



JOB DESCRIPTION

1. General information

JOB TITLE:	Paediatric Occupational
GRADE:	Band 6
DIRECTORATE:	Children and Young People's Services
HOURS OF WORK:	37.5 hours per week
RESPONSIBLE TO:	Band 7 Occupational Therapist and Paediatric Therapies manager
ACCOUNTABLE TO:	Head of Children & Young Peoples Services
BASE:	Acorns, Child Development Centre, Queen Marys Hospital and Bexley Borough locations

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify Okocha'.

Ify Okocha
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post:

- To provide community paediatric Occupational Therapy services for children within the Borough of Bexley in line with current health, education and social care policies, and with the national service framework for children.
- The post will involve providing specialist occupational therapy intervention to children 0-19. The caseload will be mixed, to include Sensory, complex neurological conditions, DCD, fine motor groups and mainstream and special schools.
- You will be working as part of a team delivering, assessments, interventions, group sessions and liaison within education settings.
- Services will be provided across health, education and community care settings including seeing children in their own home, school (mainstream and special School) and in the Child Development Centre.
- To provide input in order to maximise the potential of children with a wide range of disabilities and conditions through the development of comprehensive care plans.
- To maintain accurate, comprehensive and up to date electronic patient treatment records, in line with professional standards
- To supervise Band 5, therapy assistants and assist with occupational therapy students.
- To provide a high standard of OT assessment, treatment and advice to children and their carers/families, working as an autonomous practitioner with responsibility for own case load and working without direct supervision.
- To delegate work to Band 5 and assistant staff, within the Paediatric OT team
- To undertake evidence-based audit and research projects to further own and team's clinical practice, making recommendations to the clinical lead and, when appropriate, lead the implementation of specific changes to practice or contribute to service protocols.
- A car driver with access to a vehicle is preferred.

KEY RESPONSIBILITIES

Clinical

Maintain own patient caseload

Able to assess and treat a variety of complex conditions with supervision as required

Undertake patient assessment using standardised assessment tools and/or the single assessment process.

To undertake a comprehensive assessment of patients, including those with diverse or complex presentations/multi-pathologies; use clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition

To assess, diagnose and develop individual care / treatment plans, as an autonomous practitioner, for an extensive range of paediatric conditions

To assess and diagnose using clinical assessment and reasoning skills, based on a sound knowledge of evidence-based practice and treatment options.

To establish clear goals and use outcome measures to evaluate effectiveness of specialist Occupational Therapy with individual clients and groups.

Recommend appropriate interventions to promote independence and safety

To advise and implement any Occupational Therapy programmes and to support/ educate children, their parents and carers.

Monitor patient status, using clinical judgement and knowledge in regard to progressing and/ or making minor modifications to treatment programmes

To manage the Occupational Therapy treatment of children with a variety of conditions. This includes those with severe physical and cognitive impairment or disabilities.

To deliver therapeutic groups and training

To use therapeutic use of self to encourage and motivate patients, so enabling them to participate in their treatment programmes.

To ensure that patients and carers are involved in the planning and prioritisation of care wherever possible

To be responsible for the safe and competent use of all therapeutic equipment, patient appliances and aids and ensure that staff / assistants attain competency prior to use

Ensure manual handling knowledge and skills are updated and applied appropriately

Ensure safe, appropriate and effective provision, installation and demonstration of equipment and further develop knowledge of minor/major adaptation provision and non stock equipment availability and use

To be responsible for organising and planning own caseload, to meet service and patient priorities, readjusting plans as situations change/arise.

To manage clinical risk and high demand for service by planning, prioritizing and managing team specialist caseload under direction guidance of supervisor/clinical manager.

Deliver intervention with minimal or no immediate supervision from AHP colleagues, working as a lone practitioner assessing risk and managing own personal safety at all times, maintaining a record of whereabouts and taking appropriate action to minimize risk.

To work in a variety of settings, treating outpatients in the hospital setting as well as in schools nurseries and homes as appropriate.

Maintain effective multidisciplinary communications in order to ensure that treatment goals are met and a high-quality service is provided to patients

To represent Occupational Therapy service and / or individual patients, when working with other agencies, to ensure the delivery of a coordinated multidisciplinary service, integrating Occupational Therapy needs in care plans. This will include discussion of patient care, patient progress and involvement in discharge planning and care planning.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with Trust policy and Caldicott guidance.

Maintain accurate records including patient notes, message taking, minute taking and use of computerised data collection

Delegation and monitoring of clinical tasks to Therapy/Rehabilitation Assistants

To play appropriate role in management of team, with responsibility for following trust policy, for example, infection control.

Contribute to meeting performance targets for the organisation

To assess and recommend for equipment in order to facilitate 24 hour postural management and increase independence in a range of environments.

To co-ordinate intervention which may involve other disciplines within a health, education and or social care setting

To establish clear goals and outcome measures to evaluate effectiveness of specialist Occupational Therapy with individual clients and groups.

To carry out clinical duties with safeguarding adults and children at the forefront of practice.

Professional Responsibilities:

To be responsible for maintaining competency to practice through CPD activities, and maintain a portfolio which reflects personal development.

To participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes to meet set knowledge and competencies.

To undertake the measurement and evaluation of work and current practices through the use of evidence-based practice projects, audit and outcome measures, either individually or with more senior Occupational Therapists.

To produce reports and care plans reflecting specialist knowledge.

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To provide reports for Educational Health Care Plans, Annual Reviews and tribunals as necessary.

To provide OT reports for use by courts/local authority where there are child safeguarding issues.

To recommend and order equipment for children by completing the appropriate equipment requisition forms for Bexley Social Services.

To provide input to outcome measure tools and collate data for reporting

To respect the individuality, values, cultural and religious diversity of clients and contribute to a service sensitive to these.

To be actively involved in professional clinical groups e.g. Royal Collage of Occupational Therapists

To maintain patient confidentiality at all times, recognising and adhering to the Trust's Standard Operating Procedures

To be responsible for accurate computer data entry and data quality and to carry out their duties with regard to accepted standards of professional practice

Maintain continuing professional development by participating in regular in service training, supervision, reflective practice and attending study days and training, giving feedback to the team where appropriate to disseminate learning

Maintain competency by attending statutory training and develop expertise in manually handling people and therapeutic manual handling

Provide support and take a proactive role in the education and training of undergraduate and graduate AHP students and Nurses and Therapy assistants

Provide support and take a proactive role in the education on patient care to other health, social, educational and voluntary services

To ensure professional standards by maintaining competence in all mandatory training e.g. BLS, Fire, Infection Control, Manual Handling and safeguarding.

To be an active member of the in-service training programme by attendance at, and participation in, in-service training sessions, external courses and peer review.

To be vigilant to safeguarding risks and concerns thorough out all areas of practice; ensuring supervision and advice are sought and action is taken in a timely manner. This may include onward referral, monitoring and participation in child in need and child protection proceedings.

Management

Maintain high level of efficiency and effectiveness in work area to utilise resources to the full and report defects in equipment in a timely manner

Ensure risk is managed for self, patients, colleagues and the work environment

Develop the Specialist paediatric OT team by working proactively within the MDT

Maintain consistent workflow and organise and prioritise own work load and activities, being flexible to the needs of the service

Ensure new team members are adequately introduced to the during induction by acting as a mentor and providing peer support

Undertake a proactive role in the ongoing in service training programme for Therapy Assistants

To participate in the supervision and co-ordination of junior staff.

Maintain efficient day to day running of the Children's Occupational Therapy Team

Ensure timely data collection and entry onto the Trust's data systems

To supervise Band 5's, therapy assistants and to assist with Occupational Therapy students.

To deputise for the band 7 in their absence, sharing responsibility with the other band 6 staff for allocation and prioritisation of referrals.

To plan, organise and prioritise own time effectively and flexibly to support effective service provision

To respond to unpredictable work patterns and interruptions.

To be responsible for organizing and planning own caseload to meet service and patient priorities, readjusting plans as situations change / arise.

To promote and participate in all aspects of Clinical Governance, including Risk Management.

To lead in management of areas of the service, as determined by line manager e.g. in service training programme

Documentation

To be responsible for accurate written records and Electronic Records of all patient information, ensuring adherence to the trust and department policies and code of professional conduct.

To produce reports and care plans reflecting specialist knowledge.

To provide reports for Educational Health Care Plans, Annual Reviews and tribunals as necessary.

To provide Occupational Therapy reports for use by courts/local authority where there are child safeguarding issues.

To recommend and order equipment for children by completing the appropriate equipment requisition forms for Bexley Social Services.

To provide input to outcome measure tools and collate data for reporting.

To maintain accurate documentation on meetings, supervisions and all PDR activity

Communication:

To employ excellent verbal communication skills

To employ a variety of non-verbal communication skills.

To be highly skilled in communication with children of all ages who have a wide range of physical and psychological barriers to understanding.

To convey complex and sensitive information relating to patients using skill in situations where there may be barriers to communication i.e. use of interpreters, receptive/cognitive pathologies or excess noise

Be able to adapt complicated and sensitive information into a simplified format for patients

To be able to motivate and persuade children of all ages with a range of complex conditions / disabilities to work with treatment programmes and work towards treatment goals.

To ensure good communication with patients and their carers, demonstrating ability to deliver difficult diagnoses with tact and sympathy, which may involve managing distressed or aggressive patients or carers.

To provide a high standard of service user care and deal with any verbal complaints in a professional manner, in line with Trust policy.

To attend and contribute verbally and write reports for Child Protection proceedings.

To work in a co-ordinated, multi-disciplinary manner, communicating effectively with other team members and the wider clinical, educational and social network involved in patient care

To make effective use of electronic communication and respond efficiently to e-mails.

Communicate relevant medical/social information, assessment details, advice and recommendations across agencies following local and professional guidelines for sharing information and consent. This would include Consultants, GP's Social Services, other health care professionals and voluntary agencies

Promote the Children's Occupational Therapy team by participating in informal talks for other agencies and professionals during education and training sessions

Promote and encourage the ethos of therapy intervention with care assistants/carers/relatives through demonstration, example and support

Maintain links with department, organisation and wider sector by attending meetings, seminars/case conferences etc. as deemed appropriate by AHP colleagues

To be able to work effectively with patient and families requiring a language interpreter and ensure effective treatment for all patient regardless of their spoken language or communication status.

To deputise for senior staff as required, attending and contributing to meetings and participating in service discussions

To deputise for senior staff as required, in relation to management of informal and formal complaints

Research:

To participate in departmental research and clinical governance/audit projects as required

To collect and provide research data as required

Freedom to act

To be accountable for own work, systems and conduct, for example adherence to local policies and procedures, which ensure safe and confidential work practices and have the ability to recognise own boundaries seeking support as necessary

On Call/Unsocial Hours

This post does not currently require on call or unsocial hours but working hours but may include some change in working pattern to cover clinical need.

EFFORT AND ENVIRONMENT**Physical effort**

To comply with Moving and handling legislation and related policies to ensure personal safety and that of patients/carers, when moving and positioning patients in specialist equipment, for example wheelchairs, hoists and personal care equipment.

To use physical positioning/handling to facilitate therapeutic techniques and interventions as part of a patients care plan and treatment activities.

To adapt specialist equipment to optimise a patient's functional ability and independence, for example changes to seating and orthotics, as appropriate.

Mental effort

To manage self and be flexible to the demands of the community environment including unpredictable work patterns, deadlines and interruptions

To be able to maintain a high level of concentration in a busy work environment, to ensure completion of tasks to their entire conclusion

Emotional effort

To demonstrate sensitivity at all times to the emotional needs of patients/carers for example, dealing directly or by telephone, with distressed carer of a child with special needs and the implications of those

Able to manage the emotional consequences of occasional exposure to distressing conditions and seek appropriate support where necessary

Working conditions

To undertake any other duties as may be deemed necessary and be prepared to work in any location within Oxleas NHS Foundation Trust.

To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise, for example, some exposure to body fluids, infectious or contagious conditions.

To competently deal with and diffuse aggressive behaviour that may be encountered within the workplace reporting to and referring to the Clinical Team Manager appropriately

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundatin on Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



PERSON SPECIFICATION

JOB TITLE: Specialist Occupational Therapist

DEPARTMENT: Paediatric Occupational Therapy Department

GRADE: Band 6

Criteria	Essential	Desirable	tested
Education and Qualifications	<ul style="list-style-type: none"> Degree or diploma in Occupational Therapy State registered (HPC) Commitment to Continual Professional Development	<ul style="list-style-type: none"> Membership of professional body (Royal College of Occupational Therapy) Membership of special interest group Paediatrics 	Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Good clinical reasoning skills Ability to work independently and as part of a team To demonstrate tact/diplomacy and empathy within clinical/team settings Ability to be reliable and responsible and to demonstrate initiative Good organisational skills and ability to plan and manage own time Flexible and adaptive in approach to duties Ability to positively represent the Department within the Organisation Demonstrate good interpersonal skills and ability to communicate effectively both written / oral communication with others Ability to keep accurate and legible patient notes in English, in line with record keeping standards system of note keeping. Ability to exert moderate to intense physical effort for frequent periods of up to 60 minutes at a time, throughout the working day Ability to frequently cope with working in a stressful environment and with intense concentration Ability to support other staff, including more senior staff 	<ul style="list-style-type: none"> Understanding of Clinical Governance, including audit of service. Knowledge of methods of evaluation of clinical practice Good presentation skills Committee membership, e.g. safety committee, Clinical Improvement Team 	Application form Interview References

Experience	<ul style="list-style-type: none"> • Ability to delegate where appropriate • Minimum of 2 years post-registration including previous paediatric experience. • Experience of working as a member of a multi-disciplinary team • Experience of liaising with variety of agencies and disciplines • Previous experience of formal presentations to multiple professions • Appropriate experience at post graduate level • Experience in supervising more junior staff • Experience of participating in research within relevant area 	<ul style="list-style-type: none"> • Previous experience of assessing and treating paediatric patients • Experience of working in the community • Experience of working with children in any area (not necessarily health care) • Experience of working with neuro diverse children • Experience of working with clients with sensory difficulties • Management at Band 6 level • Experience of supervising assistants and students • Experience of contributing to clinical education of less experienced staff or students. • Teaching and management of group session or activities • Experience in participating in policy planning and service development • Experience in quality and performance management • Involvement in Clinical Audit, Research or Quality Improvement Projects 	Application form Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Good time management skills • Ability to demonstrate problem solving approach • Must be physically fit due to moving and handling component of post • Confident to supervise, teach and support more junior members of staff, assistants and students • Flexible and adaptive in approach to duties • Reliable and trustworthy • Able to work independently with limited direct supervision • Abilities to work across a number of computer systems, including Microsoft Office, Outlook and Virtual Patient assessment and treatment systems 		
Other		Car driver and ability to travel to community locations within Bexley	

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name