

JOB DESCRIPTION

SENIOR SPECIALIST OCCUPATIONAL THERAPIST

Job Title	Senior Specialist Occupational Therapist
Responsible to	Head of Professional & Clinical Services or through delegation to the Clinical Lead for the designated Professional & Clinical Multi-disciplinary Team. The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Head of Service.
Responsible for	In line with the seniority of this post the post holder may be required to undertake delegated line management of others within the Professional & Clinical Multidisciplinary Team.
Key Internal Contacts	Other staff within the Clinical and Professional team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
Key External Contacts	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

Working as part of a multi-disciplinary team, provide a specialist Occupational Therapy service. To work collaboratively with all Options services, promoting the well being and best interests of the specific client group and the effectiveness of the service in achieving its aims and objectives. To undertake all aspects of Occupational Therapy clinical duties, working within the ethical framework provided by the rules of professional conduct.

To provide advice, information and training to staff, other members of the multi-disciplinary support/ clinical team, commissioners and other agencies regarding complex communication issues relevant to autism and associated conditions including individuals presenting with behaviour which challenges. To contribute to the professional development of staff, through the dissemination of understanding, knowledge and good, evidence- based practice.

KEY TASK AREAS AND RESPONSIBILITIES

Professional and Clinical

- To carry out Occupational Therapy assessments of children/adults with diverse presentations to identify needs and develop and support the delivery of individualised intervention programmes.
- To model standards of best practice in line with Care Quality Commission outcomes and the principles of Clinical Governance within own professional activities.
- To make decisions about treatment options taking into account relevant evidence based research, theory, practice and highly complex factors concerning historical and development processes which have shaped the specific client group and their families.
- To formulate plans for the treatment, management and support of the specific client groups based on sound OT understanding; that employs evidence based practice and that are integrated into the overall education, care and treatment plans.

- To provide specialist expertise in OT principles and techniques through advice, supervision and consultation to other members of staff.
- To work with own caseload and to provide specialist assessment and intervention.
- If assessed as appropriate undertake direct intervention with service users.
- To provide specialist advice, consultation, teaching and training within the service and to external agencies.
- To participate in the process of the assessment of referrals.
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload and during advice and consultation offered to others.
- To attend and contribute, as a specialist clinician, to multi-disciplinary and multi-agency meetings as appropriate and when required.
- To work as a key member of the multi-disciplinary team which encompasses the education, residential and clinical services.
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers.
- To communicate and share information in a highly skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational.
- To ensure that all members of the team have access to an OT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of knowledge, research and theory.
- Ensure that standards of excellence are maintained, especially in relation to OT programmes for the individuals within the designated services.
- To participate in the evaluation of clinical work.
- To contribute to the development of best evidence based practice within the service.
- To exercise professional responsibility based on the Code of Professional Conduct and Ethics of the relevant OT professional body.
- To maintain the highest standards of clinical record keeping and report writing.

Staff

- To support and participate in the recruitment of OTs and other staff across Options as requested by the Head of Professional & Clinical Services.
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy.
- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks.
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members.

- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy.
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies.
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body.

Teaching, Training and Supervision

- To provide specialist advice, consultation and training to all members of Options and to contribute to the development of effective and properly evaluated ongoing staff development and in-service training.
- To provide presentations, training, advice and consultations to other agencies, as appropriate.
- To continue to develop expertise in the area of professional post-graduate training and clinical supervision.

Policy and Service Development:

- To contribute to the senior operational management team to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of needs, using evidence based evaluation of outcomes and following best practice guidelines.
- To participate in and take the lead in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services by providing an OT perspective, following evidence based and good practice.
- To act in accordance with the policies of Young Options, Options and relevant OT professional body Practice and Ethical Guidelines.
- To maintain an up to date knowledge of legislation, national and local policies and issues in relation to the specific client group.
- To comply with service standards and practices to ensure that safe practices are maintained at all times.

Administration and IT

- To maintain records consistent with the current legislation.
- To undertake the administrative duties appropriate to the tasks.
- To be aware of the mechanisms of Clinical Governance, Quality Assurance and audit of OT services.
- To be competent in the use of basic IT packages. To maintain comprehensive clinical notes & consultation records.
- To develop a skill base in the administration and analysis of a range of IT packages as required.

Research and Service Evaluation

- To participate in audit and evaluation of all clinical activity within the post and provide such information for the purpose of service monitoring and development.
- To utilise theory evidence-based literature and research to support effective practice.

- To represent a professional view point in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct.
- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice.
- To undertake appropriate agreed research.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required within Options.

PERSON SPECIFICATION

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Experience	Essential	Desirable
Relevant post-qualification OT experience working as a Therapist, including post qualification working in the specific client group	✓	
Experience of representing occupational therapy within the context of multi-disciplinary and multi-agency treatment and care	✓	
Experience of reviewing and developing therapy standards, policies and procedures	✓	
Experience of working in a range of settings eg CAHMS, LD		✓
Experience of teaching, training and supervision of other OT's		✓
Experience of undertaking appraisal and planning CPD's for less experienced staff		✓
Experience of audit and research		✓
Experience of working with the specific client group. Children and /or adults (service specific)	✓	
Skills, Knowledge and Aptitudes		
Knowledge of legislation and government policy affecting the specific client group	✓	
Knowledge of research and audit methods	✓	
Specialist knowledge of OT assessments and interventions	✓	
Demonstrate knowledge of; Education practices, Sensory Integration Theory and Intervention, Child Development, Principles of Clinical Governance	✓	
Ability to assume leadership responsibilities whilst working as part of a multi-disciplinary team and be pro-active in working alone	✓	
Skills in co-working, liaison and consultation with others, especially with regard to highly complex cases	✓	
Knowledge of IT systems	✓	
Ability to interpret outcomes and statistical information from specialist therapeutic assessment tools	✓	
Ability to communicate effectively, both written and verbal, complex, technical and clinically sensitive information to the specific client group, their carers and families and a wide range of professionals within and outside of the service	✓	
Qualifications and Training		
Degree in Occupational Therapy	✓	
State Registration with the Health Professional Council	✓	
Membership of Special Interest groups		✓
Willingness to work towards further qualifications as required	✓	
Undertake relevant Group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	

Full driving licence and access to a car

