

Job description

Paediatric Occupational Therapist: Band 6



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



Name:

Job title: Paediatric
Occupational therapist

Team: Children's
Therapy Team

Business unit:
Therapies and Children

Reports to: Lead for
Physical Therapies

Accountable to: Head of
Service for Specialist
Children's Services

Band: 6

Location: Snapdragons

Last updated:
July 2022

Job purpose

As an experienced and autonomous practitioner, to deliver a specialist Occupational Therapy service across Medway and within the multi-disciplinary and inter-agency team for children's services, providing highly specialist assessment, intervention and advice for children, their families and carers, in addition to supporting other Occupational Therapy staff. To advise the Children's Therapy Managers, assisting in developing a high quality service to children.

Organisational chart

See attached

1. Communication and relationship skills

- The post holder is required to represent the Paediatric Occupational Therapy service at relevant meetings within the multiagency team.
- Ability to communicate effectively verbally and in writing at a professional level, to include detailed report writing for both internal and external agencies.
- Teaching and supervisory skills.
- Performance appraisal skills.

To promote understanding of paediatric Occupational Therapy input to professionals, unqualified staff, students and families in all settings, including education staff, via multi-disciplinary work, discussion, information giving and training days, and as part of the overall package of clinical input to the child.

2. Knowledge, training and experience

- Minimum of 18 months post-graduate experience.
- Experience of working as part of a multi-disciplinary team, and with an inter-agency approach to the needs of patients.
- Experience of assessing and treating patients with a wide range of needs.

- Experience in the use of standardised and non-standardised assessment tools, including assessing social communication and motor coordination needs.
- Experience of working within a wide variety of community and clinical settings.
- Experience of supervising therapy assistants and students.
- Understanding of the Occupational Therapy process of assessment, treatment and discharge as relevant to children and their families.
- Up to date knowledge of current legislation affecting children with disabilities and their families.
- Understanding of Clinical Governance issues and managing risk within therapeutic intervention.
- Knowledge and awareness of Child Protection issues.
- Knowledge and awareness of the wider view of children's issues, to include health, education and social care of children.
- Knowledge of Health and Safety at Work Act responsibilities.
- Clinical practitioner skills in theoretical and manual paediatric occupational therapy.

To provide regular structured professional supervision and training, to ensure the competence, confidence and development of Technical Instructors and to provide supervision to students, according to their individual training requirements.

3. Analytical and judgement skills

- To assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment.

4. Planning and organisational skills

- The post holder is responsible for management of a caseload of children referred to Occupational Therapy in line with service priorities.
- Ability to respond to complex demands, prioritise work, and autonomously manage a varied caseload.
- Time management and caseload management skills.

5. Physical skills

- Implementing specialist manual Occupational Therapy assessment and treatment skills.
- The post holder assesses and provides occupational therapy intervention for children with a wide range of social, behavioural and developmental disabilities.

6. Responsibility for patient / client care

- The post holder contributes and assists in the general organization and development of a holistic, high quality service to children with a wide range of social, behavioural and developmental disabilities.
- To implement the delivery of a Paediatric Occupational Therapy service, offering a range of assessments and treatments through selective techniques and graded activities in order to facilitate children reaching their optimum level of function.
- To maintain a varied caseload of children referred to Occupational Therapy in line with service priorities, and to work as a member of the multi-disciplinary and inter-agency team to provide co-ordinated therapy and care for children and their families.

7. Responsibility for policy and service development implementation

- The post holder is required to support, assist and participate in the development of a high quality service to children with a wide range of social, behavioural and developmental disabilities
- 8. Responsibilities for financial and physical resources**
- To maintain assessment resources specific to the role including standardised assessment kits
- 9. Responsibilities for human resources (HR)**
- The post holder gives direct daily guidance and support to the Technical Instructors.
 - The post holder contributes to the training and supervision and mentors students on clinical fieldwork placements within the service, and contributes to the training and development of students from other professions within the Children's Therapy Team.
 - To undertake regular professional supervision sessions, regular training, annual individual and team performance review and objective setting, to maintain professional competence and develop skills within children's occupational therapy.
- 10. Responsibilities for information resources**
- To provide written and electronic record of clinical intervention, report writing and other work in line with Departmental and organisational standards, and to meet the needs of audit and clinical governance with reference to all aspects of the service.
- 11. Responsibilities for research and development (R&D)**
- To participate in development of specialist programmes of care and to propose changes to practice in own work area to improve the overall service delivery. This may include auditing own area of work
- 12. Freedom to act**
- Reporting to the Team Manager, the post holder works autonomously within the team, liaising and working with other senior therapist, whilst also delegating tasks to the Technical Instructors and administrative staff.
- 13. Physical effort (refer to effort factor questionnaire)**
- 14. Mental effort (refer to effort factor questionnaire)**
- 15. Emotional effort (refer to effort factor questionnaire)**
- 16. Working conditions (refer to effort factor questionnaire)**

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	No				
Standing / sitting with limited scope for movement for long periods?	No				
Making repetitive movements?	No				
Inputting at a keyboard?	Yes	3	1	1 hour	
Kneeling, crouching, twisting, bending or stretching?	Yes	3	3	1 hour	
Climbing or crawling?	Yes	3	3	30 mins	
Working in physically cramped conditions?	Yes	3	1	1 hour	
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	3	4	30 mins	
Running?	Yes	1		5 mins	
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	Yes	3	3	10 mins	
Lifting weights / equipment without mechanical aids?	Yes	3	3	10 mins	
Manual digging?	No				
Other? (please specify)					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	Yes 1 hour	1x4	Yes	Yes
Carry out calculations	Yes 3/4hr	1 per day	Yes	Yes
Analyse statistics	Yes 1 hr	1x week	Yes	Yes
Operate equipment / machinery	Yes ½ hr	2x week	Yes	Yes
Drive a vehicle	Yes	1 day	No	
Carry out screening tests / microscope work	No			
Carry out clinical / therapeutic / social care / diagnoses / assessments	Yes 1 hour	4x day	Yes	Yes
Attend meetings (please describe role) Clinical and non clinical	Yes	1x month	No	No
Prepare detailed reports	Yes 1 hour	2x day	Yes	Yes
Carry out formal student / trainee assessments	Yes 1 hour	1x week	No	No
Undergo cross examination in court	No			
Carry out clinical, therapeutic or social care interventions / treatment	Yes 1 hour	3x day	Yes	Yes
Carry out non-clinical fault finding	No			
Other (please specify)	1-3 hours	1x month	No	

Is the pattern of this work predictable in nature? No

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

As Clinical Paediatric Occupational Therapist you have to respond to challenging behaviour, parents may be anxious, angry, and unpredictable due to the awareness of their child's needs and difficulties. The post holder will also have to tell parents about their child's deterioration. Queries from junior staff regarding treatment. Appointments may not be kept, phone interruptions. Urgent meetings re: child protection issues, school time tables fitting in. Non-attendance also effects predictability of work.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	Yes 2x week
Processing, eg typing / transmitting, news of highly distressing events	Yes weekly
Providing a service for distressed / angry patients / clients	Yes weekly
Dealing with difficult situations / circumstances	Yes daily
Designated to provide emotional support to front line staff	No
Providing a care or therapy service to emotionally demanding patients / clients	Yes daily
Caring for the terminally ill	Yes occasionally
Communicating life changing events to patients / clients	Yes daily
Dealing with people with challenging behaviour	Yes weekly
Arriving at the scene of a serious incident	No
Other (please specify) Involved with both children and parents who are often depressed, angry & emotional. Child protection issues frequently come up. Varied caseload school aged children with evolving/long term conditions, disability, deteriorating/fatal conditions. Interaction with these families for effective therapeutic treatment is age appropriate.	Yes frequently

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	Weekly
Driving / being driven in emergency situations?	No	
Inclement weather?	No	
Use of VDU more or less continuously?	Yes	Ocasionally
Excessive temperatures?	No	
Unpleasant smells / odours?	Yes	1x week
Excessive noise and / or vibration?	No	
Dust / dirt?	Yes	Home visits
Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	No	
Exposure to aggressive verbal behaviour where there is no or little support?	Yes	1x month
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	No	
Fleas or lice?	Yes	Occasionally
Body fluids, faeces, vomit?	Yes	Occasionally
Exposure to dangerous chemicals / substances not in containers?	No	
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma/Degree in Occupational Therapy • State Registration • Evidence of continual professional development 	<ul style="list-style-type: none"> • BAOT member • Member of relevant CIG
Experience	<ul style="list-style-type: none"> • Completed core rotations at junior level • Delegation of work to junior OT's and O.T assistants • Working in a multidisciplinary team • Cross organisational working 	<ul style="list-style-type: none"> • Working with children presenting with social communication and/or behavioural needs
Special knowledge / expertise	<ul style="list-style-type: none"> • Excellent verbal and written communication skills (including in relation to people of all ages and abilities) • Diplomacy • Assertiveness • Ability to work independently/autonomously • Staff supervision/appraisal skills • Effective time management and organisational skills, prioritising and delegation skills • Flexible and responsive to changes in needs of the service • Basic IT skills 	<ul style="list-style-type: none"> • Presentation skills
Disposition, adjustment, attitude and commitment	<ul style="list-style-type: none"> • Flexibility and adaptability to change. • Drive and enthusiasm • Self motivated • Ability to work as part of a team • Evidence of commitment to CPD • Good judgement managed under pressure 	
Practical / intellectual skills	<ul style="list-style-type: none"> • The ability to communicate and lead. • Fundamental IT skills. 	
MCH values	<p>Being caring and compassionate The health and wellbeing of our patients and staff are my priority. I show kindness and humanity.</p>	

I am inclusive and non-discriminatory.

Working in partnership

I ask for, respond to and offer feedback which improves the quality of our services.

I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals.

I take responsibility and ownership for my area of work and I meet and manage expectations.

Delivering quality and value

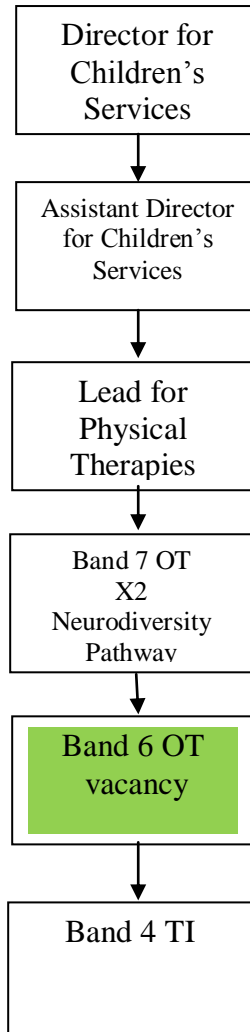
I raise my concerns and I am open and honest when things do not go well, learning from successes and mistakes.

I make the most of resources and reduce waste and inefficiencies.

I seek out, share and actively participate in new ideas and ways of working.

These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.

ORGANISATION CHART



There are a further 2x B7 OT within Neurodevelopmental Pathway

There are a further 2x B6 OT within the wider team

There are many other technical Instructors within the wider team