****

 

**JOB DESCRIPTION**

#### JOB TITLE: Highly Specialist Paediatric Occupational Therapist

# GRADE: Band 7

**DEPARTMENT: London Borough of Hounslow Children’s Therapy Service**

**ACCOUNTABLE TO: Head teacher at Hub School**

**RESPONSIBLE TO: Therapy Team Leader**

**JOB SUMMARY**

Hounslow Schools Occupational Therapy service is a new specialist service for pupils with a range of functional motor, sensory and behavioural difficulties attending special schools and centres in Hounslow.

The service provides assessment, diagnosis and intervention for individual children as well as working with the staff within schools.

The post holder is an autonomous practitioner and is responsible for organising and managing his/her own caseload whilst working from a central base alongside other Occupational Therapists and Speech and Language Therapists. S/he will need knowledge in the assessment, differential diagnosis and treatment of developmental, functional, and social communication difficulties including those associated with Autistic spectrum disorders. S/he will also work with children who have associated syndromes or special educational needs which interact with their functional development. This may include emotional and behavioural problems, ADHD, and syndromes. S/he is expected to have a good knowledge of the education system and relevant legislation as it relates to classroom practice.

The therapy team leaders will provide support and mentoring and additional highly specialist support will be sourced externally.

**MAIN DUTIES AND RESPONSIBILITIES: (SUMMARY INFORMATION)**

* To take responsibility for the provision of assessment, diagnosis, and intervention of caseloads of children in a range of settings including special schools and centres within mainstream schools.
* To take a leadership role in the further development of the service, with an emphasis on the provision of the Occupational Therapy service.
* Participating in the recruitment and selection of new clinical staff and provide a robust programme of induction for newly appointed clinical staff
* To undertake advanced therapeutic assessment of patients with diverse presentations and complex physical and psychological conditions, to provide a diagnosis and develop and deliver an individualised treatment programme.
* To be responsible for your own caseload and a defined area of the service, working without direct supervision. Supervision takes the form of regular formal training and clinical reasoning sessions, peer review and case conferences. Access to advice and support from a highly specialist therapist is available, if required, clinical work is not routinely evaluated.
* To undertake all aspects of clinical duties as an autonomous practitioner.
* Supervise, educate and assess the performance of occupational Therapy Students (this would be to a graduate standard and involve working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification).
* Undertake evidence-based audit. Make recommendations to clinical team leader for changes to practice. May lead the implementation of specific changes to practice or contribute to service guidelines.
* To demonstrate skills and abilities in the delivery of Occupational therapy and the ability to reflect on clinical practice with the support of senior and specialist colleagues.
* To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds.
* To explain/raise awareness and understanding of the role of Occupational therapists to schools staff, visitors, students and volunteers, other health professionals, carers, clients and the general public.

**SPECIFIC DUTIES:**

1. To manage a caseload of children aged up to 19 years with ASD, learning disabilities and independently, completing assessments, annual reviews, writing individual programmes, implementing groups, providing advice and resources and reviewing outcomes with a curriculum and functional based focus.
2. To report to the Therapy Manager on a regular basis regarding ongoing service provision and caseload management.
3. Formulate and deliver individual treatment programmes basedon a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills.
4. To demonstrate clinical effectiveness drawing on evidence based practice and outcome measures
5. To liaise closely with Occupational Therapists from Health and Social Care
6. Assist in providing training to other staff and take part in multi-disciplinary training as appropriate.
7. Liaise with the multi-agency team with the common process/SEND framework where appropriate and direct/regularly supervise the work of teaching assistants to carry out programmes.
8. To work via teaching assistants, teachers, families and carers to achieve outcomes for individual clients, providing support, programmes, ideas, advice and assessment

**PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**Patient/client care**

* To assess, develop and implement Occupational Therapy Treatment
* To demonstrate clinical effectiveness by use of evidence based practice and outcome measures
* To provide a service which takes account of the needs of clients from a range of ethnic and linguistic backgrounds

**Policy/service demonstratement/implementation**

* To be aware of and adhere to service and team plans and policies
* To contribute to proposed service/policy developments/working parties as appropriate

**Financial and physical resources**

* + To monitor stock levels in own service area and request new equipment as appropriate
	+ To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

**Human resources**

* + To supervise the work of assistants and volunteers
	+ To assist in providing support for students from other professionals groups
	+ To supervise Occupational Therapy students on placement

**Information resources**

* + To maintain up to date and accurate case notes and write reports in line with COT professional standards and local policies
	+ To share information with others, observing data protection guidelines
	+ To gather activity data accurately and regularly, ensuring the provision of such information promptly within local guidelines

**Research and development**

* + To undertake Clinical Governance /audit projects within local service
	+ To participate in departmental research and clinical governance/audit projects
	+ To collect and provide research data as required

**Freedom to act**

* + To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
	+ To work within defined departmental and national protocols/policies and professional code of conduct
	+ To work independently accessing appraisal within an Individual Performance Framework at pre-determined intervals

**KNOWLEDGE AND SKILLS**

**Communication and relationship skills**

* + To demonstrate the ability to communicate the role of Occupational therapists to visitors, students and volunteers, other health professionals, carers, clients and the general public
	+ To contribute to clinical teams both multi disciplinary and uni disciplinary by discussing own and others input around clients needs ensuring a well co-ordinated care plan
	+ To communicate complex condition related information from assessment care plans and prognosis to clients, carers, families and members of the multi-disciplinary team/other professionals or agencies
	+ To contribute to review meetings, inter-disciplinary discussion, discharge planning, case conferences and other meetings which are central to client care.
	+ To work closely with clients, carers and families and other professionals agreeing decision making relevant to the patient/client management
	+ To demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
	+ To demonstrate skills in motivating clients, families, carers and other professionals to engage in the therapeutic process
	+ To demonstrate negotiation skills in the management of conflict across a range of situations
	+ To deal with initial complaints sensitively, avoiding escalation where possible
	+ To form productive relationships with others who may be under stress and/or have challenging communication difficulties
	+ To demonstrate links with relevant national charities and voluntary sector groups
	+ To employ excellent communication skills

**Knowledge, training and experience**

* + To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework
	+ To participate in Individual Performance Review ensuring that the objectives set reflect the Service and Trust plans
	+ To attend relevant training and development in order to develop skills and knowledge required of a therapist working in the field of paediatrics and maintain up to date HCPC and COT registration
	+ To demonstrate knowledge of, and adhere to COT Professional and Clinical and National and Local Clinical Guidelines and those of the HCPC
	+ To participate in the development and delivery of training (formal and informal) to others including carers/professional and non-professional staff with and without support
	+ To demonstrate knowledge of charities and voluntary sector groups
	+ To keep up to date with new techniques and developments for the promotion and maintenance of good practice in Occupational therapy in clinics and schools
	+ To attend relevant course, meetings and special interest groups
	+ To demonstrate a working knowledge of relevant procedures including: safeguarding children, SEN procedures, working with vulnerable adults and other legal frameworks.
	+ To demonstrate a working knowledge of the principles of Clinical Governance and their application to professional practice

**Analytical and judgmental skills**

* + To negotiate with carers, clients and others around individual case management
	+ To recognise potential breakdown and conflict when it occurs and seek advice and support to resolve
	+ To make appropriate clinical decisions following assessment seeking support and advice from a supervisor as appropriate
	+ To make a differential diagnosis on the basis of evidence from assessment seeking advice as appropriate
	+ To demonstrate clear care plans based on evident based best practice
	+ To demonstrate the ability to reflect on practice with peers/clinical supervisor
	+ The ability to target training (formal and informal) appropriately to the needs of course participants
	+ The ability to reflect on and evaluate training provided

**Planning and organisational skills**

* + To manage and prioritise a defined caseload with support from senior therapists as appropriate
	+ To manage and prioritise own workload
	+ Participate in any service planning required to provide service cover in the event of staff absences

**Physical skills**

* + To demonstrate highly developed perceptual skills in the assessment diagnosis and treatment of patients/clients
	+ To demonstrate skills in handling clients with disabilities

#### JOB SPECIFICATION

#### JOB TITLE Highly Specialist Occupational Therapist

# GRADE: Band 7

**DEPARTMENT: London Borough of Hounslow Children’s Therapy Service**

**ACCOUNTABLE TO: Head teacher at Hub School**

**RESPONSIBLE TO: Therapy Team Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **CRITERIA** | **ESSENTIAL/****DESIRABLE**  | **SELECTON METHOD (S/I/T)** |
| **Education/****Qualification** | Recognised Occupational Therapy Degree/Post graduate degree Qualification or equivalentHealth Care Professions Council – Licence to PractiseRegistered Member of College of Occupational Therapists  | EssentialEssentialEssential  | SSS |
| **Experience** | Relevant experience at post graduate levelAt least 4 years experience in Paediatrics | EssentialDesirable | SS |
| **Knowledge and Skills** | Excellent interpersonal skills – including observation, listening and empathy skillsGood knowledge and Understanding of Part 3 of Children and Families Act 2014Negotiation and Problem solving SkillsRisk AssessmentDemonstrates good analytical and reflection skillsWell developed concentration skillsGood presentation skills, both written and verbal including ability to write clear and concise reportsWorking knowledge of relevant information technologyGood organisational skillsPrioritisation skillsDemonstrates ability to be a good team memberKnowledge and understanding of relevant assessment toolsSkills in planning, assessing and implementing relevant interventionKnowledge and understanding of relevant national policies and proceduresKnowledge and understanding of a range of appropriate therapeutic interventionsAwareness of the principles of clinical governance /auditAbility to work independently as appropriateAwareness of the roles of other relevant professionalsAbility to work in partnership with other professionals and other agenciesAwareness and sensitivity to the needs of clients from a range of ethnic and linguistic backgroundsUnderstanding of local issues relevant to delivery of an Occupational Therapy serviceAwareness of standards of record keepingSupervision skills | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialDesirableEssentialEssential | S / IS / IS / IS / IS / IIS / IIS / IS / IS / IS / IIIIIIIIIS / IS / IS / I |
| **Other** | Willing and able to work flexibly across sites | Essential | S / I |