

JOB DESCRIPTION

TITLE OF POST:	Occupational Therapist: Paediatrics & Young Adults
SALARY BAND:	Band 6
LOCATION:	Occupational Therapy Department, Health Services
REPORTS TO:	Head Occupational Therapist
SUPERVISED BY:	Band 7 Occupational Therapist

SERVICE SUMMARY

This post is senior therapist for the Occupational Therapy Service for the Further Education College and School at Young Epilepsy, those being assessed for future placements as well as other external services as required. 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.

The Occupational Therapy department provides a service to St Piers School, College and Assessment services based in the Neville Childhood Epilepsy Centre.

KEY WORKING RELATIONSHIPS

Key working relationships

- Other members of Occupational Therapy Service
- Other members of Therapy team
- Other student's community services
- Members of the Young Epilepsy multi-disciplinary team

JOB SUMMARY/ STATEMENT

- To assist the Band 7 occupational therapists 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

- 1.1 To plan and deliver a student-centred occupational therapy service to a personal caseload of students and their families/ carers in the St Piers School and College. This will include seeing students individually and/or in groups as appropriate.
- 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 analysis and synthesis 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, to gain valid informed consent for interventions and to work within a legal framework where consent issues are complex.
- 1.5 The ability 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 of 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 other multi-disciplinary 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.

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 Build and sustain relationships as an independent practitioner and collaboratively as a member of the team.
- 5.2 To co-ordinate the day-to-day activities of junior staff/ technicians where applicable.
- 5.3 To manage waiting lists using a prioritisation system.
- 5.4 To supervise and guide the work of OT assistant/ technician, ensuring compliance with professional and departmental standards of practice.
- 5.5 To co-ordinate and conduct the performance reviews of assistants' staff, when appropriate.
- 5.6 To collect, collate and analyse workload statistics required for departmental purposes and for service reviews. To advise the Head OT of changes in trends related to caseload activity.
- 5.7 To share responsibility for ordering, issuing, retrieving and maintaining departmental equipment.
- 5.8 To undertake designated departmental duties to ensure efficient use of equipment, facilities and materials.
- 5.9 To act as a representative for occupational therapy and/or therapy services on external initiatives.

6 Service Development and Delivery

- 6.1 To further develop and consolidate the role of the occupational therapist at Young Epilepsy.
- 6.2 To provide services which are sensitive to the needs of the culture and diversity of individual students and their families/ carers.
- 6.3 To advise and collaborate with the Band 7 Occupational Therapists in further development/consolidation of services, to contribute to service reviews, and to hold responsibility for defined projects.

- 6.4 To contribute to the development of collaborative working practices with team and Therapy staff.
- 6.5 To develop and consolidate protocols and guidelines regarding service delivery in liaison with the Band 7 OT.
- 6.6 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.
- 6.7 To instigate, participate in or investigate research and audit projects as appropriate.

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.

Professional Registration

Staff undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Confidentiality

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

Health and safety

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of Young Epilepsy engage in any outside employment

Code of Conduct

All staff are required to work in accordance with the code of conduct of the College of Occupational Therapy and the Health Professions Council.

Person Specification

POST: Occupational Therapist – Band 6
DEPARTMENT: Occupational Therapy
LINE MANAGER: Band 7 OT
RESPONSIBLE TO: Therapy Manager

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*
EDUCATION	Degree/Diploma COT HPC registration Postgraduate training related to paediatrics /young adults/learning disabilities	Member of BAOT/COT Member of COT SS: Children, Young People and Families Sensory Integration qualification AMPS qualification Fieldwork Educator training
SKILLS/ ABILITIES	Management of a varied and complex caseload with evidence of skills in various settings and in providing student-centred care. Clinical reasoning and problem-solving skills to determine management of caseload Skills to develop and consolidate service including service reviews Ability to work as an autonomous practitioner Ability to cope with a pressurised working environment. Skills to manage and be accountable for team workload prioritisation system. Ability to receive and impart sensitive information related to disability and loss of function Ability to deal with distressing situations	

	<p>involving profound disability, life-threatening situations, bereavement &/or death</p> <p>Ability to positively manage exposure to students/ families/ carers and environments which may be highly distressing, antagonistic, open to aggression and unpleasant.</p> <p>Understand and implement appropriate standards, including risk management in all work undertaken</p> <p>Ability to reflect on and critically appraise own performance</p> <p>Ability to appreciate the sensitivity and complexity of child and families/ carers culture and diversity and the ability to provide services appropriate to individual needs.</p> <p>Ability to seek guidance and support when necessary</p> <p>Willingness to extend skills and knowledge</p>	
<p>EXPERIENCE</p>	<p>Previous experience working in Children and Young Adult's Occupational Therapy Services.</p> <p>Experience of multi-disciplinary team work and the ability to initiate and contribute to the work of other disciplines</p> <p>Evidence of continuing professional development</p> <p>Demonstrate application of clinical effectiveness and evidence based practice</p> <p>Evidence of consolidation in more than one area of practice with experience working in a community setting.</p>	<p>Developing, monitoring, evaluating and auditing services</p> <p>Previous Band 7 experience</p> <p>Experience of working in a variety of clinical settings – hospital and community.</p> <p>Knowledge of and experience in assessment and use of IT, including switches and basic software.</p> <p>Experience prescribing wheelchairs and special seating</p> <p>Experience of using range of</p>

	<p>Knowledge of standardised tests used with children/ young adults</p> <p>Experience of report writing</p> <p>Computer literate. Basic I.T.skills</p> <p>Knowledge of core OT skills in physical , neuro and learning disabilities areas</p> <p>Knowledge and experience of a range of treatment techniques and approaches in paediatrics</p> <p>Knowledge of and experience prescribing equipment</p> <p>Experience in the use of OT models and practice</p> <p>Assessment, planning, implementing and evaluating treatment, complying with professional and departmental standards</p> <p>Supervision and support of OT students</p> <p>Team work and effective communication / liaison</p> <p>Participation in / knowledge of OT research / audit</p>	<p>different assessments and interventions in paediatrics</p>
<p>COMMUNICATION SKILLS</p>	<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>Promote OT and demonstrate professional attitude and appearance</p> <p>Establish and maintain good working relationships</p>	

	Fluency of verbal and written English	
PHYSICAL QUALITIES	<p>Ability to undertake physical activity involved with therapeutic handling of children.</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>Adherence to COT and HPC guidelines and codes of ethics and professional conduct.</p>	Ability to work flexible hours as service needs dictate