

Specialist OT Job Specification

Job Title:	Occupational Therapist
Responsible to:	Senior Occupational Therapist
Working with:	Multi-disciplinary team
Hours per week:	37.5 hours per week
Annual leave	30 days per annum

Main Roles and Responsibilities

- To work as part of the multi-disciplinary team to provide a comprehensive and co-ordinated range of specialist occupational therapy diagnostic, therapeutic and preventative services in a variety of settings including the clinic, schools and children's centres, which improve or maintain the health, function, learning potentials, independence and quality of life of the children.
- With support, manage a caseload of individuals aged 0-18 years with a range of needs and disabilities. This will involve specialist treatment of children with neurological difficulties, co-ordination difficulties, sensory processing problems and attention and behavioural deficits and maintaining associated clinical records.

1. Clinical – Assessment and Treatment Planning

- 1.1 To carry and prioritise a caseload and other on-going tasks.
- 1.2 To carry out treatment in the most appropriate setting for the individual's needs, whether this is in the clinic, school or the individual's residential house.
- 1.3 To use specialist OT assessment tools to assess the individual's function in relation to: self-care, development, physical, sensory, sensory processing, gross and fine motor skills.
- 1.4 To implement treatment and management plans for each individual incorporating individual or group therapy sessions and programmes for use in care and/or in education settings.
- 1.5 To re-evaluate and progress/adapt treatment programmes at established intervals depending on the needs of each individual and the outcomes expected and to authorise discharge when appropriate.

2. Clinical – Interventions and Treatments

- 2.1 To plan and implement a range of specialist child centred individual and/or group interventions.
- 2.2 To re-evaluate and progress/adapt treatment programmes at established intervals depending on the needs of each child and the outcomes expected.
- 2.3 To identify and implement appropriate treatment approaches and techniques during therapy based on sound knowledge of evidence based practice and best practice guidelines.
- 2.4 To monitor the effectiveness of intervention.

3 Clinical - Analytical / Judgmental Skills

- 3.1 To identify OT goals as part of an overall care plan.
- 3.2 To identify and implement appropriate treatment approaches and techniques based on sound knowledge of evidence based practice and best practice guidelines
- 3.3 To monitor the effectiveness of intervention.
- 3.4 To make referrals to other professionals and agencies if required to address the individual's global needs.

4 CLINICAL - Communication

- 4.1 To provide support and advice for the individual's parents, carers and/or school about all aspects of their care that relate to their OT needs, adjusting your use of language to allow for their level of comprehension to understand.
- 4.2 To adjust your communication according to the age and comprehension level of the child and use non-verbal communication, sign and augmentative communication aids as necessary.
- 4.3 To provide and receive complex and sensitive information with regard to a child's difficulties and expectations.
- 4.4 To be able to demonstrate empathy and sensitivity in response to parents and children.
- 4.5 To work sensitively with parents who are themselves dealing with anger, grief and frustration as they come to terms with the impact of their child's condition.
- 4.6 To communicate effectively with parents/carers, team members, colleagues and other agencies, including health and educational staff using written and verbal communication skills.
- 4.7 To attend meetings where requested in order to provide specialist advice about the functional needs of the individual.
- 4.8 To arrange these meetings when appropriate. This may include the development of comprehensive MDT plans for transition and discharge.
- 4.9 To act appropriately when exposed to children who may be wet, soiled, sick, have saliva control issues etc.
- 4.10 To provide specialist OT reports for use within inter-agencies, e.g. education, and documentation relevant to the setting, standards and guidelines.
- 4.11 To maintain accurate, legible and complete clinical records of all patient related interventions in accordance with professional and service standards.
- 4.12 To provide programmes on a verbal or written basis, using pictorial representation as required, ensuring these programmes are carried over into daily life.

5 Human resources including personal and people development

- 5.1 To adhere to the College of Occupational Therapy Code of Ethics and Professional Conduct and comply with local and national standards of practice.
- 5.2 To be professionally and legally accountable for all aspects of your own professional and clinical work.
- 5.3 To review and reflect on own practice and performance through the effective use of professional and clinical supervision and appraisal in line with local guidelines. Formal supervision on a monthly basis and appraisal on a yearly basis with six monthly reviews.
- 5.4 To plan and undertake presentation of OT related talks.

6 Health, safety and security

- 6.1 To be vigilant at all times in maintaining a safe therapeutic environment within the clinic, schools and residential settings.
- 6.2 To carry out risk assessments and show an awareness of Health and Safety implications and act accordingly.
- 6.3 To be responsible for equipment used in carrying out Occupational Therapy duties and to adhere to all policies and guidelines to ensure safe use of equipment by self and others.
- 6.4 To report any defects or difficulties to Clinical Director.
- 6.5 To set up equipment when it arrives, show parents/carers/professionals how to use it safely, advise on when/how often it should be used and monitor it as the individual grows/changes.
- 6.6 Arrange for repairs and adaptations as necessary.
- 6.7 To have a sound knowledge of theory and practice of manual handling of specialist equipment e.g. adaptive seating, therapeutic equipment.

7 Policy and Service Improvement/ Development

- 7.1 To participate in the operational planning and implementation of policy and service development within the OT team and the wider therapy group.
- 7.2 To demonstrate a working knowledge and contribute to developing and completing clinical audits.
- 7.3 To advise the Business Manager of any therapeutic equipment/materials needed for the service.

RESPONSIBILITY- Audit/Research & Development

- To demonstrate on-going personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- To demonstrate the ability 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.
- To develop and promote evidence based practice.

RESPONSIBILITY-Quality

- To contribute to clinical governance as a member of the OT team looking at specific issues.

- To contribute to service development both of the service as a whole and in smaller groups by gathering requested information, suggesting issues to more senior staff and instigating projects with the agreement of senior staff.
- To demonstrate understanding and application of national guidelines/legislation relating to health and social care in the provision of children's services.

RESPONSIBILITY-Equality, diversity and rights

- To adjust communication according to age and comprehension level of the individual, using gesture and augmentative communication aids as necessary.
- To assess each individual's clinical needs and base treatment intensity and frequency on this assessment.
- To evaluate each recipient's social situation and their emotional and educational ability to process the information and act upon it in the best interests of the child.

RESPONSIBILITY - Risk Management / Health & Safety

- The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Organisation.
- Members of staff are required to observe the hygiene code and demonstrate good infection control and hand hygiene.
- Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other staff, community members and visitors.
- To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
- To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.
- All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

RESPONSIBILITY- Records Management

- The post holder has responsibility for the creation and maintenance of records in accordance with the Data Protection Act (1998). I.e. if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.
- The post holder has a responsibility to maintain timely and accurate record keeping and in accordance with professional guidelines.

This job description is not exhaustive and the post holder may be required to undertake such other duties from time to time as are consistent with the responsibility of the post.

This job description is subject to review and development from time to time in liaison with the post holder. As an employee of Whole Child Therapy Ltd you will be required to adhere to all the organisations policies and procedures.

Additional duties and responsibilities:

Performing with appropriate professional care any other tasks, duties and responsibilities within reason that further the aims and objectives of Whole Child Therapy Ltd.

Whole Child Therapy Ltd is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) check and registration with the Update service will be required.

Whole Child Therapy Ltd reserves the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its business.

Person Specification

Criteria	Essential	Desirable	Assessment method(*)
Qualification, Education and training	BSc. Hons in Occupational Therapy (min. 2:1) HCPC Registration	Membership of BAOT/COT	Application and reference
Knowledge and understanding	Knowledge of the legislative framework for practicing OTs Working knowledge of current OT models of practice and therapy outcome measures Principles of Safeguarding Principles of professional boundaries and clinical governance		Application and interview
Experience	OT work in a paediatric setting Implementation and evaluation of OT interventions Delivery of individual and group therapy sessions Maintaining statistical data and providing related analysis Providing reports and therapy programmes Supporting parents and families	Working in an SEN environment	Application form and interview
Technical skills	Observation and treatment skills. Casework planning and evaluation Accurate record keeping Ability to review, interpret and apply, if appropriate, research findings.	Sensory Integration therapy Neuro-disability Child development Therapeutic listening	Application and interview

Interpersonal skills	<p>Communicates effectively and appropriately with people who may have widely differing levels of communication abilities and professional understanding</p> <p>Able to establish and develop effective and productive relationships with parents, children and other professionals</p>	<p>Able to form and nurture effective professional relationships.</p> <p>Well developed teamwork and networking skills</p>	<p>Interview</p>
Motivation and aptitude	<p>Demonstrable suitability to work with children with complex support needs</p> <p>Patient and calm particularly at times of pressure.</p> <p>Offers creative solutions</p> <p>Seeks out constructive ways to resolve problems, conflict or differences in professional judgement</p> <p>Resilient to periods of high/demanding emotional intensity.</p> <p>Demonstrable commitment to own CPD</p>	<p>Confident in operating as a solo specialist within a multidisciplinary context</p>	<p>Interview and references</p>
Other	<p>Physical capacity to react quickly in response to emergency situations (kneeling, running or similar)</p>		<p>Interview and references</p>