITLE: Senior Occupational Therapist – Band 6

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	Occupational Therapy degree Registration with Health & Care Professions Council COT registration Post graduate training relevant to the client group	A I A A/I	3 3 2 3
KNOWLEDGE & SKILLS	Ability to practice independently within clinical area. Proven knowledge and skills relevant to children's SLT. Ability to provide clinical advice on an individual case basis. Ability to contribute to service planning for client group.	A/I A/I A/I A/I	3 2 3 2



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	Excellent written communication skills	A/I	3
	Excellent verbal communication skills	A/I	3
	Excellent organisational skills	A/I	3
EXPERIENCE	Previous relevant experience working with children	A/I	3
	Considerable experience as a qualified occupational therapist	A/I	3
	Experience in a variety of childhood conditions is essential	A/I	3
	Experience of working as a Children's OT	A/I	2
	Transferable skills if experience is as an adult OT	A/I	3
PERSONAL ATTRIBUTES	Interacts well with others / team working	A/I/R	3
	Works with Initiative	A/I/R	3
	Self Motivation	A/I/R	3
	Reliable	A/I/R	3
	Approachable	A/I/R	3
	Commitment to personal development	A/I/R	3
	Demonstrates flexibility to deal with unpredictable workload	A/I/R	3
OTHER (Please specify)	Car driver/owner (It is unlikely that public transport will meet this requirement).	A/I	3



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	Flexible working within sociable hours	A/I	3
	2 satisfactory references	R	3
	Willing to undertake DBS (Disclosure & Barring Service) clearance at Enhanced level	A/I	3



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