

## **JOB DESCRIPTION**

**JOB TITLE:** Paediatric Occupational Therapist

**GRADE:** 5

**HOURS:** 37.5

**SPECIALISM:** Paediatrics

**SERVICE:** Community Paediatrics

**LOCATION:** Stapleford House

**ACCOUNTABLE TO:** Occupational Therapist Team Lead

**LIAISON WITH:** Children and Family Services

### **JOB SUMMARY**

To be responsible for providing specialist assessment, treatment and support for children and their families, with a wide range of complex physical needs within supervised practise, ensuring liaison with other services and agencies as required.

### **MAIN DUTIES & RESPONSIBILITIES**

#### **Operational or Strategic Responsibilities**

- To ensure a high standard of care for each child, working with all disciplines and agencies involved with that family. To communicate with these agencies, parents and children in an appropriate manner, often with sensitive information regarding diagnosis and outcomes
- To maintain own clinical professional development (CPD) by keeping abreast of any trends and developments, incorporating this as necessary into your work.
- To be an active member of the in-service training programme, by attendance, contributing to and presenting at staff meetings, tutorials, training sessions, external courses and engaging in reflective practice.
- To keep up to date with developments within your field, disseminate information, and ensure that practice is based on best available evidence.
- To participate in the staff appraisal scheme and prepare own Personal Development Plans in conjunction with line manager. To maintain a portfolio which reflects Continuing Professional Development.
- To demonstrate a sound understanding of Clinical Governance and Risk Management and to apply to work situation, ensuring others do likewise.
- To undertake specific Child Protection training adhering to local and national Child Protection Procedures.

## **Communication and Relationship Skills**

- To teach all people involved with the child, handling and management skills as appropriate.
- To educate and train other healthcare and multi agency partners in Paediatric Occupational Therapy management as required by the caseload.
- To provide specialist advice to multi agency partners involved with the child/adolescent.
- To work in a variety of locations e.g. community clinics, homes, schools, nurseries in line with service requirements.
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of occupational therapy and to ensure a consistent approach to the child's care, including staff in an educational setting. This includes teaching parents/carers handling and management skills as appropriate
- To contribute towards written reports/letters communicating assessment and treatment results to other partners involved in the management of children/adolescents on your caseload.
- To communicate effectively with the child/adolescent and their carers to maximise rehabilitation potential and to ensure understanding of their condition. Addressing physical, psychological and emotional barriers to effective communication will regularly be required. Senior occupational therapy colleagues will give guidance and support
- To communicate effectively and work collaboratively with colleagues across health, education and social care sectors to ensure delivery of a co-ordinated multidisciplinary service. This will include case conferences, multi-disciplinary assessments and discharge planning. Senior occupational therapy staff will give guidance and support

## **Autonomy**

- To work towards being an autonomous practitioner, to be professionally and legally responsible and accountable for all aspects of own work including the management of patients in your care with the support of the Clinical Manager and Band 7 colleagues.
- Under supervision to provide advice for Statutory Assessment of Special Educational Needs and act as a consultant for Education Therapeutic Handling Risk Assessments and buildings access under the guidance of Senior occupational therapist.
- To attend Child Protection Conferences and Core Group meetings as appropriate. Support will be given by Senior occupational therapy colleagues.
- Under supervision to assess the capacity of child/adolescent/carer to give valid, informed consent. To be able to work within a legal framework with children and parents for consent to treatment.
- To provide on-going reports on area of work to senior occupational therapists and discuss recommendations for change.
- To decide priorities for own work area within supervision process, balancing patient related and professional demands ensuring that these remain in accordance with departmental priorities.
- To be responsible for ensuring the effective selection and use of all treatment resources available. Guidance and support will be given by Senior occupational therapists
- To be responsible for equipment used in carrying out physiotherapy duties. To adhere to departmental equipment policy, including ensuring safe and competent use by self and others through teaching, training and supervision of practice.
- To be aware of your own personal responsibility to comply with the Health and Safety policies of Provide, including undertaking mandatory training.

- To comply with the organisational and departmental policies and procedures. To be involved in the reviewing and updating as appropriate

### **Responsibility for Human Resources/Supervision or Management of others**

- To assist in the training of student occupational therapists
- To plan, organise and prioritise own patient caseload under supervision.

### **Use of Information Resources**

- To be responsible for maintaining accurate and comprehensive electronic patient treatment records in line with COT and departmental Standards of Practice.
- To be involved in the collection of data and statistics for the use of the department.

### **Responsibility for Patient Care**

- To interpret and analyse clinical and non-clinical facts to form accurate diagnosis and effective intervention strategies.
- To use clinical judgement, investigate and analytical skills based on experience and knowledge, guided by professional standards and COT Codes of Practice. Supervision is regularly provided.
- To work towards taking clinical responsibility for a varied paediatric caseload and to organise this time effectively with regard to clinical priorities and use of time
- To ensure high standards of clinical care for the children and families under your management.
- To undertake the assessment of children/adolescents including those with a complex presentation using investigative and analytical skills together with senior colleagues.
- To formulate with parents/carers and the child/adolescent an individual occupational therapy management plan using clinical reasoning skills and utilising a wide range of treatment modalities
- To assess children/adolescents for specialist equipment for postural control and to facilitate the provision of that equipment. To instruct those working with the child in the use of that equipment. Guidance and support will be provided by senior occupational therapy colleagues.
- To specify and request the provision of specialist aids and equipment e.g. postural chairs, orthoses ADL equipment.
- To use a variety of materials for splinting to gain optimum function.
- To assess for and work closely with wheelchair services and specialist equipment agencies in the assessment and provision of individual equipment and home adaptations. Guidance and support will be provided by senior occupational therapy colleagues.
- To participate in the measurement and evaluation of your work and current practices, through the use of audit and outcome measures.
- To provide assessment and advice for the multi-disciplinary team to ensure a co-ordinated care programme and actively participate in MDT meetings as appropriate

### **OTHER**

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with Provide.

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job

description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the postholder.

The postholder must familiarise his or her self with, and adhere to, all Provide policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and Provide Policies sections.

### **Infection Prevention & Control**

The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (revised January 2008).

### **Safeguarding Children, Young People & Vulnerable Adults**

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

## PERSON SPECIFICATION

**JOB TITLE:** Paediatric Physiotherapist

FACTOR	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; EDUCATION</b>	<ul style="list-style-type: none"> <li>Recognised Occupational Therapy degree</li> <li>Registered as an occupational therapist with the Health Professions Council</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Post Registration Education in Paediatrics e.g. Bobath, Conductive Education, Sensory Integration.</li> <li>Membership of Specific Interest Group.</li> </ul>
<b>WORK RELATED KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience at junior level..</li> <li>Sound theoretical knowledge of occupational therapy practice.</li> <li>Knowledge of Standards of professional Conduct and Practice.</li> <li>Understanding of clinical governance and risk.</li> </ul>	<ul style="list-style-type: none"> <li>A variety of clinical experience through student placements or previous junior rotations</li> <li>Experience of working with children with disability at student or junior level or in a personal capacity</li> </ul>
<b>SKILLS &amp; APTITUDES</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate interest in working with children and young people e.g. voluntary work, placements or projects..</li> <li>Ability to prioritise, delegate and organise.</li> <li>Ability to work as part of a multidisciplinary and multi-agency team.</li> <li>Ability to demonstrate empathy, sensitivity and tact.</li> <li>Competent IT skills.</li> <li>Clear concise verbal English communication.</li> <li>Able to write concise and clear reports and notes in English.</li> <li>Effective interpersonal skills.</li> <li>Ability to work well with others and pass on skills and knowledge.</li> <li>Efficient time management.</li> <li>Efficient workload management.</li> <li>Evidence of relevant CPD.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to communicate effectively with children of all ages and abilities</li> <li>Ability to supervise other staff e.g. occupational therapy assistants</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to play.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Committed to personal and team development.</li> <li>• Enthusiastic and able to motivate self and others.</li> <li>• Professional appearance.</li> <li>• Professional attitude.</li> <li>• Good health record.</li> <li>• Flexibility.</li> <li>• Able to undertake training if required.</li> </ul>	
<b>CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Car driver.</li> <li>• Clean driving licence.</li> <li>• Clear CRB check.</li> </ul>	<ul style="list-style-type: none"> <li>• Car owner</li> </ul>