

Russet House and Durants School OT

Job Description

Directorate: North Mid in the Community

Post / Job title Children's Occupational Therapist

Grade: Highly Specialist Occupational Therapist band 7

Hours of Work: 1.00wte (0.6 wte Russet House and 0.4 Durants school)

Responsible to: Operational Lead and Clinical Lead for Occupational Therapy

Accountable to: Service Manager Specialist Children Services 19

Team base: Cedar House Russet House school site and Durants School.

To meet the needs of the Trust's services you may be required to work at different locations to your normal place of work.

Summary of Role:

To work within the Russet House and the Durants school OT team to develop and provide Occupational Therapy services for Pupils who attend Russet House School and Durants school (a maintained special school for Autistic Pupils, 3-11 years and 11-19 years) both at home and school.

To provide high quality child centred, occupationally focused assessment and intervention to Russet House Pupils/ Durants school pupils and their families.

To work with the OT team and school Leadership to plan and develop the OT service into Russet House school/ Durants school working at a Universal, Targeted and Specialist level.

To contribute to and lead on aspects of planning, co-ordinating, delivering and evaluating the Children's Occupational Therapy Service. To contribute to and lead on specified service improvements in relation to the post and quality initiatives within the team.

To work as an autonomous practitioner with access to supervision.

To supervise, appraise and train Pupils and junior staff as required.

To work effectively and flexibly within an interdisciplinary framework in a multidisciplinary and multi-agency environment, including working with teachers, community providers, social workers, SLT, psychologists, dieticians, paediatricians, physiotherapists and other professionals

To be flexible to the demands of the service in regard to location of work and area of clinical specialism.

Main Clinical Duties and Responsibilities:

- To manage a school caseload of young people with a range of needs including those with complex disabilities, providing occupationally focused assessment and intervention.
- To work with the Russet House school team/ Durants school team to develop a high quality, evidence-based service provision into Russet House school and Durants school. This will include staff training and Universal and Targeted provision as well as Specialist support.
- To provide both home and school-based OT input to the Pupils in Russet House school/ Durants school focusing on occupational areas of need and preparing Pupils for adulthood.
- To set occupationally focused intervention goals with children and/or their parents/carers and schools that are child centred and agreed by the child and/or their parents/carers and school staff.
- To set and maintain high standards of clinical practice, which is evidence based, and includes outcome measures to monitor achievement of person-centred goals and whole class approaches.
- To work alongside teaching staff to provide class based targeted intervention packages of care.
- To work within an occupational frame of reference.
- To demonstrate the ability to analyse the interplay of the child, environment and activity when assessing the child's level of functioning and identifying appropriate strategies and intervention to facilitate and enhance participation in self-care, school and play/leisure.
- To devise and manage a specialised treatment plan individual to a child's presenting condition through: occupationally focused intervention, school equipment provision (as appropriate), school and parental support & training, advice & strategies and programmes.
- To form productive relationships with parents/carers who may be under stress.
- To advise and teach parents/carers and school staff of children with additional needs on appropriate on-going Occupational Therapy management programmes. To develop integrated support plans with schools,

multidisciplinary teams and external agencies to ensure effective management in achieving the best care for the child.

- To work as part of the core OT service in the delivery of training and workshop programmes to educational establishments, to best help children achieve outcomes within inclusive facilities.
- To have the ability, knowledge and skills required for moving and handling children in school environments.
- To assess and manage clinical risk concerning the treatment of clients in own caseload and support junior staff to do the same e.g. Manual Handling risk assessment, Trust lone working Policy.
- To implement evidence-based practice and manage clinical risk within specific area of specialism. To demonstrate clinical effectiveness in specialist area thorough the use of outcome measures and audits.
- To work within a multidisciplinary and multi-agency framework.
- To provide clinical support to junior staff and colleagues
- To work within the standards and guidelines of the Children's Occupational Therapy Service, the Trust, the British Association of Occupational Therapy (BAOT) and the Health Care Professionals Council (HCPC)
- To understand and apply National Guidelines and Legislation relating to Health, Education and Social Care in occupational therapy practise.
- To have a good working knowledge of the Code of Practice and Educational Care Health Plans.
- To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions. .
- To complete other duties that may be delegated as appropriate by senior staff

Clinical Management Responsibilities:

- To work with the clinical lead to monitor referrals, caseloads, protocols and pathways within specialist area.
- To ensure the efficient organisation of the service and lead project working groups aimed at achieving team objectives particularly those relating to clinical specialism involving OT colleagues and other professionals
- To manage safeguarding concerns promptly and sensitively according to Departmental/Trust guidelines.
- To advise line manager on issues of service delivery including shortfall, service pressure within clinical specialism.
- To manage initial complaints sensitively, avoiding escalation where possible and report to Line Manager
- To provide line management/clinical supervision to more junior Occupational Therapists and contribute to their Personal Development Plans (PDPs) and appraisals.
- To monitor day-to-day activities of junior staff where applicable.
- To provide clinical education and training, including fieldwork placements to OT Pupils.

- To participate in the recruitment of junior staff and assistants, participate in induction of new members of the multi-disciplinary team, leading induction within specialist clinical area.
- To be responsible for the security, care and maintenance of specified equipment ensuring standards of infection control and safety are maintained
- To demonstrate a working knowledge of the principles of Clinical Governance and their application to professional practice.
- To assist the operational Lead with the inventory/ordering of items essential to the running of the department and clinical work.
- To exercise good personal time management, punctuality and consistent reliable attendance
- To evaluate use of own time in line with priorities and time frames for assessment, report writing etc.

Communication

- To have excellent communication skills and the ability to empathise in order to support and counsel parents within the area of occupational therapy.
- To be skilled at using a wide range of different communication techniques and resources to ensure effective communication with individuals with varied communication needs e.g. Non-verbal, hearing and visual impairments, cultural/language differences
- To communicate complex information effectively taking into account the barriers to communication presented by the diverse caseload. To ensure that the CYP or legal guardian has an understanding of treatment proposals and gives informed consent to examination and treatment.
- To use interpreters as appropriate.
- To communicate effectively and sensitively within both teams and with other Services, both within and outside the Borough, on all matters related to client care, service organisation and delivery
- To share information with others, observing confidentiality and data protection guidelines and having due regard for local guidance on sharing information with colleagues in education, social services and voluntary sector.
- To be skilled in working in and liaising within a multi-disciplinary and multi-agency environment. To instil confidence in clients, carers and other professional and demonstrate excellent negotiation skills in working with other team members, parents/carers or other professionals.

Service development and improvement:

- To adhere to Trust and Directorate service plans and policies.
- To develop policies/protocols and pathways with Clinical Lead OT to ensure equitable and effective service delivery for CYP in specialist clinical area

- To be actively involved in implementing, monitoring and evaluating clinical policies, pathways and audits within the service.
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness within area of clinical specialism and disseminate results across the multidisciplinary team
- To initiate and regularly undertake Clinical Governance, research and audit projects within specialist area. To collect and provide performance data as required and initiate developments within specialist area.
- To participate in interagency/multidisciplinary team building and service development activities as appropriate
- To promote integrated multidisciplinary working and participate in the delivery of the Specialist Children's Services development plan
- To develop and implement training packages for staff and parents/school staff inline with service objectives and the service development plan.

Leadership

- To lead on the development of OT pathways and protocols within the school working with the OT clinical lead and school Senior Leadership Team
- To represent the OT Service at meetings as appropriate.
- To provide team leadership and management (with support of the clinical lead) in their area of clinical specialism.
- To promote a positive image of the Trust and Occupational Therapy; to establish appropriate professional networks to raise the profile of the service.
- To review and reflect on own practice and performance through effective use of professional, operational and clinical supervision and appraisal in line with local guidelines.

Professional ethics

- To comply with the RCOT Code of Ethics and Professional Conduct and national and local policies and procedures.
- To respect the individuality, values, cultural and religious diversity of children and families and contribute to the provision of a service sensitive to these needs.
- To demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff as necessary.
- To maintain patient confidentiality at all times and to comply with the Data Protection Legislation.
- To be familiar with and work within relevant health, social care and education legislation.

Documentation

- To ensure that documentation is accurate and meets the standards legally required by the RCOT and the Trust and ensure compliance with information management systems (e.g. RIO)
- To write high quality reports reflecting specialist knowledge and provide written advice for statutory assessment of special educational needs.
- To maintain team databases and contribute to performance reports as allocated.

Research & practice development

- To be responsible for maintaining own competency to practice through Continuing Professional Development (CPD) activities by keeping abreast of any new evidence and developments and incorporate these as necessary into clinical practice within the team.
- To be responsible for keeping the OT Service up to date with current research applicable to specialist clinical area.
- To critically evaluate current research, apply them to practice and disseminate findings at a local level.
- To broaden research and development skills through participation in local audit and research projects.

Safeguarding children and vulnerable adults:

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) You are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) You attend safeguarding level 3 training and undertake any additional training in relation to safeguarding relevant to your role.

This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It may therefore be amended from time to time in consultation with the post holder.

Terms and Conditions of Service

This appointment is subject to the terms of conditions of employment of the North Middlesex Hospital University NHS Trust

ADDITIONAL INFORMATION

Data Protection

In line with national legislation, and Trust policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Smoking & Health

The Trust is a non-smoking organisation as part of its responsibility for the promotion of health and prevention of ill-health. Smoking is only permitted in designated areas within Trust premises. At all times priority will be given to the right of everybody to breathe clean air unpolluted by tobacco smoke.

Equal Opportunities

The Trust is committed to ensuring and promoting the rights of all people to equality of opportunity.

Policies & Procedures

All employees and bank workers are at all times subject to the policies and procedures of Barnet, Enfield & Haringey Mental Health NHS Trust.

Confidentiality

The North Middlesex Hospital University NHS Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis. Some data may be especially sensitive and is the subject of a specific Trust policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.

Miscellaneous

To be aware of the Data Protection Act and the Freedom on Information Act and their implications.

To comply with specific security policies determined by Trust HQ

The Trust is responsible for the service provided for patients in its care. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any employee to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

