**JOB DESCRIPTION**

**JOB TITLE** **Specialist Occupational Therapist**

**GRADE/BAND** **Band 6**

**LOCATION**  **Children’s Therapy, Pinderfields and Pontefract Hospital**

**RESPONSIBLE TO Children’s Occupational Therapy Team Lead**

**ACCOUNTABLE TO Children’s Therapy Service Lead**

**JOB PURPOSE**

1. To support the delivery of a specialised Occupational Therapy service within the Children’s Therapy Service utilising in-depth theoretical and technical skills
2. To independently manage a caseload of patients age 0-19 years with complex needs within the Children’s Therapy Service using evidence based, client centred principles to assess, plan, implement and evaluate interventions to minimise disability and maximise independence for independent living.
3. To provide leadership, supervision, and appraisal for junior and non-qualified staff and students
4. To participate in the planning, development, and evaluation of Occupational Therapy Services within the Children’s Therapy Service, holding responsibility for defined projects
5. To work within the job plan produced to meet the current need of service
6. To fulfil contractual requirements of Service Level Agreements with external agencies to ensure integrated working of health, education and social care systems to meet the needs of children and young people.

**Professional**

* Maintain a professional appearance following MY Trust uniform and infection prevention and control policies.
* Follow the Trust’s values and behaviours and behave in a manner fitting with the responsible position of the role that maintains public confidence and excellent service delivery.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact within the course of his/her business.
* Always uphold the privacy and dignity of the client group and respect equality.
* To remain compliant with the departmental and Trust supervision and appraisal processes, to include the completion of all associated documentation

**2. Key Responsibilities**

1. To be professionally and legally accountable for all aspects of own practice, including the management of individuals in your care.
2. To understand and apply the Occupational Therapy process in the effective self-management of a caseload within the Children’s Therapy Service, assessing and mitigating risk, addressing occupational performance and skill deficits to enable service users in components of self-care, productivity and leisure.
3. To work within the scope of MY Children’s Therapy service when prioritising need, assessing, and delivering interventions.

* To work within agreed service delivery model and pathways
* To know the professional and personal scope of own practice and make referrals to other agencies.
* To demonstrate specialist knowledge and understanding of the key concepts of biological, physical, social, psychological, and clinical sciences in relation to occupational performance relevant to Children’s Therapy Service.
* To utilise and advise others on the range of standard and non-standardised Occupational Therapy assessments and techniques in areas of occupational performance (education, leisure, personal, domestic, environment) and skill deficits relevant to Children’s Occupational Therapy.
* To be responsible for the assessment, prescription and evaluation of specialist equipment and adaptations for children with multiple and complex needs.
* To demonstrate a detailed working knowledge of conditions affecting children and childhood occupations and current Occupational Therapy approaches to their treatment and apply a high level of knowledge of the effect of disability and provide training and advice on lifestyle changes and adaptations to the individuals social and physical environment.
* To be able to use research, clinical reasoning and problem-solving skills including activity analysis to identify the therapeutic benefit of client centred interventions and make professional judgements with individuals with diverse or complex needs,

or multiple problems according to outcome, changes in patient needs and environmental influences.

* To use specialist knowledge, training, and experience to plan and implement client centred individual and/or group treatment programmes for children with complex needs.
* To be able to formulate specific and appropriate management plans including the setting of time scales to accurately prioritise needs with individuals and the multi-disciplinary team, in relation to available resources and professional demands.
* To monitor, analyse, evaluate, and modify the Occupational Therapy process and treatment in order to measure progress and ensure the effectiveness of intervention.
* Using highly specialised knowledge, carry out and supervise a variety of physical interventions that require a high level of physical and manual dexterity.
* To apply a high level of knowledge of the effect of disability and provide training and advice on lifestyle changes and adaptations to the individuals social and physical environment.
* To work alone in a variety of environments, including home and school, this may include confined and unhygienic spaces that could present a risk to personal health and safety.
* When necessary, to be responsible for the co-ordination of the individuals clinical care package.
* To deliver Occupational Therapy interventions to the children’s ward to facilitate safer discharges.
* To comply with all MY safeguarding processes and procedures and where necessary be responsible for initiating and maintaining communication and onward referrals to safeguarding bodies
* To follow MY policy and processes/ procedures
* To work autonomously in the delivery of external contracts as set out in the Service Level Agreement, utilising supervision and formal appraisal processes to inform work practices.

# Communication

* To maintain confidentiality in line with professional, national and MT Trust standards and policies.
* To facilitate, establish and maintain clear and effective professional communication networks with a variety of people, professional and external agencies, for e.g., patients, carers, multi-disciplinary team, teachers, and educational support staff.
* To communicate complex patient related information to promote collaborative working with other colleagues across health and social care to ensure the delivery of a co-ordinated service.
* To adapt approach when information may be sensitive, confidential, or distressing or where there may be problems with understanding due to physical, cognitive, psychological, social problems, age or language barrier.
* To instruct and educate patients, parents, carers, relatives, colleagues, educational staff, on the safe use of equipment, minor adaptations, treatment techniques, moving & positioning.
* To promote an understanding of the role of Occupational Therapy within the Children’s Therapy Service and appropriate related areas and agencies.
* To use advanced levels of interpersonal skills to negotiate with individuals in sensitive or volatile situations.
* To lead and facilitate departmental and multi-disciplinary meetings as required by the Children’s Therapy service.

# Documentation

* To be responsible for the written recording of up to date, accurate information concerning the Occupational Therapy intervention in line with Trust and College of Occupational Therapy guidelines and abide by legal requirements governing confidentiality and data protection.
* To approve and countersign written documentation completed by non-qualified staff and students and others as required.
* To be responsible for the completion and collation of appropriate departmental statistical records.
* To interpret and evaluate written records and referrals received from other members of the multidisciplinary team and outside agencies.
* To provide specialist detailed written reports, , discharge summaries, risk assessments, multi-agency referral forms ( safeguarding) and other relevant information and recommendations regarding individual needs as required by the Children’s Therapy Services and in accordance with legal, professional and Trust standards.
* To remain compliant with statutory processes that underpin education health and care plans and multi-agency referral forms (safeguarding).
* To develop written resources to assist with the facilitation of team and service development.
* To ensure that all leaflets/publications shared with service users have been through required information governance processes.
* To adhere to Trust and professional standards for documentation

# Leadership

* To ensure that own clinical practice and that of staff with whom you work complies with appropriate professional and Trust standards and guidelines.
* To work autonomously and use supervision and formal appraisal to reflect on own practice and performance, seeking advice, when necessary, from the Team   
  Leader or Children’s Therapy Service Lead, regarding patient or operational problems.
* To know the professional and personal scope of own practice and seek supervision when required.
* To lead supervision, performance management and annual appraisal, in line with the ‘MY Behavioural Framework’, of junior staff as directed by the Team Leader or Children’s Therapy Service Lead.
* On request to deputise for the Clinical Lead for the relevant area in their absence.
* To utilise leadership skills by instigating and managing projects as delegated by Clinical Lead/Team Lead or Children’s Therapy Service Lead.
* To use appropriate delegation and prioritisation skills to assist with the effective smooth running of theChildren’s Therapy.

1. To instruct and educate patients, parents, carers, relatives, colleagues, educational staff, on the safe use of equipment, minor adaptations, treatment techniques, moving & positioning.
2. To promote an understanding of the role of Occupational Therapy within Children’s Therapy and appropriate related areas and agencies.
3. To use advanced levels of interpersonal skills to negotiate with individuals in sensitive or volatile situations.
4. To lead and facilitate departmental and multi-disciplinary meetings as required by the Children’s Occupational Therapy Service.

# Research and Practice Development

1. To demonstrate the ability to critically evaluate current research and apply to practice.
2. To be responsible for evaluating own performance and identifying own training needs.
3. To demonstrate ongoing personal development through participation in internal and external training opportunities and use reflective practice to compile a professional portfolio record of continuing professional development, in line with the College of Occupational Therapy and Health Professions Council guidelines.
4. To broaden research and development skills through participation in local audit and research projects as delegated by the Clinical Lead, Occupational Therapy Team Leader or Children’s Therapy Service Lead in order to facilitate the ongoing development and improvement of the Children’s Therapy Service.
5. To use research to ensure Occupational Therapy interventions are evidence based/best practice and in keeping with NICE guidance.

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying, travel budget and other consumables in the course of business, ensuring minimal waste and minimal cost.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information always obtained, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborn. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy.
* Attending all mandatory safeguarding training in accordance with their role.
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns.

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**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care regarding himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients, or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with all Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the Trust.
* The post holder will be required to work cross site and in community settings.
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness, planned sickness, annual leave in other departments or to meet unexpected clinical demand within the Trust.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s appraisal processes, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with service requirements and the development plan.
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity
* The post holder will seek to achieve and maintain ongoing professional development in keeping with the requirements of the Trust and The Royal College of Occupational Therapy.

**8. Health and Safety**

* Always work in accordance with Health and Safety regulations
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safe
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she meets.  All staff are expected to respect the requirements of the General Data Protection Act 2018, as this incorporates the need for a high standard of data quality, confidentiality, and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is required to comply fully with local and national child safeguarding and protection processes.

The post holder is responsible for taking reasonable care regarding themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Hospitals NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Hospitals NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Hospitals NHS Trust
3. In the entrances of any The Mid Yorkshire Hospitals NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Hospitals NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Hospitals NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

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| **POST TITLE: Band 6 Specialist Children’s Occupational Therapist POST REF NO: 000387 LOCATION: Children’s Therapy, Pinderfields and Pontefract Hospital** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | Dip COT or relevant OT Degree  Registration with HCPC | Have completed a recognised professional practice educator course. | Application Form  CPD Portfolio  Current registration visible on HCPC register |
| **Experience** | Experience of working as a Children’s Occupational Therapist with a range of ages, who present with physical and or sensory processing difficulties which impact on daily occupational performance skills | Experience of work as an Occupational Therapist in a diverse range of clinical settings  Supervision of junior and/or support staff.  Involvement in professional practice education.  Involvement in a clinical special interest group.  Experience of having a lead role for designated projects.  Knowledge and experience of statutory processes in relation to EHCP and child safeguarding | Application Form  CPD Portfolio  Interview |
| **Knowledge and Awareness** | Knowledge and experience of Occupational Therapy reasoning and recognised theories of practice to plan, execute and evaluate OT treatment and intervention.  Working knowledge of normal child development.  Awareness of factors that can influence team working.  Ability to demonstrate/discuss Occupational Therapy process in relation to Children’s Occupational Therapy  Understand the need to establish and maintain a safe practice environment.  Evidence of continuing professional development relevant to job role. | Involvement in research and audit.  Evidence of post-graduate study.  Awareness of the knowledge and skills framework.  Working knowledge of Children’s Therapy equipment, such as seating, splinting, adaptations  Working knowledge of different treatment approaches relevant to Children’s Occupational Therapy  Evidence of post graduate training relating to children’s occupational therapy.  Evidence of the use of reflective practice for personal development.  Knowledge and experience of clinical governance and relevant children’s legislation.  Awareness of national guidelines and legislation relating to health and social care provision.  Knowledge and skills in the use of outcome measures relating to children’s occupational therapy. | Presentation  CPD Portfolio  Interview/CV |
| **Skills and Abilities** | Able to use complex verbal and written communication skills in a variety of settings, including management of confidential and sensitive information.  Ability to use a range of communication devices to support interactions with service users, their carers and other professionals e.g. telephone, teams, face to face and interpreters.  Be able to use appropriate assessment and treatment techniques for speciality area.  Ability to work with other staff.  Be able to analyse and evaluate the information collected and formulate appropriate recommendations.  Ability to work autonomously and utilise supervision and formal appraisal systems with self and others.  Be able to use research, reasoning and problem-solving evidence-based practice skills to determine appropriate actions.  Excellent IT skills | Contribute to the development of students and other staff.  Specialist skills appropriate to clinical area.  Ability to facilitate others to problem-solve and use clinical reasoning skills.  Ability to chair / lead meetings.  Ability to represent knowledge or views in formal forums inclusive of verbal and written reports using agreed formats. | Application form  Presentation  Interview |
| **Personal Attributes** | A wide range of interpersonal skills including ability to prioritise, delegate, negotiate.  Ability to demonstrate a flexible approach to working practice to facilitate effective team working.  Demonstrate the ability to effectively manage time and concurrent work tasks which would be required for clinic, community, ward and external contract working.  Ability to adapt to fluctuating environments and complex situations.  Ability to work within a specified job plan.  Be accountable for actions and professional decisions.  Ability to work on own initiative and take responsibility for specific tasks.  Evidence of the ability to self-direct professional development in relation to speciality area | Knowledge of the impact of disability and its effect on lifestyle and child development.  Commitment to service and personal develop. | Interview  Presentation  Application form |
| **Other** | Ability to satisfy occupational health screening  Adaptable and flexible according to the demands of the service.  Ability to work in a range of community settings  Ability to manage time within a community setting  Have the physical ability to work in positions to enable the facilitation of interventions and manual handling required when working with a range of childrens ages.  Understanding of need to maintain confidentiality  Hold a valid driving license with business insurance and have a vehicle that can be used in line with post holder duties |  | Application Form  Interview |