

## JOB DESCRIPTION

<b>Job Title:</b>	Rotational Children's & Young People's Occupational Therapist
<b>Base:</b>	County Wide Service
<b>Agenda for Change banding:</b>	Band 6
<b>Hours of Work:</b>	24.50 hours per week
<b>Details of Special Conditions:</b>	The post-holder is employed by Buckinghamshire Healthcare NHS Trust to provide a specialised Occupational Therapy service within the Children's and Young People's Integrated Therapy Team.
<b>Managerial Accountability &amp; Professional Accountability</b>	Therapy Team Lead

### MAIN PURPOSE OF THE POST

#### OVERALL PURPOSE OF THE POST:

- To practise paediatric occupational therapy at a very competent level across a broad range of duties ensuring that competency levels are maintained and improved by continuous professional development.
- As part of a team to provide a Paediatric Occupational Therapy intervention to children and young people from birth to eighteen years, referred to and accepted by the service in line with service delivery
- To undertake all aspects of clinical duties as an autonomous practitioner.
- To work within a variety of community settings e.g. schools and children's centres to provide OT intervention.
- To take the lead on specific aspects of service development
- To lead a team of junior staff in delivering specific aspects of the OT service.
- To provide training to colleagues, parents/carers and the wider workforce on all aspects of OT delivery and intervention.

### RESPONSIBILITIES

#### MAIN TASKS - PRINCIPAL DUTIES AND RESPONSIBILITIES:

##### Managerial duties and responsibilities

- To take responsibility for the supervision of junior staff and undertake delegated PDR's
- To manage clinical risk within own caseload. To undertake accurate risk assessments and record according to trust policies.
- To report incidents in line with Trust incident policy
- To adhere to all trust policies including health and safety.
- To take responsibility to ensure adherence to trust service standards and OT service specification.

##### Managing patient care / clinical responsibilities

- To work within the Children and Young People's Occupational Therapy team as an autonomous practitioner to be professionally, legally responsible and accountable for all aspects of your own work including the management of your own case load.
- To undertake assessment and intervention as an autonomous practitioner for children with a range of functional difficulties, some of who will have complex presentations/multiple pathologies using analytical and advanced clinical reasoning skills to formulate individual management plans.
- To undertake specialist assessments as appropriate e.g. School AMPS, Peabody and Movement ABC. To provide specialist OT advice and recommendations for the assessment process for special educational needs including the provision of expert witness statements when necessary.
- Deliver OT interventions supported by functional goal setting and outcome measures set in conjunction with children and young people and their parents/carers.
- To record all interventions in accordance with trust guidelines and policies including Information governance. To follow RiO standard operation policies in line with Children and Young people's OT service.
- To be familiar with the allocation process used by the OT team and to participate in the allocation of caseload.
- To organise and manage appropriate delegation of caseload to junior staff and OT Technical Instructors.
- Assess a child, young person and parents understanding of intervention, gain valid informed consent and have the capacity to work within a legal framework with those who lack capacity to consent to treatment.
- To provide specialist advice, teaching & training to other members of the Multi-Disciplinary Team and external agencies regarding the OT management of children and young people.
- To work alone in the community visiting children and young people, assessing and managing risk in their homes, educational settings, hospital and clinics and in the wider community.
- To provide spontaneous and planned advice, teaching and instruction to parents, carers and other professionals, to promote understanding of the aims of occupational therapy, and to ensure a consistent approach to care.
- Working in the community requires having the mental and physical ability and skills to cope with external influences on the job – such as traffic, adverse weather conditions, parking problems and road rage.
- To have exposure to some unpleasant environmental and working conditions at times e.g. bodily fluids including sputum, vomit, urine, fleas, lice and physical and verbal aggression.
- To deal sensitively with children at the end of life and with bereaved carers and family members.
- To have up to date knowledge of specialist equipment e.g. seating, bathing, and to prescribe equipment following the process from assessment of needs to ordering and provision.

#### **Responsibility for resources**

- To be responsible for the safe and competent use of all appropriate equipment in various localities and settings
- To that all specialised equipment issued to children is fit for purpose and to report any faulty equipment using the correct procedure
- To identify equipment necessary to carry out individual and group interventions and to order equipment using correct procedures.
- To use all materials in an efficient manner that makes best use of available resources.

### **Communication**

- To professionally represent and promote the Children and Young People's OT service to all service users and external agencies
- Use a range of verbal and non-verbal communication tools to communicate effectively to progress all OT interventions. This will include children and young people who may have difficulties in understanding or communicating and co-operating.
- To deal sensitively with children and young people who have high levels of anxiety and aggression caused by pain, learning difficulty, communication difficulty, age or limited mobility. Reassure and gain co-operation from children and young people.
- To gain informed consent ensuring that effective communication is achieved particularly when barriers to understanding exist such as deafness, language, learning difficulties and age.
- To deal with initial complaints sensitively avoiding escalation where possible and provide written statements as a part of the Trust complaints procedure as required
- To communicate with parents, relatives and carers, educational, social and health workers complex clinical information in an understandable way
- To demonstrate highly developed negotiating skills to be able to diffuse potentially hostile and antagonistic situations with parents, relatives and other agencies.
- To sensitively deal with distressing and emotional circumstances regarding patient care. This involves frequently having to simplify information given to parents following medical disclosures.

### **Responsibility for research**

- To keep abreast of evidence-based practice in paediatrics by relevant reading using critical appraisal skills, attendance at in-service training, external courses and database searches
- To contribute to evidence-based audit and research projects. Contribute to the implementation of specific changes to practice or contribute to service protocols.
- Undertake the measurement and evaluation of your work and current practices using evidence-based practice projects, audit and outcome measures, either individually or with more highly specialist OT's. Make recommendations for change.
- To undertake as directed the collection of data for use in service audit and research projects
- To ensure good working knowledge of national and local standards and monitor quality as appropriate.

### **Education and training responsibilities**

- To ensure own supervision needs are met including caseload, clinical and child protection supervision.
- To participate in the in-service training programme by ensuring that an in-service programme is organised, attending and delivering presentations, delivering training sessions and tutorials and attending external courses
- To be responsible for:
  - ☐ Teaching student OT's to graduate level in OT skills and knowledge within your specialist clinical area.
  - ☐ Providing support & guidance to junior OT's and Technical Instructors daily.
- Contribute to the training, assessment and management of newly qualified OT's and Technical Instructors.
- Maintain and develop current knowledge of evidenced based practice, developing specialist knowledge of conditions and interventions.

- Participate in the staff appraisal scheme as an appraisee and appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- To undertake all mandatory training required by the Trust.

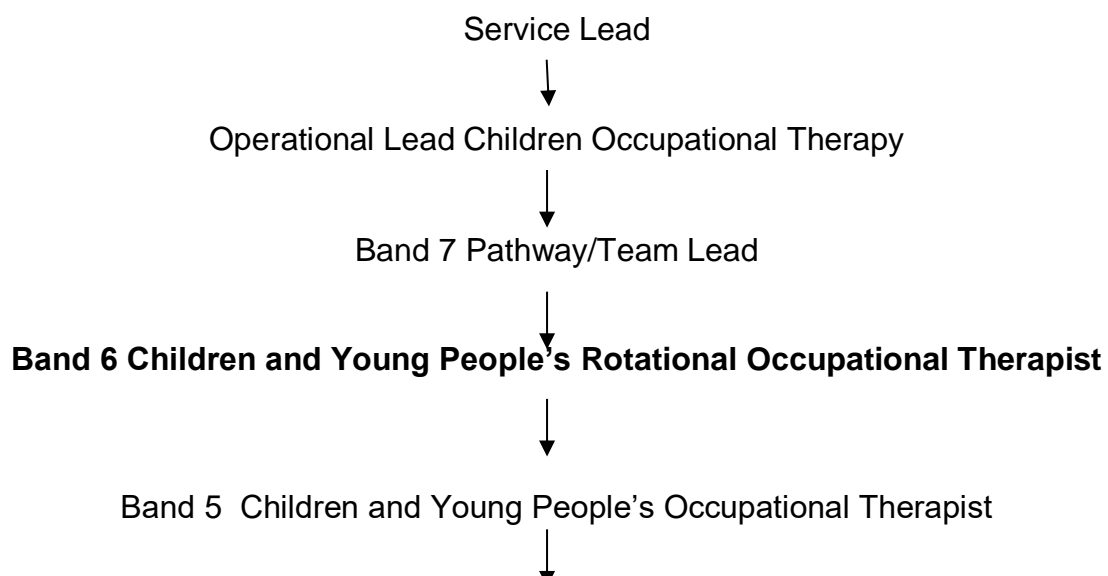
**Strategic and service responsibilities**

- To contribute in service development and participate in specific service development tasks
- To ensure all OT's and technical Instructors implement policy and services changes
- To take the lead in specific delegated aspects of service development and implementation.
- To represent the OT service on planning groups as required related to area of expertise and clinical interest

**Organisational/Administration responsibilities**

- To be responsible for the supervision and coordination of junior staff, students and technical instructors on a daily basis, in conjunction with the Highly Specialist OT's.
- To ensure that your own practice and that of staff under your supervision meet the required professional standards of OT practice
- To decide priorities for own work area and that of supervised staff balancing other patient related and professional demands, often with a high caseload and high frequency of interruptions to planned work.
- To be responsible for ensuring the effective selection and use of all resources available in the area of work within the OT service.
- To collect appropriate data and monthly statistics for the use of the department
- To share responsibility for local administrative processes of the service and to make suggestions for the modification of these processes when necessary. To ensure that any modifications suggested are in line with Trust and OT Service policies.
- To challenge established organisational processes where they are seen to work against a child's or young person's interest and to suggest innovative change.

**ORGANISATION CHART  
ORGANISATION CHART**



## Band 4 Children and Young People's Associate Practitioner

### ADDITIONAL INFORMATION

#### Trust Values



#### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

#### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

#### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

#### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

#### COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, were rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.