Job Reference Number

**OT CAJE: Sc06-982**

**NHS TAYSIDE – AGENDA FOR CHANGE**

**JOB DESCRIPTION**

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| **JOB IDENTIFICATION****Job Title: Specialist Community Paediatric Occupational Therapist****Department(s)/Location: Tayside Child Health OT Service – based in the Angus Team at Whitehills Forfar,** **Number of job holders: 1**  |
| 1. **JOB PURPOSE**
2. Work independently taking a lead role to manage a caseload of Children & Young People

 offering specialist assessment, planning, implementation and evaluation of interventions (inclusive of activity analysis).1. Use occupation as an assessment and therapeutic tool to enable Children & Young People to achieve their optimum level of independence in the areas of personal care, domestic, leisure, education and work
2. Provide specialist OT advice to other disciplines as required.
3. To deliver universal and targeted input to CYP and families along with stakeholders
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| **3.ORGANISATIONAL POSITION** Tayside AHP Service Manager  CAHMSP&KAngusAcuteDundee/KP Highly Specialist OTHighly Specialist OTHighly Specialist OTHighly Specialist OTHighly Specialist OTSpecialist OTSpecialist OTSpecialist OTVacancySpecialist OT Specialist OTOcc TherapistOcc TherapistOcc TherapistOcc TherapistOccTherapistClinical Support WorkerClinical Support WorkerClinical Support WorkerClinical Support WorkerClinical Support Worker |

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| **4. SCOPE AND RANGE**1. OTs within NHS Tayside work as part of a multi-professional/multi-agency team contributing to patient care as agreed with line manager, delivering therapeutic treatment to a designated patient/client group 2. Occupational Therapy offers a specialised service to Children & Young People and carers within inpatient, outpatient and community settings.3. Work autonomously with Children & Young People, assessing, planning and implementing agreed long and short term goals to facilitate optimum level of independence, to facilitate safe and effective discharge from service or transition e.g. child health to adult services4. The post holder is based within one of the community teams but maybe required to work in Dundee, Angus or Perth and Kinross depending on clinical need. 5. The post holder will carry a mixed caseload which may include children with Physical Disabilities, Learning Disabilities, Motor Skills Difficulties as well as children with a range of neurodevelopmental conditions6. Responsible for assessment, treatment planning, implementing and evaluating Occupational Therapy programme for an allocated caseload 7. Provide a three tiered model of service delivery (universal, targeted and specialist) in mainstream nurseries/schools, special schools and homes across Tayside.8. Assess and contribute to diagnosis (e.g. DCD) in conjunction with the medical staff 9. Identified responsibility for clinical supervision of some staff10. Regularly supervise, educate and assess the performance of OT students and contribute to training of MDT students/staff on an ongoing basis  |
| **5. MAIN DUTIES/RESPONSIBILITIES**Clinical1. Provide specialised assessment and treatment for Children & Young People within designated area/teams using standardised assessments/outcome measures as appropriate. 2. Apply a broad level of specialist skills and knowledge of the OT process, consolidated through previous experience and training, to Children & Young People who may have complex and/or chronic presentation 3. By applying a broad level of clinical reasoning, demonstrate an ability to problem solve, monitor, evaluate and modify interventions and their outcomes for Children & Young People in order to measure progress and ensure effective intervention. (e.g. SMART goal setting)4. Contribute to multidisciplinary decisions regarding patient/client care and prescribe intervention within care plan which other professionals (e.g. teachers, training care assistants, nursery nurses, home carers) will follow e.g. multi-disciplinary care plan/Individual Education Plans.5. Advise and instruct Children & Young People/carers, other health care professionals, and external agencies (e.g. training care assistants, teachers) as appropriate on the principles of OT intervention to ensure continuity of approach, e.g. training care assistants adhering to OT recommendations to ensure maintenance and progression of treatment, supporting Pupil Support Assistants carrying out recommendation from OT etc6. Enable Children & Young People to explore, achieve and maintain balance in their activities of daily living in the areas of personal care, domestic, leisure, education and work7. Manage clinical risk for own caseload (e.g. assessing if it is appropriate to take patient/client out with school/home environment in line with department guidelines) and monitor that of junior staff and provide advice (e.g. appropriateness of treatment) **Documentation**1. Maintain written and electronic records and maintain activity data in accordance with professional and NHS Tayside standards 2. Maintain patient/client documentation and provide specialist OT reports relevant to practice setting according to professional standards and local protocols e.g. Freedom of Information Act, Data Protection Act, Child Protection Act**Professional Ethics**1. Ensure that self and designated junior staff comply with professional Code of Conduct and Ethics, HPC standards of proficiency, the NHS Tayside Code of Conduct for staff, National and local policies/procedures and in the event of non-compliance of staff report to line manager2. Respect the individuality, values, culture and religious diversity of Children & Young People/colleagues and contribute to a service sensitive to these needs3. Be aware of ethical issues relating to OT and other professionals’ clinical practice and address issues in an appropriate manner, ensuring that OT practice and patient/client care is not compromised, e.g. patient/client being asked to carry out an inappropriate activity contradictory to culture or diagnosis.**Leadership, supervision and performance development review**1. Review and reflect on own practice and performance through effective use of professional and operational supervision and performance development review system2. Ensure performance development (appraisal) reviews and supervision for designated OT colleagues are carried out as required3. May occasionally be involved in the interview and selection process for OT support staff4. Promote the ethos of multi agency team and in partnership working **Professional Development**1. Actively participate in the performance development review process (appraisal) and undertake relevant activities to meet learning objectives agreed with line manager 2. Continually improve and apply skills and knowledge through regular CPD activity in order to enhance professional competence to address increasingly complex clinical situations and support life long learning 3. Maintain a professional portfolio in line with requirements for HCPC registration, recording learning outcomes 4. Ensure that own practice and that of designated junior staff under supervision, meet the required standard of OT practice **Training Staff and Students**1. Contribute to the induction, training and education of students, staff and other professionals. 2. Supervise, educate and assess the performance of degree level OT students and other MDT students3. Educate staff in health, education, local authority and voluntary agencies, on issues related to OT. e.g. formal/informal education sessions to both large and small groups**Service Development and Delivery**1. Contribute to the planning, and evaluate and audit practice, clinical pathways and protocols within designated area/team2. Contribute to the implementation of policy/service development within designated teams leading on delegated projects in collaboration with line manager3. Manage a designated OT work areas in various community settings in accordance with health and safety and infection control regulations e.g. Children & Young People home, school and respite facility**Clinical Governance, Quality and Standards**1. Comply with all relevant NHS Tayside and National, Local and Departmental policies, procedures and guidelines, e.g. Equal Opportunities, Health and Safety, Confidentiality of Information, Patient and Public Involvement2. Follow NHS Tayside policy when handling and learning from complaints in conjunction with senior staff contributing to responses as agreed with line manager. 3. Contribute to local and departmental clinical governance and quality agenda as agreed with line manager e.g. sharing/learning from a significant event analysis, collation of clinical governance information.4. May take a lead on specific clinical governance/clinical effectiveness projects as agreed with line manager 5. Apply national guidelines and legislation relating to health and social care.6. Monitor and review interventions, raising awareness of service gaps and developments to line manager**Management Skills** 1. In the absence of line manager and as agreed, ensure service delivery is maintained 2. Exercise effective time management3. Delegated accountability for the departmental stock management system, advising budget holder on resources/equipment required 4. Ensure the maintenance of specialised equipment/materials are fit for purpose at the point of issue, providing advice to the recipient on the safe use of same5. Accountable for departmental petty cash (£30) and incentive monies in accordance with NHS Tayside Finance Policy6. Responsible for organising and prioritising own caseload and that of designated junior staff to meet service and patient need, modifying plans as situations change7. Encourage innovative practice within agreed boundaries**Research and Practice Development**1. Critically evaluate current research, best evidence base and apply to practice2. Further develop research skills and evidence based practice to lead, undertake and promote research and/or audit projects relevant to OT and/own or other service areas 3. Promote dissemination of audit/research outcomes at local/national level, implementing change as agreed with line manager |
| **6. COMMUNICATIONS AND RELATIONSHIPS**1. Ensure effective communication strategies with Children & Young People to take an active part in their OT interventions e.g. written goal setting between therapist and parent/carer regarding specialised treatment programme2. Receive, analyse and convey information of a contentious or sensitive nature, e.g. discuss evidence of multi-pathologies with parent/carer and other relevant agencies, change in service delivery3.Establish robust networks (written, electronic and verbal) to communicate effectively with Children & Young People, family and carers, other health professionals and external agencies on clinical matters in a way that respects their views, autonomy and culture 4. Ensure effective communication strategies e.g. makaton and visual timetables are utilised for Children & Young People who have barriers to communication e.g. hearing impairment, communication disorder and autistic spectrum disorder5. Work as a member of the multi-agency team (local authority, health, respite care, voluntary agencies) and as an advocate for the patient/client/family/carers to influence patient/client management decisions e.g. treatment programmes and discharge planning, transfer from child to adult services at case conferences, clinics and educational reviews.6. Inform parents/carers and education staff about the implications of highly complex conditions and their impact on the child’s functioning in home and school7. Instruct, encourage and guide Children & Young People/carers regarding aspects of OT, e.g. equipment fitting and intervention plans8. Inform patient/client/colleagues of changes to service delivery timeously e.g. inform clinical area of planned/unplanned absences9. Actively promote the benefits of OT intervention in patient care with Children & Young People and other professionals10. Use empathy and understanding when dealing with distressed staff, Children & Young People and their families. 11. Frequently provide relevant information, both written and oral, for documents relating to Children & Young People progress12. Promote and ensure the effective two way flow of communication within the organisational structure in relation to service delivery and represent OT/MDT team at meetings as required13. Participate relevant local/national groups in relation to occupational therapy e.g. RCOT CYP section14. Liaise with schools, further and higher education establishments e.g. careers evenings, university 15. Deliver presentations using multi-media equipment to local and national audiences |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**1. Diploma/degree in Occupational Therapy2. HCPC Registration3. Previous post registration experience as an OT 4. Broad knowledge of current best practice in area of expertise and an in-depth knowledge of OT 5. Membership of an OT professional body is desirable6. Ability to reflect and critically appraise own performance enhancing clinical reasoning7. Ability to teach skills relating to the OT process, e.g. power wheelchair training, technology8. Ability to build and maintain effective working relationships within OT team and across all agencies 9. Effective communication skills both written, verbal and non-verbal10. Understanding of IT systems and applications, e.g. e-mails, patient documentation and treatment media 11. Understanding of professional ethics/standards and their application in OT practice12. A knowledge and application of current legislation/policy e.g. Mental Health Care And Treatment (Scotland) Act, Child Protection, Health and Safety, Risk Awareness/Management within a Clinical Governance Framework, ASL Act Scotland 13. Ability to travel in the area (urban and rural)14. Practice Educator experience 15. Willingness to work flexibly as the unexpected needs of the service and/or patient/client would require |
| **8. SYSTEMS AND EQUIPMENT**1. Assess for and prescribe specialist**/**bespoke equipment**/**materials to enhance patient/client’s ability to conduct activities of daily living and social participation e.g. feeding/dressing aids, specialised supportive seating and wheelchairs, and technology for access to their curriculum. 2. Understand the benefits/contra-indications of a wide range of the specialised paediatric equipment, (e.g. specialised seating) keeping up-to-date with product developments.3. Understand, apply and teach safe use and care of specialist equipment/materials (e.g. powered wheelchairs, specialised seating, technology) to Children & Young People/carers and other staff as appropriate, adjusting heights and ensuring that it is fit for purpose 4. Assess for and recommend environmental adaptations e.g. adaptations to disabled bathrooms for schools in line with local policies and advise need for equipment, liaising with social work occupational therapy team for home equipment were relevant5. Record, collate and submit data information to contribute to service quality indicators e.g. waiting times6. Ensure the maintenance of accurate patient records e.g. OT notes, treatment plans, and integrated care pathways7. Effectively utilise local services e.g. voluntary and statutory organisations and charities8. Adhere to identified systems e.g. stock control and department security9. Ensure equipment/materials are fit for purpose as per manufacturers guidelines, prior to use, e.g. specialised seating and wheelchairs 10. Use of communication equipment on a daily basis e.g. patient/clients specialised communication aids, the ability to work with IT systems to generate reports, record statistics etcResponsibility for Records ManagementAll records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| **9. PHYSICAL DEMANDS OF THE JOB****Physical Effort**1. Frequent requirement for intense physical effort for several long periods during a shift, e.g. to demonstrate and participate in active interventions and manual and therapeutic handling of Children & Young People (with or without equipment /challenging behaviour)2. Exert several periods of intense physical effort to manoeuvre (lift, push, pull, carry) equipment on a daily basis without mechanical aids (e.g. wheelchairs, hoists, assessment packages) 3. Exert several periods of physical effort e.g. walking and/or kneeling on a daily basis, frequently working in cramped conditions4. Use of fine screwdrivers/tools for the assembly or adjustment of highly specialised equipment 5. Skills required – keyboard skills (e-mail and treatment packages), manual handling training and CPR skills (updated annually), communication skills (with colleagues and Children & Young People), - de-escalation**Mental Effort**1. Responding to unexpected changes in patient’s/client’s condition/family circumstances. This requires being alert and undertaking a broad standard of clinical reasoning in relation to assessment and decisions regarding patient/client management, e.g. unexpected collapse, adverse social circumstances – emergency foster care/child protection2. Frequent periods, on an ongoing and daily basis, of sustained concentration e.g. working with Children & Young People who have communication problems 3. Infrequent exposure to verbal/physical aggression disinhibited behaviour using acquired skills to prevent situations from becoming volatile4. On a daily basis plan, initiate and review OT interventions encouraging and persuading Children & Young People/carers/MDT colleagues to support the OT treatment process5. On a daily basis prioritise own work load and that of other OT staff6. Frequent interruptions during working day from other staff/ Children & Young People/carers/MDT colleagues on an ongoing and daily basis, e.g. telephone, pager, direct contact7. May be involved in supporting poorly performing staff to achieve agreed objectives in partnership with line manager8. May be required to respond to unpredictable demand, e.g. urgent situation**Emotional Effort**1. In-directly dealing with distressing and emotional circumstances on a occasional basis, e.g. knowledge of distressing patient/client details/child protection/terminal illness 2. Directly dealing with distressing and emotional circumstances on an occasional basis. e.g. end stage of terminal illness after many years of intervention from OT, note children can be known to the service for up to or over 18 years 3. Dealing frequently with Children & Young People and their families who are coping with their child’s chronic illness, debility, pain, terminal illness and difficulties in their care e.g. transition periods (newly diagnosed or deteriorating prognosis)3. Frequently receive, analyse and convey information of a sensitive and emotive nature which can be contradictory to staff/patient/client and carer expectations and desires4. May be required to support other junior OT staff with particular issues relating to staff and/or patient care, that may prove distressing or challenging, e.g. staff member experiencing family bereavement struggling to cope with patient/client care Working Conditions1. The job involves frequent exposure to highly unpleasant working conditions e.g. body fluids including saliva, mucus, lice and rare exposure to vomit, urine, faeces and fleas.2. This job may involve moderate risk/exposure to hazards when lone working e.g. regular home visits to areas of social deprivation3. Work in the community on an ongoing and daily basis as a lone practitioner with identified support/supervision  |
| **10. DECISIONS AND JUDGEMENTS**1. Independently make clinical and supervisory decisions within the agreed management structure 2. Supervised by senior member of OT Team3. Accountable for own actions/decisions that lie out with agreement with line manager4. Frequently make risk management decisions relating to Children & Young People home, e.g. environment, care packages, discharge planning, service delivery, use of specialised equipment and manual handling. 5. Need to use own initiative and ability to react timeously and appropriately to crises6. Contribute professional opinion nationally and locally in relation to policy and guidelines that effect OT practice in collaboration with senior OT staff |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**1. Deputise for senior staff in their absence taking responsibility for operational management of a defined area 2. Working with a diverse clinical caseload including physical and psychological symptoms on a daily basis while lone working in the community |

**Date 15.10.2020**