

Job Title: Occupational Therapist Community -Children and Young People

Grade: Band 5

Reports to Team Lead

Responsible to: Head of Service Children and Young People's OT

Base: Citywide

Main Purpose of Job

- To carry out the Occupational Therapy intervention for children/young people with a variety of clinical needs; with an appropriate level of guidance and within agreed parameters of practice.
- To ensure a high standard of care for each child, working with all disciplines and agencies involved with the family. To communicate with these agencies, parents and children in an appropriate manner, often with sensitive information regarding diagnosis and outcomes.
- To undertake training to learn the skills specific to children and young people's Occupational Therapy
- To provide an Occupational Therapy service to children; developing effective treatment plans ensuring their implementation to reduce the impact of disability to the child's daily life.
- To manage a caseload with support from Band 6 Occupational Therapist.
- To be play an active role the on going development and modernisation of the service.

Responsibility for patient care

- To manage a clinical caseload working independently with supervision to a high professional standard, consulting senior staff for assistance, advice and support.
- To work flexibly, assisting and supporting senior staff in providing Occupational Therapy to children/young people with complex needs in other specialised areas.
- To carry out holistic and functional assessment of children/young people with a variety of conditions through gathering information, using clinical observations and assessment tools in conjunction with analysis skills.
- To assess children for specialist equipment to assist with daily living skills e.g. dressing and feeding

- To develop effective treatment plans, ensuring their implementation either in the form of 1:1 therapy and /or individualised activity programmes and advice.
- To provide advice on Occupational Therapy interventions to ensure the skilled delivery of this by workers from education and health.
- To modify treatment and treatment management plans in response to the changing needs of a child/young person and parent/carer, ensuring planned interventions are delivered in the most appropriate environment.
- The post holder will have the opportunity to develop knowledge and ability in the use of a variety of specialist treatment approaches e.g. sensory integration. They will learn to use the analysis of this to ensure the most appropriate treatment approach and technique is used by the therapist on a 1:1 basis and by others involved in the care of the child.
- To communicate with the child and their carers to enable an understanding their medical condition. To give sensitive/emotive information around diagnosis and/or its outcomes.
- The post holder will be able to convey ideas to those with learning disability, cultural differences (including English as second language) and at times of emotional distress.
- The post holder will obtain consent from parents and children with regard to the treatment plan and motivate the child and family to comply with this. This includes those with significant disabilities, which affects their ability to understand.
- The post holder will provide specialist advice for Education and Health Care Plans.
- Car driver essential as will need to see children in the community.

Responsibility for human resources

- To have an active role in the induction of new staff by supporting them when they are introduced to new procedures and introducing them to relevant staff.
- To be responsible for supervision of Occupational Therapy Assistant Practitioners on a regular basis.

Responsibility for financial and physical resources

- To check and sign for delivered stock to secure financial payment.
- To be responsible for equipment used in carrying out Occupational Therapy duties. To adhere to departmental equipment policy, including ensuring safe and competent use by self and others through teaching, training and supervision of practice.

Communication and Relationships

- The post holder will have communication skills to enable them to motivate and inform children and their carers around sensitive issues where there will be barriers to communication.
- To understand the role of the Occupational Therapist and that of other members of the multi-agency team and to liaise and work with them as appropriate to the benefit of the child.
- To establish robust communication networks with service users/carers and other health workers and agencies.
- To proactively and effectively contribute to the multidisciplinary team's assessment, acting as an Occupational Therapy resource.
- To ensure that up-to-date written and electronic records and activity data are maintained in accordance with professional and organisational standards
- To compile formal reports for health and city council colleagues to make recommendations for a services user's care plan.
- To attend team around the child meetings and multidisciplinary meetings to discuss and inform the care of the child and family.

Planning and organisation

- The post holder will be responsible for managing their own caseload in terms of clinical priorities and level of intervention provided.
- To be responsive to the needs of the client and to amend treatment plans accordingly, e.g. to respond to children with degenerative conditions.

Partnership working

- To take an active role in multidisciplinary team work.
- To communicate effectively and work collaboratively with colleagues across health, education and social care sectors to ensure delivery of a co-ordinated multidisciplinary service. This will include producing reports for and attending meetings e.g. case conferences, multi-disciplinary assessments, team around the child meeting.

Analysis and data management

- To collate and enter statistics which contributes to evaluation of the occupational therapy service
- To participate in analysis of activity data and service user satisfaction surveys.

Research Development and audit

- To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- To be an active member of the in-service training programme by the attendance and assisting in the delivery of presentations at staff meetings and tutorials.

- To undertake the measurement and evaluation of their work and current practice through the use of evidence based projects, audit and outcome measures, either individually or with other team members. Recommendations for change will be made as a result of this.

Freedom to act

- The post holder will work independently with children on their case load
- The post holder will comply with the policies, procedures and standards of the Occupational Therapy Service and the Trust.
- To abide by the Royal College of Occupational Therapists Code of Ethics and Professional Conduct and to promote and maintain high professional standards.

Health and Safety at work

- To ensure the adoption of safe work practices consistent with Health and Safety. The post holder must not, by act or omission, willfully endanger themselves or others whilst at work. All accidents and untoward occurrences must be reported and potential hazards identified.
- The post holder must be responsible for all Trust property and the reporting of all potential or actual breaches of security.
- The post holder must attend and complete the full induction programme and appropriate mandatory training relevant to job role
- The PCT operates a non-smoking policy.

Equality and Diversity

- Support the Equality & Diversity Agenda within the Directorate.
- Ensure that the impact on equality and diversity of proposals and policies within own area of responsibility is assessed and action taken to reduce any negative impact.

Performance Management

- The post holder will participate in performance management systems locally (and this may include providing information for performance monitoring or updating the Performance Accelerator) that reflect the values of the organisation, particularly in terms of being ambitious, challenging and accountable.

Disability Discrimination Act 1995

- The LCO may make 'reasonable adjustments' to the post/work place in order to facilitate the employment of individuals with a disability. These adjustments will be in line with the requirements of the Disability Discrimination Act 1995.

Any other duties within the framework of the post

- To take responsibility for own personal development.
- The post holder will be required to undertake any other duties and responsibilities within the framework of the post.
- Due to the Trust's commitment to continuous improvement and in light of the changing needs of the organisation it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in conjunction with the post holder

Disclosure of criminal background

- All NHS employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply to work with vulnerable patients.
- If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.
- Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of offences.
- Please note applicants refusing to sign the form will not be progressed further.

Infection Control

- All staff are expected to adhere to infection control policy and procedures as appropriate to their role and responsibilities in their work setting.

Safeguarding Children and Vulnerable Adults

- All staff are expected to adhere to the Trust's policies and procedures in relation to Safeguarding Children and Vulnerable Adults and to undertake the appropriate level of mandatory training in this area.

Standards of Business – Declaration of Interest

- All NHS Staff should be impartial and honest in the conduct of their official duties and should not abuse their official position for personal gain or advantage
- Staff must not engage in outside employment which may conflict with their NHS work or be detrimental to it. Staff who are concerned that they may be risking a conflict of interest should raise the matter with the relevant director, who will be responsible for judging whether a conflict has arisen.
- Staff must ensure that they are not placed in a position which risks or appears to risk conflict between their private interests and their NHS duties and to declare any relevant interests either on starting work or on acquisition of the interest.

Data Protection

- The Data Protection Act 1998 requires that all organisations processing personal data keep this information safely and securely. The Trust is required to ensure that it complies fully with all its legal obligations in this area, including data protection. The post holder must be responsible for data protection and report all potential or actual breaches of the Data Protection Act.