

JOB DESCRIPTION

TITLE OF POST:	Occupational Therapist: Paediatrics & Young Adults
SALARY BAND:	Band 7
LOCATION:	Occupational Therapy Department, Health Services
REPORTS TO:	Therapy Manager

SERVICE SUMMARY

This post is senior therapist for the Occupational Therapy Service. The Occupational Therapy department provides a service to St Piers School, College and Assessment services based in the NCEC. The job holder is part of a multi-disciplinary team providing advice, assessment, treatment and management for young people with epilepsy, autism, moderate to severe disabilities and their families/ carers.

KEY WORKING RELATIONSHIPS

- Supervising: Band 6 OT
- Other members of Occupational Therapy Service
- Other members of Therapy team
- Other student's community services
- Members of Young Epilepsy's multi-disciplinary health team

JOB SUMMARY/ STATEMENT

- To assist the senior therapists and Therapy Manager in the planning and delivery of occupational therapy services to the students and their family/carers, complying with Young Epilepsy, professional and departmental standards of practice.
- To provide team support for junior staff, technicians and students.
- To assist in the management, development and research of occupational therapy services, including service reviews. To hold responsibility for defined projects.
- To comply with the College of Occupational Therapists Code of Ethics and Professional Conduct

MAIN TASKS AND RESPONSIBILITIES:

1. Clinical Responsibilities

- 1 To plan and deliver a student-centred occupational therapy service to a personal caseload of students and their families/ carers at Young Epilepsy and the community. This will include seeing students individually and/or in groups as

appropriate.

- 1.1 To assess students applying for future placements at Young Epilepsy and identify their needs and provide costing for equipment needs.
- 1.2 To assess and treat students with various conditions/disabilities and complex social and functional needs, within occupational therapy performance guidelines.
- 1.3 Through assessment and analysis of findings, develop individual goal oriented treatment and intervention plans in collaboration with student (as appropriate), family/ carers and colleagues. This will include the application of skills to assess motor, sensory and cognitive function in the context of the student's social and physical environment.
- 1.4 To utilise specialist occupational therapy skills in the assessment of the parent/carer understands of treatment proposals, and to gain valid informed consent for interventions and to work within a legal framework where consent issues are complex.
- 1.5 To autonomously manage and treat a diagnostically varied and complex patient caseload.
- 1.6 To assess, prescribe, arrange provision and installation of specialised equipment and adaptations including seating, safety and ADL equipment.
- 1.7 To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- 1.8 To ensure student's reviews demonstrate clinical reasoning and problem solving techniques to determine agreed outcomes across health services.
- 1.9 To undertake risk assessments to determine appropriate management, specifically related to moving and handling, safe use of equipment, and safety in the home and care environment. To ensure safety for self and others during all occupational therapy interventions.
- 1.10 To apply an advanced level of understanding of factors influencing student development and of the effect of disability upon the student's occupational performance and the family, and provide training and advice on lifestyle changes and adaptations to the student's social and physical environment.
- 1.11 To demonstrate professional skills and standards consistent with a specialist in the field and to ensure that services provided comply with professional and departmental standards of practice.
- 1.12 When necessary, to provide cover for other occupational therapists in their absence due to annual / sick leave and other absences.

2. Communication

- 2.1 To communicate and liaise effectively with other professionals, students, family/carers and other agencies to ensure an integrated pattern of service delivery. Use formal and informal reporting mechanisms to ensure effective communication.
- 2.2 Use verbal and nonverbal communication to receive and disseminate clinical information, acknowledging sensitivity and complexity e.g. adult/ child safeguarding issues, and using approaches appropriate to the context or culture. Use effective interpersonal skills to encourage students' and families'/carers' active participation in the occupational therapy process.
- 2.3 To attend and contribute to department meetings, including multi-disciplinary- and Therapy team meetings, and progress meetings relating to clinical caseload.
- 2.4 To record students' treatment and other related activity in accordance with professional and departmental guidelines.
- 2.5 Build and sustain relationships as an independent practitioner and collaboratively as a member of the team.

3 Professional Development

- 3.1 To remain informed on developments and trends in occupational therapy practice by study of the current literature available and to adapt own working practices accordingly.
- 3.2 To develop clinical, managerial and teaching skills via continuous professional development (CPD), including maintenance of an up to date CPD portfolio.
- 3.3 To attend and contribute to regular supervision sessions and participate in performance reviews.
- 3.4 To attend YOUNG EPILEPSY mandatory training for moving and handling, first aid, and safeguarding children.

4 Training

- 4.1 To organise and/or contribute to the induction and/or training of staff, both within or external to the department.
- 4.2 To participate in the organisation of clinical teaching programmes for therapy

technicians and students; and to undertake fieldwork educator responsibilities as required.

5 Management Responsibilities

- 5.1 To be responsible for the allocation of referrals to junior staff and management of waiting lists, using a prioritisation system.
- 5.2 To supervise and guide the work of the Band 6 OT and OTA, ensuring compliance with professional and departmental standards of practice. To co-ordinate the day-to-day activities of junior staff/ technicians where applicable.
- 5.3 To co-ordinate and conduct the performance reviews of junior staff, when appropriate.
- 5.4 To share responsibility for ordering, issuing, retrieving and maintaining departmental equipment.
- 5.5 To undertake designated departmental duties to ensure efficient use of equipment, facilities and materials.
- 5.6 To act as a representative for occupational therapy and/or therapy services on external initiatives.

6 Service Development and Delivery

- 6.1 To collect, collate and analyse workload statistics required for departmental purposes and for service reviews.
- 6.2 To advise the therapy Manager of changes in trends related to caseload activity.
- 6.3 To provide services which are sensitive to the needs of the culture and diversity of individual students and their families/ carers.
- 6.4 To advise and collaborate with the Therapy Manager in further development/consolidation of services, to contribute to service reviews, and to hold responsibility for defined projects.
- 6.5 To lead/contribute to the development of collaborative working practices with team and Therapy staff.
- 6.6 To develop and consolidate protocols and guidelines regarding service delivery.

- 6.7 To participate in departmental policymaking and be aware of YOUNG EPILEPSY policies and procedures. To aid the Head Occupational Therapist in ensuring these are adhered to.
- 6.8 To instigate, participate in or investigate research and audit projects as appropriate. To lead on audits in designated clinical area.

Scope and Purpose of Job Description

Young Epilepsy is a fast moving organisation and therefore changes in employees’ duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder. This Job Description is not exhaustive and the postholder may be required to undertake other appropriate duties and projects from time to time.

Young Epilepsy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

POST: Occupational Therapist – Band 7
DEPARTMENT: Therapy
LINE MANAGER: Therapy Manager

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*
EDUCATION AND REGISTRATION TO PRACTICE	Degree/Diploma in OT HPC registration Postgraduate training related to paediatrics /young adults/learning disabilities Sensory Integration qualification	Member of BAOT/COT Member of COT SS: Children, Young People and Families AMPS qualification Fieldwork Educator training
SKILLS/ ABILITIES	Clinical reasoning and problem-solving skills to determine management of caseload Skills to develop and consolidate service including service reviews e.g. audits Ability to work as an autonomous practitioner	Advanced skills in managing sensory integration and developmental delays

	<p>Ability to undertake team leadership roles where appropriate, including staff management and supervisory skills</p> <p>Ability to cope with a pressurised working environment. Skills to manage and be accountable for team workload prioritisation system.</p> <p>Ability to reflect on and critically appraise own performance</p>	
<p>EXPERIENCE</p>	<p>Proven post-graduate OT experience in paediatrics/ neuro- disability or learning disabilities</p> <p>Knowledge of core OT skills in physical , neuro or learning disabilities areas</p> <p>Knowledge and experience of a range of treatment techniques and approaches in paediatrics/ neuro or learning disabilities</p> <p>Experience working with children/ young adults with developmental disabilities and complex needs</p> <p>Knowledge of and experience prescribing equipment</p> <p>Experience in the use of OT models and practice</p> <p>Experience of using range of different assessments and interventions and implementing and evaluating treatment, complying with professional and departmental standards</p> <p>Team work and effective communication / liaison</p> <p>Evidence of continuing professional</p>	<p>Experience of working with children aged 0 – 19 years of age</p> <p>Developing, monitoring, evaluating and auditing services</p> <p>Previous Band 7 experience Experience of working in a variety of clinical settings – hospital and community.</p> <p>Experience prescribing wheelchairs and special seating</p> <p>Splinting experience</p> <p>Teaching, supervision and guidance of OT staff and other professions</p> <p>Supervision and support of OT students</p> <p>Participation in / knowledge of OT research / audit</p> <p>Knowledge of and experience in assessment and use of IT, including switches and basic software.</p>

	development	Knowledge and experience of the impact of child's disability on the child's occupational performance and the child's family/carers
COMMUNICATION SKILLS	<p>Objective recording and reporting of intervention and maintenance of activity data</p> <p>Effective negotiation skills/ communication skills related to difficult clinical or team management issues</p> <p>Ability to receive and impart sensitive information related to disability and loss of function</p> <p>Promote OT and demonstrate professional attitude and appearance</p> <p>Establish and maintain good working relationships</p> <p>Computer literate</p>	
PHYSICAL QUALITIES	<p>Ability to undertake physical activity involved with therapeutic handling of children/ young adults.</p> <p>Ability to perform motor tasks e.g. splint fabrication/ equipment adjustments</p> <p>Sufficient to fulfil the duties of the post with any aids and adaptations</p>	
Other requirements	<p>Flexibility in approach to service delivery</p> <p>Ability to seek guidance and support when necessary</p> <p>Willingness to extend skills and knowledge</p> <p>Adherence to COT and HPC guidelines and codes of ethics and professional conduct.</p>	Ability to work flexible hours as service needs dictate

