

JOB DESCRIPTION

POST TITLE:	Paediatric Occupational Therapist
BAND:	Band 5
HOURS:	37.5
LOCATION:	The post is based at Redgrave Children and Young People's Centre, Redgrave Gardens, Luton, LU3 3QN The post covers Bedfordshire, operating from two bases, Redgrave Children and Young People's Centre and Child Development Centre, Hill Rise, Kempston Beds MK42 7EB
REPORTING TO:	Paediatric Occupational Team Lead
ACCOUNTABLE TO:	Head of Bedfordshire and Luton Community Allied Health Professional Services

Cambridgeshire Community Services 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.

Job Purpose:

The post holder works as part of the Community Paediatric Occupational Therapy Service. The post holder works autonomously with emphasis being placed on multi-disciplinary working and multi-agency collaboration under the supervision of more senior Occupational Therapist, they have specific responsibility for:-

- Holding their own clinical caseload.
- Clinical supervision and development of more junior staff

Brief overview of post

The post holder will carry out assessments and treatment and provide advice for children on their caseload in mainstream schools, special schools and other community settings. They will attend multi-agency meetings and relevant discussions, including EHCP meetings and Tribunals if required. The post holder works with a more senior Occupational Therapist within designated special schools.

Main Duties and Responsibilities

Patient contact:

The post holder will participate in regular supervision from a Paediatric Occupational Therapist of a higher grade but will be expected to work autonomously to:

- Provide evidence-based assessment, treatment and/or advice to children (aged 0 - school leaving age), referred to the Paediatric Occupational Therapy team in liaison

with families and other professionals within a multi-agency framework. Children may present with life limiting, physical, multi-sensory disabilities and present with long term postural, functional and independence needs.

- Appropriate involvement in Education Health Care Plan process.
- Manage a varied paediatric occupational therapy caseload involving assessment, diagnosis, treatment and advice for patients referred to the Paediatric Occupational Therapy Service on a daily basis. This includes provision of treatment plans for conditions such as developmental coordination and cerebral palsy.
- Work collaboratively with multi-disciplinary / agency teams to provide a co-ordinated and integrated approach to patient care, e.g. health, social services, education, voluntary sector and families.
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals in order to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to the child's care.
- To work with and provide information to members of the multi-disciplinary team regarding the child's functional ability in order to:-
 - reach a working diagnosis
 - enable subsequent management of relevant functional difficulties
 - deliver a comprehensive and co-ordinated treatment programme to each child. This is based on their clinical need and may include, where appropriate participation in case conferences, school reviews and discharge planning.
- Use clinical judgement/reasoning for the assessment and recommendation, of specialist equipment e.g. postural seating and toileting equipment, from budgets such as education. To review and monitor the specialist equipment to ensure it meets the child's changing needs. To report any issues affecting health and safety to the provider. This includes the training of children and staff in the safe use of the equipment.
- Work with children and families to identify Occupational Therapy child centred SMART goals and to formulate and recommend the best course of intervention. These should address Occupational performance and skill deficits, enabling children to develop/improve in the areas of self-care, access to the National Curriculum, life skills, play and leisure activities.
- To monitor, evaluate and modify individually tailored treatment (evidence based) in order to measure progress using outcome measures to ensure intervention is effective and complimentary to the child's development, lifestyle and educational programme.
- To assess child/carer understanding of treatment plans, gain informed consent and have the capacity to work within a legal framework with children and their families/carers who lack capacity to consent to treatment.
- To facilitate a child's return to school following discharge from Hospitals (local and Regional) following acute admissions and surgery in liaison with relevant services including Hospital staff, Special Needs Community Nurse, Physiotherapist, Education Staff and Speech and Language Therapists.

- To contribute to the planned admissions to hospital in collaboration with other members of the multidisciplinary team to ensure the child's care plan meets their needs and optimises the outcome of their stay.
- To follow Trust procedures for incident reporting, and safeguarding asking for support from appropriate other personnel, in order to report the incident
- To provide assessment, treatment, and/or advice to children referred to the Paediatric Occupational Therapy team in liaison with families and other professionals within a multi-agency framework. Children may present with physical, learning, social/emotional and behavioural difficulties e.g. neuromuscular conditions, musculoskeletal conditions, developmental conditions, perceptual difficulties and genetic abnormalities, Muscular Dystrophy, Cerebral Palsy, Developmental Co-ordination Disorder, Attention Deficit Hyperactivity Disorder or Autistic Spectrum Disorder.
- To take attend and participate in, as appropriate:
 - staff meetings
 - peer review
 - external courses
 - in-service training
- Will be expected to manage and prioritise own workload balancing other clinical, non-clinical and professional demands. Often working under pressure and to tight deadlines. Will use supervision with a more senior Paediatric Occupational Therapist as needed.
- Work alone in different environments including patient's own homes, nurseries, and schools; following CCS Paediatric Occupational Therapy Lone Working Policy.
- Refer on to other professionals / agencies as required.
- Seek assistance from colleagues where further advice or support is sought with regard to patient care.
- Decide on appropriate clinical and non-clinical tasks to be delegated e.g. to assistants, carers, admin staff, school staff.
- Professionally and legally be responsible and accountable for all aspects of own work.

Project work

- To contribute to on projects as required
- To participate in the Paediatric Occupational Therapy teams' clinical governance arrangements and quality agenda
- To adhere to and apply the Professional Standards for Occupational Therapy Practice, Conduct and Ethics (RCOT Version 2/2021).
- To participate in the implementation of changes to the service which may have an impact on other services e.g. OT referral criteria, as appropriate.
- To have an understanding of national guidelines and legislation relating to health and social care and their impact on local service provision.

Communication

- Communicate effectively and appropriately with patients, families, carers, the public and all members of the extended health services, social services and education teams. This involves using a range of verbal, non-verbal, written and presentation skills as required.
- Use appropriate communication skills to overcome language and cultural diversity issues/barriers to effective communication which will regularly be evident, including: English as a second language, cognitive impairment, expressive and receptive communication difficulties, embarrassment, anxiety, pain, fear and visual/hearing impairment. To implement strategies to overcome these barriers.
- Communicate condition related information to patients / relatives which can be of a sensitive or complex nature e.g., prognosis and rehabilitation prospects in chronic or life limiting conditions.
- Use verbal and non-verbal skills to communicate effectively with children, young people and their families daily including those with complex needs, cognitive impairment, challenging behaviour or terminal illness etc. to gain consent, co-operation and to maximise potential.
- Empathise with and support patients and their families in difficult or distressing circumstances, e.g. difficult diagnoses, bereavement and deteriorating conditions.
- Represent and promote the Paediatric Occupational Therapy Service.
- Participate in working with various stakeholders, the co-production and service redesign teams to coordinate, develop, audit and review aspects of the service.
- To contribute a written report to the Educational Health and Care Plan for all children on caseload requiring one.
- To provide any additional written advice required for the Education Tribunal process.
- To be able to answer questions within an Education Tribunal, to provide clarification and enable further discussion regarding Occupational Therapy recommendations as required.
- Important Relationships:
 - Countywide Paediatric Occupational Therapy Team
 - Children and their families/carers
 - Parent Carer Forums
 - Co-production Team
 - Multi-agency teams
 - Education staff within special and mainstream school and pre-school settings
 - Social Services staff
 - Wheelchair Services
 - Acute hospital
 - Voluntary organisations e.g. REMAP
 - Specialized Units/Hospitals e.g.
 - Great Ormond Street Hospital for Sick Children
 - Augmentative Communication Services
 - Royal National Orthopaedic Hospital
 - Second Skin

NB) This is an illustration of the important relationships and is not an exhaustive list.

- To maintain up-to-date and accurate, comprehensive case notes (including treatment records) in line with professional standards, local trust policies and medico-legal criteria including what equipment has been issued.
- To provide written and verbal reports on all children on caseload, at appropriate intervals, including following assessment and at end of intervention.

People Management

- Maintaining own professional development and requirement to take part in appraisal.
- To participate in supervision to enable reflection on practice and subsequent enhancement of professional skills.
- To be responsible for individual supervision and education of assistant practitioners with appropriate training and support.
- To participate in the induction, education and training of occupational therapy students on clinical practice and contribute to the education of students from other professions.
- To participate in the education and training of other professionals as required within the post holders sphere of competence including specific treatment and advice used by Occupational Therapists.

Clinical and Practice Governance

- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
- Any data that is taken/shared as part of a phone call or transported, or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
- The post holder must adhere to the Trust risk assessment and risk management processes.
- The post holder must adhere to infection control policies and procedures.
- It is a condition of your employment that you are currently registered with HCPC and it is your responsibility to maintain your professional registration.
- Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
- The post holder must participate in clinical and other audits as required and implement recommendations from these.
- The post holder is required to participate in relevant emergency preparedness process for their team.

Financial and Physical Resources:

- Be responsible for equipment used in carrying out Occupational Therapy duties, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To use clinical judgement to assess for and recommend the purchase of potentially expensive equipment for school e.g. equipment to meet postural needs to access the curriculum. This is done in liaison with the designated individual responsible for their services budget e.g. special school head teacher.

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people.
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and

minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Date: April 2024

PERSON SPECIFICATION

Job Title: Paediatric Occupational Therapist	Band: 5
Directorate: Children's Services	Date: April 2024

*** Assessed method A=Application I=interview T=Test R= References**

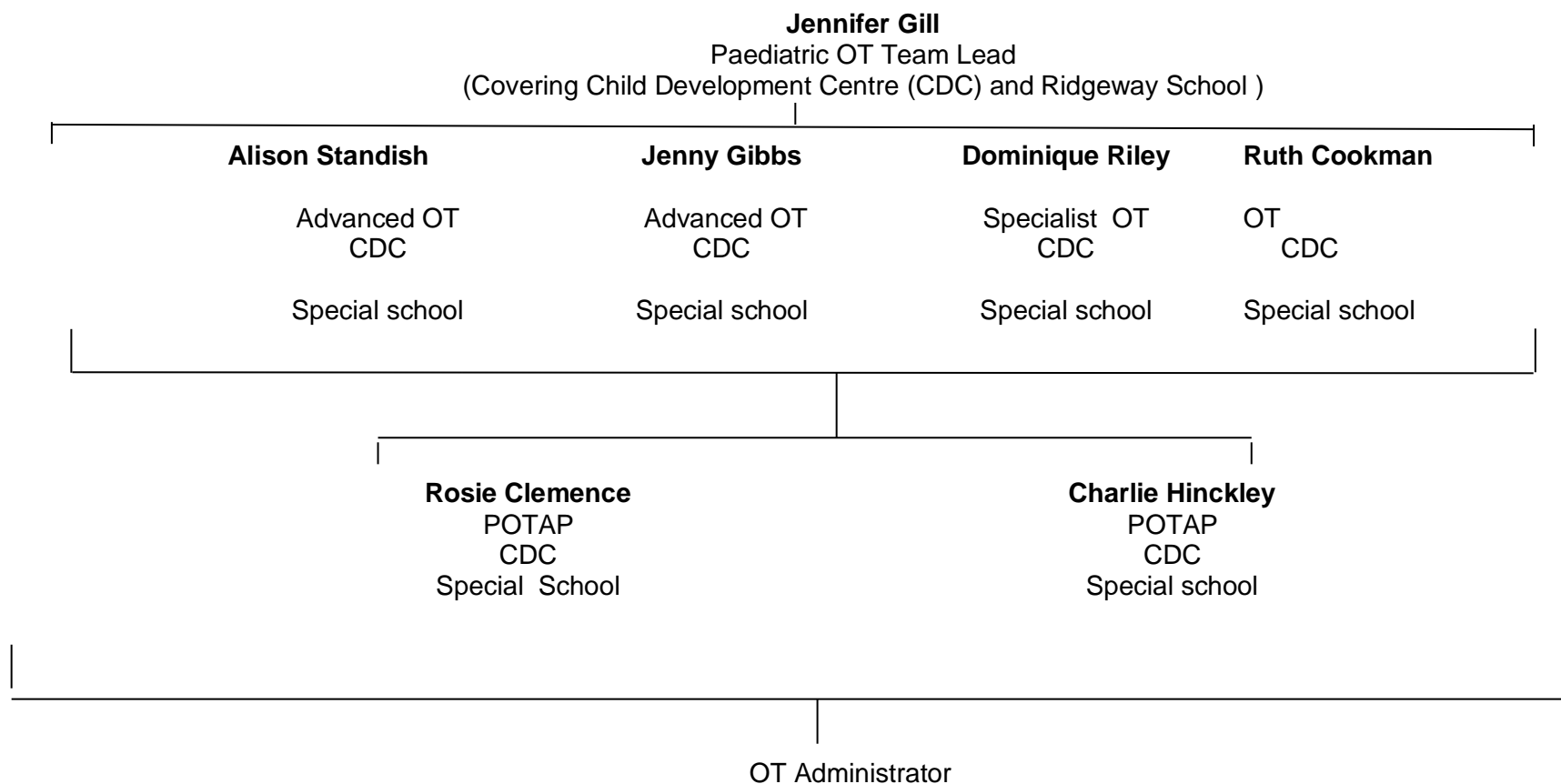
Essential Criteria	*	Desirable Criteria	*
Qualifications and Training			
BSc.OT or Dip.COT	A	Member of CYP&F.	A
HCPC Registration	A		
Evidence of continued Professional Development including reflective practice, and clinical experience gained.	I		
Knowledge of National Strategies and their impact on service provision e.g.) National Service Framework for Children, Education Act, Children Act.	I		
Willingness to study for Fieldwork Educator Qualification.	I/A		
Experience			
Experience of children including an understanding of Child Development and the needs of children with disabilities.	I/A	Experience in providing informal and formal presentations.	I/A
Experience in the application of the OT process.	I/A	Knowledge of common paediatric conditions e.g.) cerebral palsy and developmental co-ordination disorder.	I/A
Experience in functional assessments and activity analysis.	I/A	Experience in the use of standardised assessment tools and outcome measures.	I/A
Experience of using different models and approaches.	I/A		
Broad clinical experience at under graduate level.	I/A	Experience working as part of an OT team and a multi-disciplinary team.	I/A

<p>Skills</p> <p>Demonstrates a good standard of spoken and written English.</p> <p>Ability to provide written and verbal advice regarding Occupational Therapy intervention.</p> <p>Ability to modify communication with children, young people and their carers where there are barriers to understanding and acceptance.</p> <p>Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.</p> <p>Able to prioritise, plan and organize workload.</p> <p>Ability to problem solve using clinical reasoning skills and risk assessment of conflicting situations.</p> <p>Demonstrate an understanding of the implications of working with people of different ages and/or from different ethnic and cultural backgrounds.</p> <p>Identifies and takes action when own or others behavior undermines equality and diversity.</p> <p>Ability to use evidenced based best practice for the range of patients referred.</p> <p>Computer literate.</p>	<p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p> <p>I/A</p>	<p>Skills in postural seating</p> <p>Ability to apply counselling type skills</p> <p>Ability to deal with distressing emotional circumstances or situations including aggressive children, carers and families</p>	<p>I/A</p> <p>I/A</p> <p>I/A</p>
<p>Safeguarding and promoting the welfare of children and young people/vulnerable adults</p> <p>Ability to safeguard and promote the welfare of children and young people/vulnerable adults.</p> <p>Demonstrates understanding of safeguarding issues.</p>	<p>I/A</p> <p>I/A</p>		

Is up-to-date with legislation and current events.	I/A		
Working within Professional Boundaries Accepts responsibility and accountability for own work and can define the responsibilities of others. Recognises the limits of own authority within the role. Seeks and uses professional support appropriately. Understands the principle of confidentiality.	I/A I/A I/A I/A		
Emotional and Self-Awareness Aware of the range of emotions in self and others. Manages strong emotions and responds constructively to the source of problems. Shows respect for others' feelings, views and circumstances. In stressful situations keeps own feelings in check, takes constructive action and calms others down. Has a realistic knowledge of personal strengths and areas for development.	I/A I/A I/A I/A I/A		
Other Satisfactory Criminal Records Disclosure. This is a mobile role and it is essential that you have the ability to travel independently across the County sometimes at short notice. This will involve carrying bulky equipment. Locations will include Kempston, Bedford, Luton, Leighton Buzzard.	A I/A	Able to work outside of usual contracted hours if required by the service.	I/A

Date: April 2024

Structure of Team based at the CDC



Structure of Team based at RG

