Job Reference Number ……OT4

Caje No: SC06 980

**NHS TAYSIDE – AGENDA FOR CHANGE**

**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION**   **Job Title: Child Health Occupational Therapy (OT) Support Worker –Band 4**  **Department(s)/Location: Sunflower Centre, Perth Royal Infirmary (Perth and Kinross OT Team)**  **Number of job holders: 1** |
| **2. JOB PURPOSE**  Use a range of skills to develop and provide a flexible child / young person centred programme of therapeutic activities for individuals/groups of patients/clients within the Occupational Therapy (OT) process under the guidance of OT staff. This may occur within the child / young persons own environment or in a community setting |
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| **4. SCOPE AND RANGE**  1. The support worker will work as part of the OT team contributing to child / young persons care as delegated by Occupational Therapists within designated area and this may take place within the clinic setting, across mainstream schools or in the home environment and may be across Tayside.  2. The P&K OT Team carries a caseload which covers their own locality. Requests for Assistance are received by the team from parents/carers, teachers, paediatricians or other Allied Health Professionals. The caseload is varied and can include children and young people who suffer from complex physical disability e.g. Cerebral Palsy, Duchenne Muscular Dystrophy, Spinal Injuries and other deteriorating conditions. Children with a varying degree of co-ordination difficulties are also part of the caseload and they may also have associated conditions such as dyslexia and attention deficit/hyperactivity disorder. The OT team focus on occupation and deliver the service in a three tiered model – specialist, targeted and universal, in line with Scottish Governments Ready to Act - a transformational plan for Children and young people. |
| **5. MAIN DUTIES/RESPONSIBILITIES**  Under the guidance of senior staff and as guided by professional standards and NHS Tayside Policies  **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers.  **Clinical**  1. Take a lead role, independently providing therapeutic activities based on fluctuating needs of child / young person, (e.g. becomes unwell) to promote self-care, leisure, independence and well-being, e.g. attendance at local community clubs, using public transport, organisational skills  2. Carry out delegated assessments within agreed protocols and after relevant training from a HCPC registered OT, providing feedback on child / young persons functional status e.g. low risk functional assessments  3. Work effectively as a member of the team in providing a programme of department or community based therapeutic activities e.g. jointly set individual smart targets  4. Independently carry out a treatment programme / goals as devised by the OT in conjunction with the child and make minor changes and progress treatment within agreed protocols  5. According to service needs, will be required to manage a designated caseload  6. Provide feedback on child / young persons functional status which contribute to formal OT assessments  7. Undertake delegated tasks to contribute to the safe and smooth running of the service, e.g. ensure there are up to date resources such as OT advice sheets, equipment  **Documentation**  Contribute to written and electronic records and maintain activity data in accordance with professional and NHS Tayside standards, e.g. AHP recordkeeping guidance, TRAK, OT notes and treatment summaries Professional Ethics 1. Comply with the professional Code of Conduct and Ethics, the NHS Tayside Code of Conduct for staff, National and local policies/procedures  2. Respect the individuality, values, culture and religious diversity of patients/clients/colleagues and contribute to a service sensitive to these needs  3. Question ethical issues relating to clinical practice, e.g. awareness of respect Leadership, supervision and performance development review 1. Contribute to performance development reviews for junior OT support staff where appropriate  2. Responsible for supervision of junior OT support staff/students as agreed with senior staff where appropriate  **Professional Development**  1. Actively involved in performance development review process and undertake relevant activities to meet personal learning objectives agreed with supervisor e.g. work shadow  2. Keep a record of training and development activities  3. Demonstrate ongoing professional development through participation in internal and external development opportunities, recording learning outcomes in portfolio  **Training Staff and Students**  Actively involved in the induction and education of students and other staff internal and external to the organisation, e.g. demonstrating skills to new OT staff  **Service Development and Delivery**  1. Ensure that areas are well maintained, comply with health and safety guidelines for safe use of equipment and storage of materials  2. Responsible for maintenance and issue of stock/equipment  3. Delegated responsibility from senior staff, for petty cash and administrative duties, e.g. photocopying, filing and appointment letters.  4. Contribute to the delivery of Service developments.  **Clinical Governance, Quality and Standards**  1. Comply with all relevant NHS Tayside, National, Local, Professional and Departmental policies procedures and guidelines e.g. handling and learning from verbal complaints in line with NHS Tayside policy  2. Actively involved in local and departmental clinical governance and quality agenda as agreed by line manager  3. Actively involved in local clinical effectiveness initiatives  **Research and Practice Development**  Actively involved in audit and evaluation activities as agreed with your supervisor,  e.g. assist in the dissemination of findings at local/national level, collect data to report on quality indicators |
| **6. COMMUNICATIONS AND RELATIONSHIPS**  1.Communicate effectively (written, electronic ,verbal and non-verbal) with chid / young person, family and carers, other health professionals and internal and external agencies in a way that respects their views, autonomy and culture  2. Feedback on child / young persons performance and progress e.g. to professionals and carers  3. Use effective communication strategies (e.g. Makaton, use of symbols) for child / young person who have barriers to communication, e.g. hearing impaired, severe communication disorder, behavioural difficulties.  4. Inform child / young person/ family/colleagues of changes to service delivery timeously e.g. Inform clinical area of leave  5. Actively promote the benefits of OT intervention in patient care  6. Use empathy and understanding to deal with distressed child / young person and their family  7. Motivate, encourage and persuade chid / young person to take an active part in their OT interventions  8. Occasionally provide support to a child / young person /parent/carer/educational staff following the receipt of information of sensitive and emotive nature e.g. change in family circumstances  9. Frequently provide relevant information, both written and oral, for documents relating to child / young persons progress e.g. diagnosis, adverse family circumstances such as child protection issues |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   1. Relevant HNC/SVQ 1V or equivalent experience/qualification 2. Previous working in paid or voluntary employment or community work (preferably within health/social care environment) 3. A wide knowledge of the principles of occupational therapy (this could be enhanced by a robust induction process and in service training) 4. Ability to work independently with individuals and groups under minimal guidance of senior staff in department or community settings 5. Ability to reflect on own performance and learn from it 6. Observation skills, e.g. noting change in child / young person and report back to OT 7. Ability to teach practical skills within treatment programmes as assessed by the OT e.g. self care organisational skills and school activities 8. Ability to work as part of OT team/MDT 9. Decision making skills, e.g. decision to adapt a treatment programme if required 10. Good communication skills written, verbal and non-verbal 11. Numeracy and literacy skills and willingness to learn computer skills (e-mail for communication purposes within OT team and also for patient treatment) 12. Health/safety and risk awareness 13. Willingness to work flexibly as the unexpected needs of the service and/or patient/client would require 14. Good organisational skills e.g. managing own caseload, admin and training 15. Ability to cope with unforeseen circumstances e.g. reduction in staffing |
| **8. SYSTEMS AND EQUIPMENT**   1. Use of  * OT equipment to aid independence * materials, (e.g. art materials, specialised special needs software) * environmental adaptations (e.g. layout of area)  1. Record and submit data information to contribute to service performance indicators e.g. patient statistics 2. Maintain accurate patient records e.g. OT notes and treatment summaries 3. Awareness of local services (e.g. voluntary and statutory organisations and charities) and a range of suppliers of paediatric equipment.    * 1. Adhere to identified systems e.g. stock control and department security      2. Ensure equipment is fit for purpose as per manufacturer’s guidelines prior to use.      3. Communication equipment e.g. electronic – e.g. computer and fax.     **Responsibility for Records Management**  All 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 short periods during a shift, e.g. to demonstrate and participate in active interventions and manual and therapeutic handling of patients/clients (with or without equipment /challenging behaviour)  2. Exert several periods of physical effort to manoeuvre (lift, push, pull, carry) equipment on a daily basis e.g. assessment packages, therapeutic activities  3. Exert several periods of prolonged driving, walking and/or kneeling on a daily basis, frequently working in cramped conditions.  4. Skills required – keyboard skills (e-mail and treatment packages), manual handling training and CPR skills (updated annually), communication skills (with colleagues and patients/clients), - de-escalation  **Mental Effort**   1. May be required to respond to unexpected changes in work pattern, e.g. respond to staff absence, unexpected changes in child / young persons condition 2. Frequent periods of sustained concentration e.g. with children with communication difficulties 3. May be required to respond to unpredictable demand, e.g. urgent situation 4. On a daily basis, encourage and persuade child / young person to take an active part in the OT treatment plan.   **Emotional Effort**  1. In-directly dealing with distressing and emotional circumstances on a frequent basis, e.g. knowledge of distressing patient/client details/child protection  2. Directly dealing with distressing and emotional circumstances on an occasional basis. Working Conditions 1. 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 involves moderate risk when lone working e.g. regular home visits to areas of social deprivation  3. Work in the community on an ongoing and daily basis as a lone practitioner  **Miscellaneous**  1. Exercise good time management punctuality and consistent reliable attendance  2. Undertake other duties which fall within the grade of the job after discussion with head of service |
| **10. DECISIONS AND JUDGEMENTS**  1. Line managed by OT member of staff  2. Provide informal support to junior OT staff/students if required, e.g. induction process and treatment supervision  3. Prioritise delegated caseload organising and planning to meet service and child / young persons priorities on a daily basis  4. Competent to make minor changes and progress a treatment within established guidelines and report decisions and reasoning to senior staff  6. Accountable for own actions that lie out with agreement of OT staff  7. Responsible for delegating work load to junior OT support staff if required  8. Recognise own limitations and when to seek guidance from senior staff |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  1. Working with a diverse clinical caseload including child / young person whose symptoms are psychological/behavioural in nature on a daily basis.  2. Organise effective time management strategies in order to meet clinical and admin duties whilst delivering a service over a large geographical area |

**Date: 08/04/2022**