

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>School Health Paediatric Occupational Therapist</b>	
<b>DIVISION:</b>	<b>Women and Children</b>	
<b>SALARY BAND:</b>	<b>Band 6</b>	
<b>RESPONSIBLE TO:</b>	<b>Head Paediatric OT</b>	
<b>ACCOUNTABLE TO:</b>	<b>Head Paediatric OT</b>	
<b>HOURS PER WEEK:</b>	<b>Full time 37.5 Part time to be considered</b>	
<b>LOCATION:</b>	<b>Kentish Town HC</b>	
<b>MANAGES:</b>	<b>Directly:</b>	
	<b>Indirectly:</b>	<b>Junior staff and students</b>
<b>JOB SUMMARY:</b>		
<ul style="list-style-type: none"> <li>The Paediatric Occupational Therapy service offers a high quality service to all eligible children aged from birth to school leaving age who live or attend school in Camden or who are registered with a Camden GP. The post holder will be allocated caseload depending on their experience and the needs of the service. This post is rotational which means that the post holder may need to rotate to a different post when the yearly review of rotations arise.</li> </ul> <p>The post holder will need to demonstrate a high standard of clinical practise and previous experience as a Paediatric Occupational Therapist assessing the needs of complex children with DCD, ASD, developmental delay, physical disability and providing intervention in the classroom as well as working with their carers and acting as a highly skilled occupational therapy advisor in home and school environments.</p>		

**Date of the JD review: November 2023**

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- To be responsible for an allocated caseload, providing high quality Occupational Therapy and effective case management to children aged 0 –19 and their families in mainstream schools and pre schools and occasionally the child's own home within the Camden area.
- To undertake specialist occupational therapy assessment of children with complex and varied special needs through interview, standardised assessment, objective examination and clinical observations.
- To work effectively and flexibly within an interdisciplinary framework to provide goal orientated therapy programmes for children
- To work as part of a flexible OT service and a wider multidisciplinary team in a variety of settings.
- To be actively involved in planning, monitoring and implementing clinical service policies and care pathways.
- To deliver all Occupational Therapy services in line with the professional body (Royal College of Occupational Therapists), and Departmental policies and standards, thereby being professionally and legally responsible and accountable for all aspects of own work.

### 2. RESPONSIBILITY FOR PATIENTS

- To ensure that the child and/or their family has an understanding of treatment protocols and gives informed consent to assessment and treatment
- To prioritise factors involved in the child's presenting condition through advanced clinical reasoning based on knowledge of current professional opinion, child's prognosis and other physical, social emotional and mental health issues

- To set goals of treatment that are child centred and agreed by the child, their family and where appropriate, education.
- To set and maintain a high standard of clinical practice, which is evidence based where possible, using outcome measures, and, where appropriate, standardised assessment..
- To manage a caseload of children with complex and varied special needs. To successfully monitor, evaluate and review occupational therapy interventions within a multidisciplinary framework and to modify as necessary.
- To be an occupational therapy advisor to other professional colleagues working within the team and educational settings.
- To conduct Occupational Therapy intervention with children assessing their occupational needs and addressing quality of life, and physical, cognitive, social, and environmental issues utilizing appropriate individual or group treatment modalities.
- To devise and manage a treatment plan individual to a child's presenting condition through, for example the use of evidenced based neurological rehabilitation, adaptation, equipment provision, education, sensory treatment, perceptual-motor treatment and splinting.
- To identify and assist junior staff and other professionals in the management of cases.
- To work autonomously in isolated community situations which vary in relation to local socio-economic and multi-cultural issues.
- To use comprehensive knowledge of other multidisciplinary roles and external agencies to ensure effective referral management and achieve best client care.
- To have the ability, knowledge and skills required for moving and handling children and adolescents in home and school environments.
- To be physically able to install specialist occupational therapy equipment in children's homes applying safe manual handling at all times, especially when doing so in restricted spaces
- To ensure that accurate and evaluative records of patient care, are maintained in accordance with the departmental policy.
- To work collaboratively with school staff and SENDCOs in identifying needs and opportunities for knowledge translation, training and development.

- To advise and teach the relevant carers/health workers and teaching staff to participate in therapy care programmes for children, as appropriate.

### **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To comply with the RFH policies and procedures, and the Health and Safety at Work Act and to be responsible for safe working practices in line with Trust policies.
- To demonstrate a sound understanding of local and the Trust's Child protection policies and procedures.
- To develop skills to be able to investigate accidents, incidents and complaints, implementing corrective actions where necessary, in consultation with the Head OT.
- To attend Occupational Therapy staff meetings and other relevant meetings
- To use highly developed time management skills, to respond to demands from parents, education and multidisciplinary team members on a day to day basis
- To participate in the publicising, promotion and representation of the service and occupational therapy profession
- To be actively involved in planning, monitoring and implementing clinical service policies and care pathways.
- To comply with all mandatory training: fire, violence awareness, CPR, manual handling and child protection

### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- To undertake risk assessments of both clinical care and the environment and be able to act upon any concerns.
- To assess the need for equipment and ensure the equipment is maintained and serviced in accordance with guidelines from the Medical Devices Agency.
- To be responsible for the care and safe handling of equipment and accessories in the area of work.

- To ensure all equipment purchased is in line with Trust procurement procedure.

## **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- To ensure that accurate and evaluative records of patient care, are maintained in accordance with the departmental policy.
- To participate in the individual performance review system.
- To provide supervision and monitoring of the work of junior staff and students.
- To provide informal day to day support to all members of the team
- To educate schools on their responsibility for the safe use of all equipment within the school
- To participate in the induction and where appropriate recruitment of new staff members.
- To ensure that all equipment defects, accidents and complaints are reported to the Team Leader immediately and that appropriate action is taken by those concerned.
- To attend and actively participate in any relevant meetings and conferences as required.
- To manage conflict effectively
- To liaise closely with colleagues on all matters related to client care, service organisation and delivery.
- To establish and maintain complex effective lines of communication within the Team, with service users and with acute and educational agencies.
- To communicate sensitive information in an understandable form to children and their families. Part of this process must reflect on ensuring the child and/or their family understands the clinical reasoning process and the management plan and gives informed consent to intervention
- To initiate and maintain contacts with local and national clinical interest groups appropriate to the paediatric field.

## **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

- To ensure client and service records are recorded and maintained and documented according to trust and local policies.
- To provide copies of all correspondence following agreement reached via discussion with the client
- To comply with the Trust and operational policy on all documentation
- To participate in the collection of statistics and audit programmes as required by the Service.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To participate in/initiate research and evaluation of Paediatric Occupational Therapy Service provision, publishing findings as appropriate.
- To keep abreast of relevant clinical issues and research in the field of paediatrics in order to ensure clinical effectiveness and use EBP.
- To ensure that clinical practice is in line with national and local Occupational Therapy clinical guidelines.
- To participate in clinical governance issues by keeping up to date with developments in rehabilitation and undertaking audit to evaluate practice.
- To utilize opportunities to develop skills and knowledge, apply critical appraisal and keep up to date with current practice in the field and attend accredited courses.
- To participate in the in-service training and post-registration training programmes.
- To be involved in clinical governance issues by; keeping up-to-date with developments in assessment and treatment approaches, undertaking audits to evaluate practice and participating in research projects.
- To be aware of and work in accordance with NICE guidelines
- To promote health education and participate in relevant local events
- To maintain and update a Continuing Professional Development Portfolio (CPD)
- To act as professional practice educator of occupational therapy students.
- To participate in education programmes for parents, education, students from other clinical disciplines and other agencies as required.

## **GENERAL RESPONSIBILITIES**

*Positively* welcoming *Actively* respectful *Clearly* communicating *Visibly* reassuring

## **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

## **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

## **Conflict of Interest**

Positively welcoming   Actively respectful   Clearly communicating   Visibly reassuring

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,