

JOB DESCRIPTION

Job title:	Senior Specialist Occupational Therapist
Grade:	Band 7
Directorate:	Children Young People and Specialist Services
Division:	Specialist Services
Service:	Chailey Clinical Services

1. Job Summary

Working as part of a multidisciplinary service, the post holder will have responsibility for a small clinical case load within Chailey Heritage Foundation, a non-maintained special school and residential unit that shares our site, and within our outpatient services. The post holder will lead on, or contribute to, specialist clinical assessments within designated out-patient clinics offered at Chailey Clinical Services including our Electronic Assistive Technology and Posture Clinics.

The post holder will use their advanced clinical skills to carry out specialist assessments and interventions for children and young people with complex health and care needs. They will use their clinical expertise to develop child and family centered approaches to treatment in order to address functional difficulties and barriers to participation. Areas of intervention may include, but are not limited to, postural management and seating, use of electronic assistive technology, upper limb function, activities of daily living and moving and handling. The post holder will also act as a resource, offering expert clinical advice and input for children, young people and families and professionals within and external to the trust. This may include provision of specialist advice and training to family members, carers and school staff supporting the children and young people on their caseload.

In addition to a clinical caseload, the post holder will provide clinical and professional leadership within the wider occupational therapy team, supporting effective governance, clinical development and supervision for staff working within the service. The post holder will also work with the Occupational Therapy lead to support audit activity and participate in research as appropriate, to inform service and policy development within their specialist clinical areas.



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2. Communication and Working Relationships

- a) The post holder will establish and promote the most effective and appropriate means of communication with the children and young people accessing our services to ensure the delivery of a child-led and child-centred service.
- b) Due to the multidisciplinary nature of our services and clinics, the post holder will be required to form and maintain effective working relationships across a range of teams at Chailey Clinical Services. These include physiotherapy, speech and language, nursing and medical, rehabilitation engineering and neuropsychology services.
- c) Effective communication and joint working with Chailey Heritage Foundation including teaching staff, carers and management regarding individual children and young people.
- d) Provision of a high level of effective communication and liaison with families and all relevant professionals in statutory, private and voluntary agencies involved with the children and young people. This may include external partnership working with referrers and colleagues in health, education and social care.
- e) At times, the post holder will be required to give and receive highly sensitive, emotive or complex information around diagnosis and potential outcomes, requiring skills of explanation and empathy in order to support family and carer's understanding and the achievement of clinically appropriate aims.
- f) The post holder may be required to utilise advanced skills in conflict management across a range of situations in verbal, written, formal and informal formats.
- g) Organise, lead and participate in multidisciplinary learning opportunities for parents/carers, health and educational staff and external partners. This may include delivery of power point presentations, training packages and practical demonstration.
- h) Representation of the Occupational Therapy Service, or wider Chailey Clinical Services, at local, regional and national conferences and clinical networks relevant to specialist area. This may include the post holder taking part in panel discussions, poster or clinical presentations.

3. Key Responsibilities



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- a) To retain professional competence and credibility through continuous clinical practice, clinical supervision, development activities and education relevant to area of clinical specialism.
- b) To be professionally and legally accountable for all aspects of clinical work, including the autonomous management of a designated clinical caseload.
- c) To effectively manage clinical risk within own caseload and working environment, and to disseminate information as appropriate to all other professional involved with delivery of the service in line with organisational guidance and policies.
- d) To take a lead role in service development, for a specialist service area or specific aspect of service delivery, through implementation of changes to working practice, identifying areas for development and contributing to service planning.
- e) Develop, improve and contribute to the knowledge base and theoretical underpinning of occupational therapy clinical practice working with children and young people who have multiple and complex disabilities within a specialist area of practice.
- f) Undertake audit and research as a specialist clinician in own area of clinical expertise and as part of the multidisciplinary team providing a specialist tertiary service.
- g) Provision of clinical supervision, training and mentorship to students and qualified occupational therapy staff in all areas of specialist clinical knowledge and skills.
- h) To deputise for the Occupational Therapy lead, supporting operational and staff management tasks as and when required.

4. Main Tasks

- a) To undertake specialist clinical assessment, carry out diagnostic procedures and interpret the results for children and young people with complex neurological conditions using investigative and analytical skills.
- b) To undertake specialist assessments of children and young people with complex postural management presentations. Using physical assessment, clinical reasoning, therapeutic handling and listening skills, achieve an accurate analysis of their postural management and mobility needs.
- c) To undertake specialist assessment and evaluation relevant to the development of function and occupational performance skills in the areas self-care, play, use of assistive electronic technology and access to education; this will include the use of specialist standardized assessments and equipment when appropriate.



- d) To formulate, evaluate and reassess individualised treatment aims, using specialist clinical reasoning skills and utilising a wide range of therapeutic interventions, in order to formulate a specialised therapy programme or intervention.
- e) To maintain an accurate and evaluative clinical record, according to departmental and professional standards, and to supervise the records of less senior staff and students within the team.
- f) To keep up to date with clinical developments in the fields of paediatric rehabilitation and neurodisability, analyzing current research and discussing and implementing changes in clinical practice in consultation with multidisciplinary teams and therapy leads.
- g) To ensure effective communication in all aspects of clinical care through appropriate attendance of clinical meetings, liaison with clinical colleagues and completion of required clinical documentation and reports in line with service standards.
- h) To develop and contribute to specialist areas of clinical expertise through evidence based and reflective practice as part of the occupational therapy team and as part of the multidisciplinary clinical teams.
- i) To take joint responsibility with the occupational therapy team for the administration and smooth running of the department.
- j) To participate in effective recruitment and retention procedures.

5. Organisation Chart



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- a) The postholder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence.

7. Policies and Procedures

- a) The postholder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

8. Confidentiality and Data Protection

- a) The postholder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The postholder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the postholder in their role must not be communicated to other persons except where required in the recognised course of duty.

9. Health, Safety and Wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.
- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

10. Equality, Diversity and Inclusion



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- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Disability Confident Employer (Level 2). We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience, work trials and apprenticeships for disabled people.
- c) [You can read more about our commitment in our Inclusion Brochure.](#)

11. Use of Technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Trust. Necessary training will be provided.

12. No Smoking Policy

- a) SCFT operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

13. Professional Registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

14. Infection Prevention and Control

- a) Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non-clinical are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

15. Safeguarding Children, Young People and Vulnerable Adults



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- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

16. Quality

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



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PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of Assessment
Qualifications and/or Professional Registration		
Degree or equivalent qualification in Occupational Therapy	E	A
Health and Care Professions Council registration	E	A
Member of BAOT	D	A
Evidence of relevant postgraduate training, courses and/or qualification in the areas of postural management, assistive technology and neuro rehabilitation	D	A/I
Member of relevant professional clinical interest group or body	D	A
Masters or equivalent in relevant postgraduate qualification	D	A



Criteria	Essential or desirable	Method of Assessment
Experience		
Minimum of 5 years as a qualified therapist with a minimum of 3 years clinical experience in neurology and/or paediatrics.	E	A
Substantive clinical experience of working with adults or children with multiple and complex disabilities	E	A/I
Experience of delivering supervision to peers and junior members of staff	E	A
Experience of working within and leading multi-disciplinary clinical teams	E	A/I
Demonstrable experience of participation in research, audit and/or service development activities	E	A/I
Skills and Knowledge		
Advanced clinical reasoning and analytic skills in the management of complex neurodisability	E	A/I
Advanced assessment and treatment skills in areas of clinical specialism using clinical observation and relevant standardised/non standardised assessment	E	A/I
Ability to formulate treatment goals and carry out intervention using an occupational therapy framework – delivered autonomously and/or as part of a wider multi-disciplinary intervention	E	A
Knowledge of neurological and orthopaedic conditions, including treatment approaches, interventions and use of specialist equipment	E	A/I
Advanced understanding of the principles of postural management, including the theory underpinning clinical interventions and equipment provision.	E	I
Established experience and expertise in the assessment and provision of specialist	E	I



Criteria	Essential or desirable	Method of Assessment
equipment including wheelchair seating, moving and handling and personal care equipment.		
Knowledge of electronic assistive technology and clinical application to children's functional independence and learning in relation to powered mobility; use of computer programmes to access school curriculum and communication.	D	A/I
Excellent written, verbal, digital and interpersonal communication skills	E	A/I
Ability to modify and adapt communication styles appropriately in response to family, children and young people's needs in order to offer practical and emotional support.	E	A
Ability to use Makaton signing to facilitate communication.	D	A
Other requirements		
Please list any other requirements of the job – e.g. ability to travel or work unsocial hours		

Good luck with your application!

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