

Job Description

Job Details

Job Title:	Specialist Children's Occupational Therapist
Job Reference Number:	
Band:	6
Ward / Department:	Starfish Plus LD-CAMHS
Directorate / Locality:	Specialist Services, Operations and Children's Services (SSOCS).
Essential Qualifications:	<ul style="list-style-type: none"> • Degree or equivalent in Occupational Therapy • Professional registration required with the Health and Care Professions Council & Royal College of Occupational Therapists

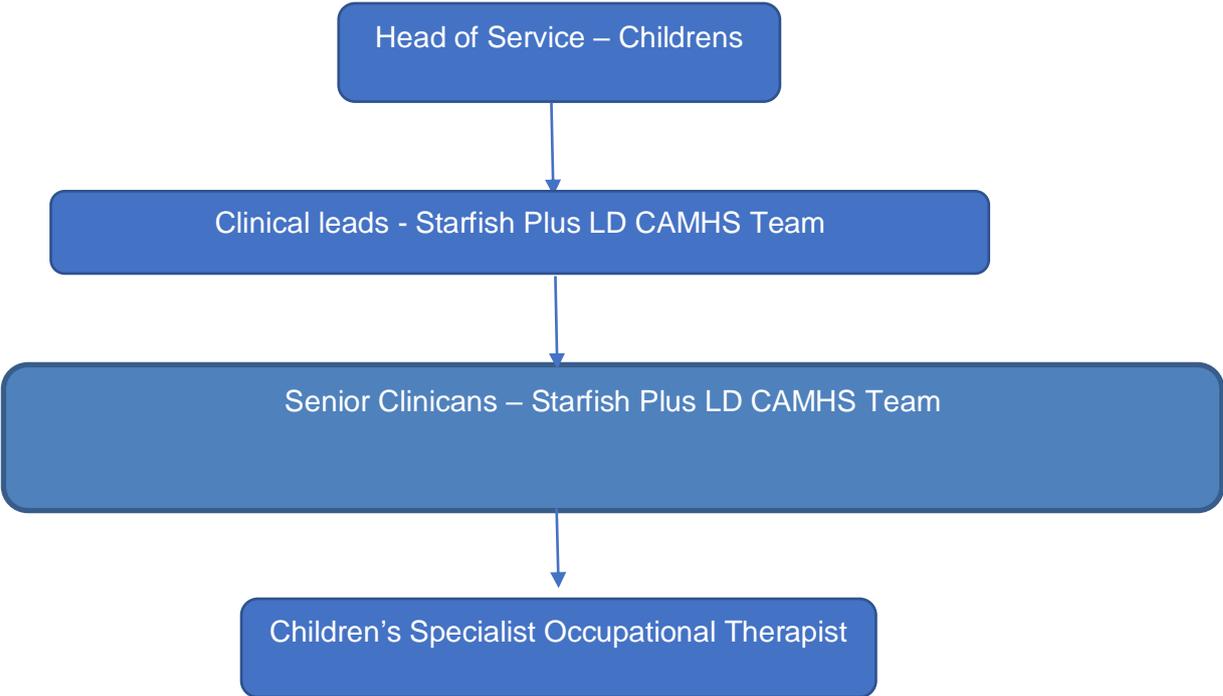
Job Purpose

- To provide specialised support and advice to young people with a diagnosed learning disability and additional mental health and behavioural difficulties and their family in Starfish Plus.
- To be committed to reducing the impact of learning disabilities and mental health on child/young person's peer and family relationships. Work as part of the multi-disciplinary team around the child. To undertake assessment and clinical interventions for children and young people.
- Able to assess and interpret patients' presentation and use this information to inform treatment delivered.
- Assess, develop and implement occupational therapy programmes with children. Monitor and adapt treatment programmes as appropriate to the child.
- Maintain patients' electronic records contemporaneously.
- Communicate condition related information, sensitive diagnostic and prognostic information to patients, carers & relatives, requiring empathy & reassurance.
- To write reports and offer clinical opinion towards the decision-making process.
- Be involved in planning and organising team training sessions and external training sessions including parent psychoeducation programmes as necessary.
- Mentoring new colleagues and practice placements for occupational therapy students as required.
- Maintain CPD in line with HCPC requirements. Work within national codes of practice.

Organisational Arrangements

Accountable To:	Starfish Plus Clinical Lead
Reports To:	Starfish Plus Clinical Lead
Responsible For:	Supervision of students as appropriate. Provision of an Occupational Therapy service within the Children with Learning Disabilities and CAMHS teams. Negotiated clinical supervision of other professionals in the teams as appropriate.

Structure Chart



Duties & Responsibilities

- To be professionally and legally responsible and accountable for all aspects of the post holders works, including the management of people under the post holders' professional care.
- Using investigative and analytical skills utilise the post holders occupational therapy expertise in the field of Learning Disabilities, undertake a comprehensive assessment in line with the appropriate clinical pathways to create and provide the appropriate interventions to children and young people.
- To work collaboratively within our multi-professional team and with other health professionals.
- To contribute in the development of patient-focussed training.
- Using advanced skills in both verbal and non-verbal communication, to undertake assessments with individuals whose presentation is complicated by factors associated with learning disability e.g., sensory impairment, challenging behaviours, mental health issues, and physical disability.
- To contribute to multi-disciplinary assessment and the overall team care plan for the individual.
- To provide the Occupational Therapy expertise in care planning and decision-making about intervention about mental health/behaviour in conjunction with the child/young person themselves, parents/family and other professionals.
- To contribute to and participate in review meetings, including strategy meetings for children and young people.
- To work with parents who have a learning disability including the participation in Child Protection meetings, complying with all relevant guidelines and legislation.
- To promote access to mainstream services, supporting other professionals understanding of learning disabilities and reasonable adjustments.
- To be responsible for the equipment used in carrying out clinical duties.
- To promote awareness of the Occupational Therapy role and care pathways within Children's Services, the Trust, other professionals and with children/young people with learning disabilities and their parents/carers.

Professional Leadership

- To deputise for the Senior Clinicians at appropriate meetings as requested.
- To provide effective guidance, supervision and appraisal for more junior Occupational Therapy colleagues or members of the multidisciplinary team in order to manage their performance and ensure they provide the highest quality of service.
- Adhere to the Trust's supervision policy and provide clinical supervision as required.
- To participate in Clinical Governance, Research and Development and Audit activities as required by line manager and Head of Service.
- Accept responsibility for own delivery of service, to organise this effectively and efficiently with regard to clinical priorities and use of time, escalating service delivery issues as required to senior clinicians/Clinical Leads
- To provide observation opportunities for prospective OT career candidates, students from other health professions and non-health related individuals as requested by managers.
- To plan and provide appropriate clinical training for OT Students on placements.
- Ensure appropriate high quality local and county Occupational Therapy Services are being delivered in line with the service's specification and in an efficient, safe and evidence-based style.
- To inform the senior clinicians/clinical leads of any variations to service delivery, changing priorities and needs, and their likely impact in relation to the need for service development. To work to resolve these issues with relevant others.
- To be part of team consultation line coverage / triage rota, as required.

- To assist in the development of clinical standards, policies, procedures and further service developments.
- To be aware of and adhere to services policies, procedures and system to be used.
- To ensure that up to date written and electronic records are maintained in accordance with professional and NCHC standards, and these are reviewed regularly as part of the clinical supervision sessions.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust 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 where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

Code of Conduct *(for Managerial posts)*

- The post holder is required to adhere to the Code of Conduct for NHS Managers.
- The post holder is required to adhere to the Trust Leadership Promise.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

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Person Specification

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential, and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken into consideration in a job evaluation panel.

CRITERIA	ESSENTIAL	DESIRABLE	Method of Assessment (Certificates / Application Form / Interview / References / Document Check)
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent in Occupational Therapy • Professional registration required with the Health and Care Professions Council 	<ul style="list-style-type: none"> • Qualifications/experience in sensory based assessment and intervention 	Certificates / Application form / Document check
Experience	<ul style="list-style-type: none"> • Recent experience of working as an occupational therapist with children and young people. 	<ul style="list-style-type: none"> • Recent experience of working as an occupational therapist with children and young people either with a learning disability and mental health and/or physical needs. <ul style="list-style-type: none"> • Experience of working in the community • Experience of working with children/young people who have mental health diagnoses • Supervision of students and junior staff 	Application form / Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Ability to work in a team • Use of SystemOne for patient records • Ability to prioritise own workload • Ability to work independently 	<ul style="list-style-type: none"> • Experience of using standardised assessments • Participation in group work • Carrying out individualised work • Knowledge of local statutory and non- statutory resources available for this group • Knowledge of current legislation and policy in Learning Disabilities / Mental Health 	Application form / Interview
Personal	<ul style="list-style-type: none"> • Able to identify with the 	<ul style="list-style-type: none"> • 	Application form / Interview

Attributes	Trust's commitment to safeguarding and promoting the welfare of children and young people		
Other	<ul style="list-style-type: none"> • Able to drive and has access to own car • Must be able to communicate effectively using the English language in both verbal and written forms 		Application form / Interview
			Application form / Interview / Document check

Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

YES NO

1.	Does the post holder generally work without close supervision?	Y	
2.	Does the post holder work without direct access to a manager?		N
3.	Does the post holder work without access to a manager by telephone?		N
4.	Is the post holder the lead specialist in their field?		N

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: Yes Weekly:

Other frequency (please comment)

How often is the post holder's work checked / monitored / assessed?

Daily: Weekly:

Other frequency (please comment)

Weekly clinical supervision within team meetings alongside ad-hoc clinical supervision.
Clinical/Management supervision every 6-8 weeks

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		N	9. Standing / sitting with limited scope for movement		N
2. Working in physically cramped conditions		N	10. Kneeling, crouching, twisting, bending, stretching	Y	
3. Making repetitive movements	Y		11. Walking for long periods		N
4. Lifting weights / equipment without mechanical aid		N	12. Heavy duty cleaning		N
5. Climbing or crawling		N	13. Pushing / pulling trolleys or similar equipment	Y	
6. Manipulating objects		N	14. Working at heights		N
7. Manual Digging		N	15. Controlled restraint ie in post requiring training/certification	Y	
8. Running		N	16. Moving patients	Y	

Each YES response requires completion in the 'Further Information' Section

MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments	Y		8. Prepare detailed reports	Y	
2. Carry out clinical / social care interventions	Y		9. Check documents	Y	
3. Analyse statistics		N	10. Drive a vehicle	Y	
4. Operate equipment / machinery		N	11. Perform calculations		N
5. Give evidence in court / tribunal / formal hearings	Y		12. Make clinical diagnoses	Y	
6. Attending meetings (if yes, describe role in 'Further Info')	Y		13. Carry out non-clinical fault finding		N
7. Carry out screening tests / microscope work		N			

Each YES response requires completion in the 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing / transmitting) news of highly distressing events		N
2. Giving unwelcome news to patients / clients / carers / staff	Y	
3. Caring for the terminally ill		N
4. Dealing with difficult situations / circumstances	Y	
5. Designated to provide emotional support to front line staff		N
6. Communicating life-changing events		N
7. Dealing with people with challenging behaviour	Y	
8. Attending scenes of accidents		N

Each YES response requires completion in the 'Further Information' Section

WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather		N	11. Humidity		N
2. Extreme Temperatures		N	12. Contaminated equipment / work area		N
3. Unpleasant Smells	Y		13. Driving / Being Driven (normal conditions)	Y	
4. Noxious Fumes		N	14. Driving / Being Driven (emergency conditions)		N
5. Excessive noise / vibration	Y		15. Fleas / Lice / Infestation		N
6. Continuous use of VDU equipment	Y		16. Dangerous Chemicals - Substances in Containers		N
7. Unpleasant Substances		N	17. Dangerous Chemicals - Substances (uncontained)		N
8. Infectious Material		N	18. Exposure to verbal aggression (little/no support)	Y	
9. Body fluids, Faeces / Vomit	Y		19. Exposure to physical aggression (little/no support)	Y	
10. Dust / Dirt	Y				

Each YES answer requires completion in the 'Further Information' Section

FURTHER INFORMATION

Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of frequency & intensity
Freedom to Act		
Physical Effort		Requirement to undertake a range of clinical care assessments and clinical interventions at a clinical base - Daily
		Requirement to use a computer on a daily basis.
		Requirement to drive and walk between units.
Mental Effort		Requirement to provide clinical care assessments and clinical interventions to patients that have complex needs.
		Requirement to concentrate throughout each shift, for analysis of information and direct work with patients and staff.
		Requirement to concentrate throughout each shift, for analysis of information and direct work with patients and staff.
		Requirement to work as a lead clinician and to offer supervision and support to members of the team regarding complex cases.
		Frequently working as a lone working and autonomous clinician.
		Required to manage complex risk and resource management.
Emotional Effort		Providing clinical leadership and support to all levels of staff and to deal with stressful matters calmly and professionally.
		Experiences of emotional or distressing circumstances are expected to be a regular occurrence.
		Requirement to discuss distressing, sensitive and emotive information with patients and other agencies being aware of professional code of conduct and patient confidentiality on a regular basis.
		Dealing with imparting unwelcome news etc. to patients, relatives and staff.
Working Conditions		Possible exposure to highly unpleasant conditions - Body fluids, faeces, vomit, smells and foul linen

Manager responsible for completion of this document

Name:	
Member of Staff to whom this document relates:	
Date Completed:	
Review Date:	

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee.