JOB PROFILE

JOB TITLE: Occupational Therapist

DEPARTMENT: Therapy Services Department

REPORTS TO: Therapy Services Manager

KEY DIMENSIONS:

No. of staff directly responsible to post holder: 4
No. of staff accountable to post holder: 0
Value of budgets managed by post holder: None
Value of budgets for which post holder has delegated responsibility: None
Is the post holder authorised to wire funds between budgets? No

MAIN PURPOSE OF THIS POST:

To ensure that a professional and high quality occupational therapy service is delivered to the children and their families within our inpatient and outpatient service, act as a resource for staff and HCA with regards to highly specialised paediatric occupational therapy and work with the Therapy Services Manager to develop the service and promote to all stakeholders.

JOB SUMMARY:

The role involves providing specialist occupational therapy assessment and interventions to your own caseload of children with complex needs and responsibility for the clinical development of staff and the growth and development of the service appropriate to the needs of the hospital. Therefore solid clinical, leadership and communication skills are required.

To carry out administrative duties and delegated responsibilities as requested by the Therapy Services Manager to assist in the day to day organization of the service, management and patient care. All staff are expected to respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
PRINCIPAL DUTIES:

1. Clinical

1.1 To be professionally and legally accountable for all aspects of work undertaken. To work within the standards and guidelines of the team, the Hospital, BAOT, HCPC and COT code of ethics.

1.2 To autonomously manage a complex caseload of approximately 20 - 40% billable units per day.

1.3 To use expert clinical reasoning, critical thinking, and advanced psychometric testing to assess children with complex difficulties.

1.4 To undertake specialist occupational therapy assessment of clients with complex needs, e.g. multiple co-morbidities, acute and chronic conditions, combined physical & cognitive impairment or delay, social and/or behavioural difficulties. For example children with acquired brain injury, cerebral palsy, autism, motor co-ordination difficulties, developmental delay. To use appropriate methods, through subjective questioning and advanced psychometric examination techniques to assess their occupational therapy needs.

1.5 To contribute to team clinical decision making, client diagnoses and/or in identifying the scope of impairment.

1.6 To apply advanced expert clinical reasoning, critical thinking and reflection to effectively interpret and analyse highly complex examination results in order to accurately diagnose scope of impairment or delay. To assist colleagues with the diagnoses and/or in identifying the scope of impairment or delay of their clients.

1.7 To formulate and provide a broad range of specialist treatment programmes and interventions to a diverse and highly complex paediatric caseload.

1.8 To conduct physical modalities e.g. facilitating normal movement patterns, assisting with handling and 24 hour posture and seating regimes, wheelchair assessments working on activities of daily living, fabricating orthoses (splints).

1.9 To evaluate intervention and progress through reflection, analysis and outcome measures occupational therapy intervention and document appropriately.

1.10 To support patient centred care across the team, ensuring that patients and their carers are involved in the planning and delivery of their own care and that cultural and linguistic differences and issues are recognised and intervention is adapted accordingly.

1.11 To undertake the keyworker role and support others in doing so.

1.12 To initiate, actively participate, and chair or lead multidisciplinary meetings and case management meetings.

1.13 To ensure plans and expectations for discharge are discussed and managed from the point of admission and that treatment, action plans and family meetings ensure all action points are completed and that a safe and timely discharge is achieved.

1.14 To undertake complex risk assessments in the following areas: Client’s clinical risk, environmental risks during therapeutic treatment, moving and handling risk assessment, use of specialist equipment. To advise others on how to manage, or minimise, the risk to the client. For example, to advise on the moving and handling of severely disabled children, the use of specialist equipment and environmental adaptations, to carer’s and colleagues.
1.15 To have knowledge of available equipment for use in different settings and to link in with community and educational professionals where necessary to ensure that a child’s equipment needs are met.

1.16 To provide supervision to junior and senior therapists supporting, advising and enabling them to critically evaluate their occupational therapy goals, treatment/interventions and modify as necessary, so as to provide high standards of occupational therapy clinical practice.

1.17 To provide expert advice and second opinion to other members of the team, other health care professionals and across HCA appropriately.

1.18 To use comprehensive knowledge of other multidisciplinary roles and external agencies to ensure best referral management and achieve best client care.

1.19 To ensure client and service records according to hospital policies. To write reports and therapy programmes and communicate with all relevant parties about clients care. To delegate and monitor the documentation of Therapy Assistants and countersign documentation.

1.20 To reduce personal risks, adapting work practices to minimise risk and follow and develop relevant policies within the team. To support and advise junior staff to manage risk appropriately in their work.

2. **Management/ Administration**

2.1 To support the Therapy Services Manager in overseeing the organisation and management of the Occupational Therapy team, including setting priorities, identifying shortfalls and issues to be addressed as well as developing the most cost effective ways of working that ensures continued quality including monitoring of staff hours and productivity.

2.2 To contribute and lead on specific service related projects related to service delivery, quality programmes and education and setting and monitoring practice standards within the Occupational Therapy Service. To lead and manage audit projects to evaluate practice.

2.3 To be responsible for clinical leadership within the field of paediatric occupational therapy and to act as an expert advisor for the Portland Hospital and other HCA hospitals, to lead and support senior occupational therapists and provide expert clinical advice to manager to assist with service development.

2.4 To operationally lead and manage designated Junior Staff within the OT team, providing effective guidance, supervision, appraisals and performance. To provide day-to-day, informal support to OTs and other members of the team.

2.5 To be responsible for devising and implementing OT related training for other professionals such as therapists, nursing staff, medical staff.

2.6 To participate in relevant meetings within HCA therapy services including but not limited to staff meetings, MDT meetings, in-service training and Hospital related meetings (can be evening meetings).

2.7 To comply with all policies and procedures and the Health and Safety at Work Act, and ensure that all other members of the OT team are aware of their responsibilities. To comply with all policies, procedures and guidelines (including health and safety, infection control and clinical risk management) as indicated. To ensure health and safety issues/hazards, complaints and service issues are brought to the attention of the Therapy Services Manager at the earliest possible
2.8 To attend all mandatory training required by The Portland Hospital and HCA and abide by all HCA corporate policies and procedure, rules and regulations.

2.9 To contribute to the maintenance of office space, therapy areas, equipment and stock inventories, including accurate recording of equipment issued to patients.

2.10 To respond appropriately to untoward incidents that may arise, report and escalate these appropriately, keeping the Therapy Services Manager informed and provide accurate documentation.

2.11 To identify own limitations within scope of practice and seek support from line manager for guidance and advice on issues outside of own clinical practice and competency.

2.12 To assist in providing therapy cover during staff absence due to annual leave, sickness or study leave. To ensure that clinical practice is in line with national and local Occupational Therapy clinical guidelines. To keep abreast of relevant clinical issues and research in the field of paediatric occupational therapy using critical appraisal to determine valid and useful findings that may impact on clinical practice.

2.13 To contribute to the induction of other therapists and assistants.

2.14 To ensure therapy assistants are competent to carry out therapy intervention as requested. Provide support and guidance in implementation and review and update programs regularly.

2.15 To support the Therapy Services Manager in promoting the Occupational Therapy service within the Portland Hospital and externally. This includes attendance at relevant training and networking events.

3. Continuing Professional Development

3.1 Identify individual training needs with your direct line supervisor in rehabilitation to ensure high levels of professionalism and clinical skills.

3.2 To identify limitations within your own scope of clinical practice and seek guidance from your line manager.

3.3 To actively seek continuous professional development and comply with evidence-based practice.

3.4 To maintain a current individual CPD portfolio in line with department and HCPC standards including personal and departmental objectives and reflections.

3.5 To receive regular supervision and annual appraisals, identify own training needs and maintain and update a Continuing professional Development portfolio. To utilise opportunities to develop skills and knowledge further, keep up to date with current practice and attend relevant courses.
Job Profile

(Supplementary Information)

In order to perform this role to an experienced and high working standard, the post holder will need:

Knowledge and understanding

BSc (Hons) in Occupational Therapy (or equivalent)

Current registered member of Health and Care Professions Council (HCPC)

Knowledge and application of paediatric OT assessments and interventions relevant to a paediatric client group.

Maintenance of up to date knowledge regarding developments in the field of paediatrics as pertaining to your field of work

Ability to work autonomously and set own priorities

Ability to analyse professional and ethical issues

Ability to reflect and critically appraise one’s own performance and that of others.

Awareness of legislation and health and safety issues

Excellent time management skills

Demonstrated excellent proficiency in English verbal and written communication

Demonstrated proficiency in using computer programs, including but not limited to Microsoft word, PowerPoint and excel.

Problem solving abilities

Utilise available resources to deliver optimal patient care, including interpreters, nurse educators etc.

Ability to recognise cultural/linguistic differences/issues and adapt accordingly.

Ability to identify and report faulty equipment and health and safety concerns

Ability to deal with enquiries/complaints and respond in a timely manner.

Ability to diffuse sensitive or difficult customer and/or staff situations and create a climate for mutual problem solving.

Early recognition of potential clinical problems to take appropriate action

Ability to prioritise workload and delegate as appropriate

The ability to think laterally and globally when dealing with staffing and patient issues

Sphere of Influence

Effective communication skills with clients and carers, team members & other agencies.

Effective supervision skills demonstrated through experience of managing others including their performance

Effective Leadership skills, identifying and leading on projects and engaging team in
doing so.

Efficiency and professionalism in representing the hospital.
Confidence in liaising with doctors, nursing staff, therapy colleagues, clients, relatives and external agencies.

Risk and Responsibility
Maintain a high standard of clinical practice through continuing self-reflection and CPD
Take responsibility for own and junior staff’s practice in accordance with national, hospital and professional guidelines/protocols
Recognise hazards and prevent risks to self, colleagues and others within the department/unit/hospital
Maintenance of confidentiality
Maintain clinical records according to professional standards as issued by College of Occupational Therapy
Maintain mandatory training annually
Demonstrate and/or describe proper safety, emergency procedures, manual handling and infection control practises.

Skills and Effort
Excellent verbal and written communication skills
Flexibility to respond to the needs of the department
Experience working in a multi-disciplinary team
Physical abilities to carry out demands of role including manual handling.
Ability to work under pressure
Planning and organisational skills
Customer care skills
Initiative

Working Conditions
Moving and handling patients and equipment
Exposure to bodily fluids
Potential to work Saturdays and within a flexible work schedule.
Working hours are subject to variation and change dependent on service need
# PERSONAL SPECIFICATION

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<thead>
<tr>
<th>Key Area</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>Experience</td>
<td>Post registration experience working within a paediatric unit or department</td>
<td>Experience of research or audit in one area of rehabilitation</td>
<td>Application Form</td>
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<td>Experience working within a multidisciplinary inpatient setting</td>
<td>Training and facilitation skills</td>
<td>Review of CV</td>
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<td>Documented evidence of continuing professional development</td>
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<td>Review of References</td>
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<td>Supervising and supporting junior staff members</td>
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<td>CPD Portfolio</td>
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<td>Leadership skills, leading on team projects, developing a service</td>
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<td>Supervision and support of junior staff or students</td>
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<td>Experience with a range of hands on techniques and adjuncts to practice (splinting, posture and seating, NDT)</td>
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<td>Project work</td>
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<td>Evidence of leadership courses</td>
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<td>Training and Qualifications</td>
<td>Degree in OT</td>
<td>Membership of BAOT/SSNP Post Graduate training relevant to rehabilitation services</td>
<td>CV</td>
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<td>Professional portfolio</td>
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<td>Knowledge and skills</td>
<td>Registration with HCPC Knowledge and application of paediatric OT assessments and interventions relevant to client group</td>
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<td>Sound knowledge of neurodevelopmental theory and or sensory integration frames of reference</td>
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<td>Knowledge and application of standardised assessments</td>
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<td>Competency Based interview process</td>
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<td>Computer literacy</td>
<td>Commitment to client centered</td>
<td>Membership of Professional Body</td>
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<td>Ability to build effective working relationships</td>
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<td>Understanding of team and people dynamics</td>
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