

# Job description

## Highly Specialist Paediatric Occupational Therapist



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



**Job title: Highly Specialist Paediatric Occupational Therapist**

**Team: Children's Specialist Service**

**Business unit: Therapies and Children**

**Reports to: Team Lead for Physical Therapies**

**Accountable to: Asst Director for Children's Service**

**Band: 6 or 7**

**Location: Snapdragons Centre, Strood**

**Last updated: March 2022**

---

## Job purpose

1. To assess, diagnose, treat and manage own specialist caseload of school-age clients with movement disorders and/or complex disability and maintain associated electronic records.
2. To act as the main link between Medway SEN team and OT service to manage and coordinate the referrals.
3. To plan, prioritise and record the referrals for this pathway to ensure that service delivery is appropriately maintained.
4. To liaise with Team Lead regularly to report back on referral figures and rates.
5. To train and support care givers for children to enable implementation of recommendations and strategies.
6. To participate in appropriate specialist training to other colleagues.
7. To advise and provide clinical support to other therapists/staff on occupational therapy issues.
8. To supervise the work of more junior occupational therapists, assistants, technical instructors, students and other staff working with the post holder.
9. To provide highly specialist intervention and evaluate outcomes.

## Organisational chart

Please see at end.

### 1. Communication and relationship skills

- To work as a key member of the MDT providing support and professional exchange of ideas and experience within the area of occupational therapy.
- To attend and lead appropriate meetings.
- To liaise with the Team Lead for Physical Therapies
- To communicate condition related information to clients/parents/education staff who may have communication problems themselves.
- To work closely with clients, carers and families, agreeing decision making relevant to the client management.
- To demonstrate skills in motivating clients and carers to engage in the process.
- To demonstrate negotiation skills in the management of conflict across a range of highly complex situations.
- To contribute to the process for initial complaints sensitively and according to the organisation's policy.

- To form productive relationships with other members of staff
- To employ excellent verbal and written communication skills.
- To develop effective partnerships with internal and external stakeholders as required.

## **2. Knowledge, training and experience**

- To have post graduate training and experience with children who present with sensory motor coordination difficulties in mainstream and special school provisions and to be able to contribute to leading the occupational therapy service.
- Well established specialist knowledge of assessment tools and therapy management techniques underpinned by evidence based practice that are relevant to sensory motor coordination difficulties.
- Well established knowledge of national policies and procedures relevant to caseload (including vulnerable adults and children and the mental capacity act)
- To identify personal and professional development evidenced by a personal development plan as part of the appraisal process.
- To maintain professional standards by attending appropriate training and development for own clinical field to maintain up to date HCPC registration.
- To keep up to date with new techniques and developments for the promotion and maintenance of good practice in own clinical field.
- To develop a working knowledge of all relevant organisational procedures including (safeguarding children, SEN procedure, vulnerable adults etc.) and other legal requirements.
- To develop a working knowledge of the principals of clinical governance and their application to professional practice.
- To be committed to continually improving the patient experience by engaging in regular patient feedback mechanisms and encouraging service users to participate in shaping the service delivery.

### Education/Training

- To provide training for occupational therapy colleagues, other professional groups and carers within your specialist area.
- To provide advice to other relevant parties as appropriate.
- To provide and supervise placements for occupational therapy students and work experience students.
- To explain the role of occupational therapy in work settings.
- To offer supervision to less experienced occupational therapists.

### Administrative

- To advise and work with Children's specialist service Managers to ensure occupational therapist specialism is in line with national and local policies.
- To take a lead on developing and promoting integrated care pathways within your clinical specialism.
- To undertake general administrative and client related administrative tasks in line with Children's Specialist Service operational policies.
- To maintain client records in accordance with RCOT professional standards and local Trust operational policies and quality standards.
- To provide accurate statistical information as required and to monitor the statistical data of others within the team
- To produce reports circulated to a wide range of professional colleagues across agencies, clients and carers regarding clients' needs and summarising proposed care plans.
- To share information with others observing data protection guidelines

### **3. Analytical and judgement skills**

- To analyse complex information regarding client care and compare a range of options for intervention
- To refer on to other specialist services as appropriate
- To make appropriate clinical decisions following specialist assessment
- To make a differential diagnosis on the basis of evidence from specialist assessment
- To demonstrate the ability to reflect on practice with peers/clinical supervisor
- To identify training needs within the team
- To demonstrate the ability to reflect on and evaluate training provided

### **4. Planning and organisational skills**

- Under the direction of the Team Lead for Physical Therapies to be responsible for the occupational therapy treatment of school-age children living within the Medway geographical area. Undertake the planning, coordination, delivery and evaluation of occupational therapy for all children.
- To be responsible for organising and planning own specialist caseload and work demands to meet patient and service priorities
- To support less experienced staff to manage caseload
- To manage, supervise and teach technical instructors, administrative staff and students, other agencies (non -medical and medical and Multidisciplinary team) Social Services, Education and Parents/Carers.
- Work alongside other senior staff to develop the occupational therapy paediatric community service and to liaise and work closely with professionals in the education service to assist in the smooth transition of care.
- To plan, organise and prioritise own workload, balancing other patient related and professional demands ensuring that these remain in accordance with those of the team as a whole and assisting / guiding more junior occupational therapists, technical instructors and students to do likewise.
- To organise, manage and delegate work under protocol to Technical Instructors ensuring a high standard of service.

### **5. Physical skills**

- To undertake highly specialised assessment of paediatric patients including those with diverse and complex presentations, using clinical reasoning skills and assessment techniques to formulate an age appropriate and individualised treatment plan and programme.

## **6. Responsibility for patient / client care**

- To accept clinical responsibility as an autonomous practitioner for a designated caseload of patients, and organise this efficiently and effectively with regard to clinical priorities and use of time.
- To undertake the assessment and clinical diagnosis of patients using investigative and analytical skills; formulating an individual management and/or treatment programme using advanced clinical reasoning and a range of specialist treatment skills, including a knowledge of alternative treatment options; and ensuring that children and their carers are involved in the planning and prioritisation of their care plans wherever possible, and that consent for interventions is gained.
- To undertake the continuous assessment and evaluation of the treatment programmes and modify them according to the patients needs: adapting practice to meet individual child or family's circumstances, including due regard for cultural and linguistic differences.
- To provide highly specialist advice on patient care to other health, social, educational and voluntary sector services. This may involve negotiating changes to treatment programmes/care plans set by other paediatric professionals, in light of knowledge of child's home or school environment.
- To demonstrate clinical effectiveness by the use of evidence based practice and outcome measures
- To be responsible for devising and delivering training for a specialist package of recommendations which is appropriate to the client group and the individual client circumstances based on best practice integrating psychosocial, physical, emotional, cultural, linguistic and environmental factors within an holistic patient centred approach
- To ensure that clients and carers are involved in the planning and implementation of their specialist care plans
- To advise and liaise with carers and other agencies regarding the management and care of the client
- To refer on to other specialist services if required

## **7. Responsibility for policy and service development implementation**

- To work with other senior staff to ensure that Clinical Governance targets are met including the development of clinical standards and protocols, audit, research, clinical and non clinical risk management.
- To provide specialised spontaneous and planned advice, teaching and training to other members of the MDT and other agencies regarding the management of paediatric patient conditions and to promote understanding of the aims of occupational therapy and to ensure a consistent approach to patient management and care.
- To work closely with Team Lead for Physical Therapies and clinical specialists to develop and implement innovative methods of service delivery, which provide best practice,

positive outcomes, improved access and the involvement of users in the planning, implementation and evaluation of services.

- To undertake the measurement and evaluation of your own and your team's work and clinical practice through the use of Evidence Based Practice Projects, audit and outcome measures. To identify and develop recommendations for change to service delivery, protocols etc in conjunction with the Team Lead for Physical Therapies.

## **8. Responsibilities for financial and physical resources**

- To be responsible for the safe and competent use of all equipment and facilities, ensuring faulty items are removed from use and reported for action.
- To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents or concerns.
- To manage clinical and non-clinical risk within own role according to team and Trust protocols including the development of individual patient clinical risk assessments
- To demonstrate and apply a sound understanding of Clinical Governance and risk management to the work situation and manage clinical risk within your own caseload and that of less senior staff.
- To be aware of Health and Safety Policies with the Medway Community Healthcare CIC and other areas of work (schools, nurseries, respite houses etc). Ensure that technical instructors and students are aware of such policies.

## **9. Responsibilities for human resources (HR)**

Under the leadership of the Professional lead, to train, supervise and performance manage technical instructors, occupational therapy students, multidisciplinary team and education staff (qualified and non qualified). This will include the use of formal Medway Community Healthcare CIC appraisal documentation.

## **10. Responsibilities for information resources**

- To undertake the measurement and evaluation of your own and the team's work and clinical practice through the use of Evidence Based Practice Projects, audit and outcome measures. To identify and make recommendations, liaise and discuss potential for implementation with the locality Manager.
- To keep up to date, accurate, problem orientated medical records in physiotherapy and MDT notes in line with Medway Community Healthcare CIC policy, legal requirements and professional standards and to provide written reports, discharge summaries as required and to ensure other staff within your area of responsibility also do so.
- To ensure the effective collection and timely submission of clinical information and data to support decision making and the management and delivery of care in the community and tertiary hospitals and also during the transit between the acute and community services for school aged children.
- To maintain accurate and adequate clinical records.



## **11. Responsibilities for research and development (R&D)**

- To contribute to the Medway Community Healthcare CIC Research and Development Strategy through participation in multidisciplinary research
- Initiatives which inform practice and contribute to local evidence base to support service delivery.
- To ensure that the views of service users and carers are regularly sought to influence the planning and delivery of services
- To participate and lead on team and service audits and research projects.

## **12. Freedom to act**

As an autonomous practitioner carry out the highly specialist advanced assessment and advanced treatment of paediatric patients (within the speciality) who may have acute, complex and / or chronic disabilities which may be life threatening conditions.

## **13. Physical effort (refer to effort factor questionnaire)**

## **14. Mental Effort (Refer to Effort Factor Questionnaire attached)**

## **15. Emotional Effort (Refer to Effort Factor Questionnaire attached)**

## **16. Working Conditions (Refer to Effort Factor Questionnaire attached)**

## 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	2	30 mins	
Kneeling, crouching, twisting, bending or stretching?	Yes	3	3	1hr	
Climbing or crawling?	Yes	3	3	30 mins	
Working in physically cramped conditions?	Yes	3	1	60mins	
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	3	4	30 mins	
Running?	No				
Cleaning / pot washing?	Yes	3	3	10 mins	
Lifting weights / equipment with mechanical aids?	Yes	3	3	10 mins	Up to 12st
Lifting weights / equipment without mechanical aids?	Yes	3	3	10 mins	Up to 4st
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 hr	Daily	Yes	Yes
Carry out calculations	Yes 1 hr	1 x day	Yes	Yes
Analyse statistics	Yes 1 hr	1 x day	Yes	Yes
Operate equipment / machinery	Yes ½ hr	2 x week	Yes	Yes
Drive a vehicle	Yes	Daily	No	
Carry out screening tests / microscope work	No			
Carry out clinical / therapeutic / social care / diagnoses / assessments	Yes 1 hr	4 x daily	Yes	Yes
Attend meetings (please describe role)	Yes 3 hrs	1 x week	No	
Prepare detailed reports	Yes 1 hr	1-3 x day	Yes	Yes
Carry out formal student / trainee assessments	Yes 1 hr	1 x week	No	
Undergo cross examination in court	Yes	Occasional		
Carry out clinical, therapeutic or social care interventions / treatment	Yes 1 hr	4 x daily	Yes	Yes
Carry out non-clinical fault finding	No			
Other -Training to all levels of staff including clinical and management	Yes 1-6 hrs	1-2 x month	No	

Is the pattern of this work predictable in nature?      Yes?   No?

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

## 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 3-4 x 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	Yes 1-2 x week
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 - weekly
Dealing with people with challenging behaviour	Yes – occasionally
Arriving at the scene of a serious incident	No
Other – Advising on child protection issues: Dealing with families/careers who re emotional, angry etc. Supporting families wherever their child has a life limiting or threatening or deteriorating condition.	Yes

## 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	4 days per week
Driving / being driven in emergency situations?	No	
Inclement weather?	No	
Use of VDU more or less continuously?	Yes	Daily
Excessive temperatures?	No	
Unpleasant smells / odours?	Yes	Weekly
Excessive noise and / or vibration?	No	
Dust / dirt?	Yes	Frequently – 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	Monthly
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	No	
Fleas or lice?	Yes	Occasionally
Body fluids, faeces, vomit?	Yes	Weekly
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
Education, training and qualifications	<ul style="list-style-type: none"> <li>• Diploma/Degree in occupational therapy.</li> <li>• Current registration with the Health Professions Council</li> <li>• Evidence of continual professional development</li> <li>• Post graduate education relevant to clinical area</li> </ul>	<ul style="list-style-type: none"> <li>• RCOT</li> <li>• Member of relevant Clinical interest group</li> </ul>
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>• At least five years postgraduate experience with evidence of practising to a high level of expertise in the area of paediatrics</li> <li>• Participation in clinical audit and evaluating the outcomes of a service</li> <li>• Evidence of influencing and implementing change</li> <li>• Working across organisational boundaries</li> <li>• Multidisciplinary team working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a service development               <ul style="list-style-type: none"> <li>• Participation in clinical research</li> </ul> </li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate expertise in the differential diagnosis &amp; management of paediatric conditions.</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to share knowledge and develop staff in line with evidence based practice</li> <li>• Presentation skills</li> <li>• Diplomacy</li> <li>• Assertiveness</li> <li>• Basic IT skills</li> <li>• Able to work flexibly and be responsive to changes in the needs of the service</li> <li>• Able to prioritise work, delegate and organise</li> </ul> <p>Ability to support &amp; influence other members of the MDT team including medical staff</p>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence based practice in the assessment, differential diagnosis and management of paediatric conditions</li> <li>• Understanding of the role of the extended scope practitioner</li> <li>• Understanding of the current issues within AHP services and the NHS</li> <li>• Demonstrate a sound knowledge of Clinical Governance and risk management</li> <li>• Awareness of Adult Protection</li> </ul>	

	Policies Knowledge of relevant NSFs and NICE guidelines	
Other	<ul style="list-style-type: none"> <li>• Drive and enthusiasm</li> <li>• Effective coping skills</li> <li>• Self motivated</li> <li>• Ability to work as part of a team</li> <li>• Evidence of commitment to CPD</li> </ul>	
MCH values	<p><b>Being caring and compassionate</b>  The health and wellbeing of our patients and staff are my priority.  I show kindness and humanity.  I am inclusive and non-discriminatory.</p> <p><b>Working in partnership</b>  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.</p> <p><b>Delivering quality and value</b>  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.</p> <p><i>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.</i></p>	



## ORGANISATION CHART

