**JOB DESCRIPTION AND PERSON SPECIFICATION**

JOB DETAILS

**JOB TITLE: Advanced Occupational Therapist**

**BAND: 7**

**LOCATION: Birmingham Children’s Hospital**

**DEPARTMENT: Occupational Therapy**

**HOURS OF WORK: 37.5hours**

**ON CALL/OUT OF HOURS: No**

**ACCOUNTABLE TO: Head of Occupational Therapy**

**RESPONSIBLE TO: Head of Occupational Therapy**

**DIRECTORATE: Medicine**

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We’ve worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.



JOB PURPOSE

To work as part of a MDT in order to maximise performance of daily occupations and enhance quality of life through effective assessment, treatment and support of young people and their families.

 This role will be required to provide clinical Occupational Therapy input to patients known to the Burns and Plastics service at Birmingham Children’s Hospital. This post also has responsibility for the development of the Occupational Therapy service to these patient groups, ensuring that both the national standards and internal procedures and protocols are considered.

The post holder will also be actively involved with other disciplines in the planning of developments within the wider service in which they are based both at Birmingham Children’s Hospital and across the wider national networks.

To support the Head OT within the wider Occupational Therapy team and provide clinical leadership and advance the practice of OT within their service and the wider trust, through clinical expertise, evaluation, teaching and audit. To support junior staff by providing education and supervision

Job information

This role is based in Birmingham Children’s Hospital, working in our Burns Center Team. At times, you may work to provide cover across the Hands and Upper Limb service.

The Burns and Plastics department is a National Centre providing inpatient and outpatient care for children and young people affected by Burns. The Occupational Therapy department covers inpatients and outpatients, providing a comprehensive holistic service to address the occupational needs of the patients and their families.

This post will work closely with the ward staff, multidisciplinary teams, wider therapy colleagues and with external partner agencies involved in the care of the young people who are inpatients.

core key responsibilities

**PROFESSIONAL**

To maintain and apply highly specialist skills and knowledge in order to establish professional competence and fitness to practice as an advanced Occupational Therapist.

To provide the professional leadership for the Occupational Therapy department, setting out the role of Occupational Therapy clearly and defining the indicators of a high quality Occupational Therapy service.

To contribute to the Occupational Therapy Teams clinical governance arrangements and quality agenda.

To participate actively in the supervision and appraisal schemes which are in operation.

To attend appropriate courses as identified during appraisal process with supervisor, forming your Personal Development plan, to ensure practice is up to date and effective.

To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal and external development opportunities.

To participate in local special interest groups as a means of developing best practice within Occupational Therapy within Burns and Plastics speciality.

To adhere to the College of Occupational Therapists’ Code of Professional Conduct and Trust Policy and Procedures.

To be accountable for own professional actions.

To exercise good personal time management, punctuality and consistent reliable attendance.

To respect the individual, values, culture and religious diversity of the child and family and contribute to the provision of a service sensitive to these needs.

To demonstrate the ability to critically evaluate and incorporate evidence-based practice into programmes of intervention.

To participate in the Occupational Therapy team audit and evaluation activities as agreed with Head of Occupational Therapy.

To develop and lead research projects and clinical audit within specialist area, where appropriate.

To be responsible and accountable for managing and maintaining stock, advising on resources needed to carry out the job.

To participate in the maintenance/cleaning of equipment and reporting equipment defects/needs to Head of Occupational Therapy.

To ensure all financial matters are dealt with in accordance with standing financial instructions.

To respect the individual, values, culture and religious diversity of the child and family and contribute to the provision of a service sensitive to these needs.

**CLINICAL:**

To be responsible for the management of a specialist clinical caseload within the Burns and Plastics Service. Delivering therapy to address occupational needs in a variety of settings; assessing, planning and implementing child and family centred interventions

To provide Occupational Therapy cover to Consultant Clinic as appropriate

To provide specialist splinting in a variety of settings including theatre, which requires close adherence to Health and Safety and Infection Control policies

To provide specialist non-invasive scar treatment techniques such as pressure therapy, silicon products and massage.

To monitor, evaluate and modify treatment in order to measure progress and ensure the effectiveness of intervention. Specialist objective techniques such as joint range of motion, dynamometers and Vancouver scar scale are used for evaluation.

To apply a high level of understanding of the effect of visible difference on the child and family. Providing the opportunity for families to discuss sensitive issues, giving appropriate information, both verbally and written. Contacts with other agencies both within the trust and outside agencies are also offered. When English is not the families first language steps will be taken to ensure appropriate communication is obtained.

To take an active part in in the charities and support groups associated with the specialties (Enzo’s Friends)

To be professionally and legally responsible and accountable for the management of patients requiring specialist Occupational Therapy interventions.

To contribute the specialist skills and knowledge of an Occupational Therapist to the multidisciplinary assessment and treatment of young people referred, working in a client centered way to help identify goals for intervention.

To attend case reviews / conferences and other meetings relevant to the young person.

To be aware of incident reporting procedures for child protection, asking for support from appropriate other personnel, in order to report the incident.

To plan, implement, evaluate and modify Occupational Therapy interventions, in collaboration with the young person and family, using graded activity to achieve therapeutic goals. The interventions may be on an individual or group basis.

**Documentation**

Ensure that written records are kept up to date and maintained according to Professional and Trust standards. To document Occupational Therapy input into medical and nursing notes and provide specialist Occupational Therapy reports where necessary.

 To collect patient activity data, following departmental procedures.

SPECIFIC KEY RESPONSIBILITIES

*Not applicable*

ORGANISATIONAL CHART

COMMUNICATION AND WORKING RELATIONSHIPS

To form appropriate professional relationships with, young people and their families, staff and other agencies, communicating in an empathetic, sensitive and reassuring manner.

To communicate condition related information to the young people and their families.

To report effectively on observations of clients performance / progress in areas of self-maintenance, productivity and leisure.

To communicate ongoing assessment information to guide the development of care plans in multi-disciplinary discussions.

To ensure confidentiality is observed at all times.

To keep the Head of Occupational Therapy informed on professional and clinical matters which are likely to impact upon the Occupational Therapy service.

To establish a good working relationship with regular feedback to the external suppliers of materials required within the specialities. Including current pressure garment manufacturer and thermo plastics supplier, providing information to senior staff regarding service delivery.

To establish a good working relationship and close communication with members of the burns/plastics/hands team, both at Birmingham Children’s Hospital and other services as well as outside agencies.

ANALYTICAL AND JUDGEMENT Responsibilities

To use advanced clinical reasoning skills to determine the most appropriate and effective Occupational Therapy interventions, utilising principles and policies applicable, including an National guidelines and legislation.

To be involved in the tendering process where necessary for the supply of materials required by the department.

To use advanced clinical skills to assess, analyse and interpret complex information, relating to the specialist area.

To demonstrate the ability to critically evaluate and incorporate evidence-based practice into programmes of intervention.

To participate in the Occupational Therapy team audit and evaluation activities as agreed with Head of Occupational Therapy.

To develop and lead research projects and clinical audit within specialist area, where appropriate.

PLANNING AND ORGANISATIONAL SKILLS

To organise and coordinate the inpatient service and provide specialist clinical expertise, advice and clinical leadership within the team.

 To ensure that areas are well maintained and comply with Health & Safety guidelines – ensuring the safe use of equipment and storage of materials.

 To undertake other designated duties and accept special responsibilities relating to the particular requirements of the Occupational Therapy Service, including participation in relevant meetings.

To set priorities in conjunction with the Head of Occupational Therapy Service and other members of the multi-disciplinary team in order to control workload and enable continuing provision of a high standard of patient care.

To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.

 To contribute to the development of policies and procedures for the post holders specialist area and to that of the wider Occupational Therapy team.

TRUST LEADERSHIP AND mANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust’s values and high performance standards both individually and as a team, in the achievement of the Trust’s objectives and priorities. The Trust’s success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

* Understand the Trust’s key priorities and those of your Department and how these translate within your area/team.
* Ensure clarity and effectiveness in developing and designing roles.
* Ensure management of staff is consistent with Trust’s Values to the achievement of equality, equity and optimum performance.
* Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
* Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
* Promote an effective team ethos.
* Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
* Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

**PERSON SPECIFICATION**

**JOB TITLE: Advanced Occupational Therapist**

**BAND: 7**

**LOCATION: Birmingham Children’s Hospital**

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| QUALIFICATIONS | ESSENTIAL OR DESIREABLE | METHOD OF ASSESSMENT (A/I/T)  |
|  |  |  |
| Degree or Diploma in Occupational Therapy | **Essential**  | **A/I** |
| Professional registration as an Occupational Therapist with the HCPC | **Essential** | **A/I** |
| Post registration courses/qualifications in subjects relevant to Burns and Plastics | **Essential** | **A/I** |
| Post graduate course/qualifications in leadership | **Desirable** | **A/I** |

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| KNOWLEDGE & NATURE OF EXPERIENCE | ESSENTIAL OR DESIREABLE | METHOD OF ASSESSMENT (A/I/T) |
| Previous experience of treating paediatricat AfC Band 6 level or equivalent  | **Essential**  | **A/I** |
| Previous experience of treating burns/plastics/hands patients | **Desirable** | **A/I** |
| Experience of specialist techniques e.g. hand therapy, splinting, pressure therapy | **Desirable** | **A/I** |
| Supervision and teaching of students/junior staff colleagues | **Essential**  | **A/I** |
| Motivated to work with children and young people | **Essential** | **A/I** |
| ANALYTICAL AND JUDGEMENT SKILLS | ESSENTIAL OR DESIREABLE | METHOD OF ASSESSMENT(A/I/T) |
| Ability to problem solve whilst monitoring and managing work in a variety of different clinical settings  | **Essential** | **A/I** |
| Has a good understanding of your own wellbeing and the wellbeing of others and able to identify a range of supportive mechanisms to promote wellbeing in self and others | **Essential** | **A/I** |
| Evidence of participation in clinical governance, service development, audit or research projects | **Essential** | **A/I** |
| Ability to evaluate evidence, national guidance, research outcomes and apply appropriately within clinical practice. | **Essential** | **A/I** |
| Good verbal and written skills | **Essential** | **A/I** |

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| PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE | ESSENTIAL OR DESIREABLE | METHOD OF ASSESSMENT (A/I/T) |
| Previous Experience of managing staff  | **Desirable** | **A/I** |
| Ability to understand and implement trust policies and protocols | **Essential** | **A/I** |
| Able to use computer and other technology to complete day to day tasks for work and familiar with Microsoft office | **Essential** | **A/I** |
| Knowledge of professional issues in current practice and commitment to remain informed of new developments in Occupational Therapy Practice | **Essential** | **A/I** |
| Evidence of keeping clinically up-to-date | **Essential** | **A/I** |
|  PERSONAL SKILLS / ABILITIES AND ATTRIBUTES | ESSENTIAL OR DESIREABLE | METHOD OF ASSESSMENT (A/I/T) |
| Ability to use initiative and work independently | **Essential** | **A/I** |
| Good organizational skills and ability to delegate | **Essential** | **A/I** |
| Able work flexibly at specific times when the usual processes and structures may need to be adapted and able to utilise strategies to be able to manage change and changes in the routine | **Essential** | **A/I** |
| Commitment to working with young people and children and a desire to develop further specialized skills  | **Essential** | **I** |
| Excellent communication skills with a variety of professions, age groups and cultures often in challenging situations | **Essential** | **A/I** |
| Builds effective therapeutic relationships with patients and carers to increase the accessibility of treatment to all who need it. | **Essential** | **A/I** |

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

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|  | Designation | Name | Signature |
| Post Holder |  |  |  |
| Manager | Head of Occupational Therapy | Madeleine Paul | MPAUL |

**Date of JD/Person Specification: October 2021**

**Date of Review:**

**Version:**