

JOB DESCRIPTION

OCCUPATIONAL THERAPIST

Job Title	Occupational Therapist
Responsible to	<p>Head of Clinical Services through delegation to the Clinical Lead for the designated service</p> <p>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.</p>
Clinical Team Responsible for	N/A
Key Internal Contacts	<p>Children and Young People</p> <p>Other staff within the Clinical Team</p> <p>Staff in other departments within the Centre</p> <p>Staff in other Centres across Outcomes First Group.</p>
Key External Contacts	<p>The significant others, relatives, and advocates for the children and young people</p> <p>Placing Authorities and service commissioners</p> <p>Other Service Providers and external agencies including Local Authorities' Education and Social Services Departments and NHS services</p> <p>Registration, Regulatory and Inspection bodies</p> <p>Local Services – Statutory, Voluntary and Community</p>

JOB PURPOSE

Working as part of a multi-disciplinary team to provide an Occupational Therapy service within the designated Options service. To work collaboratively to promote the wellbeing and best interests of the children and young people and the effectiveness of the service in achieving its aims and objectives to ensure high quality service provision in line with best practice. To undertake all aspects of Occupational Therapy clinical duties adhering to professional and regulatory guidelines. To carry out individual assessments, to carry out interventions, to advise others, to prepare relevant documents and to write reports.

To provide advice, information and training to staff, other members of the clinical and multi-disciplinary teams, commissioners and other agencies regarding issues relevant to autism, learning difficulties, attachment behaviours and associated conditions including children and young people who present with behaviour which challenges.

KEY TASK AREAS AND RESPONSIBILITIES

Professional and Clinical

- To undertake all aspects of Occupational Therapy clinical duties.
- To carry out Occupational Therapy assessments of children and young people with diverse presentations to identify needs and develop, provide and support the delivery of individualised intervention programmes.

- Formulation and delivery on individual Occupational Therapy intervention programmes based on a sound knowledge of evidence based practice and intervention options using clinical assessment, reasoning skills and knowledge e.g. motor sensory cognitive/perceptual assessments, client education, school/home/environmental visits and other alternative options.
- Formulate accurate prognoses and recommend best course of intervention
- Support the development of comprehensive transition plans.
- Assess the understanding of intervention proposals, gain valid informed consent and have the capacity to work within a legal framework with children and young people who may lack capacity to consent to intervention.
- Evaluate progress, reassess and alter intervention programmes if required.
- To carry out risk assessment and to manage clinical risk within own caseload.
- To work to general Options guidelines and to have a good working practice knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- To be responsible for maintaining accurate and comprehensive intervention records in line with Options expectations and appropriate professional bodies standards of practice.
- Represent Occupational Therapy service, the wider service at relevant meetings as requested, appropriate and required, for example case meetings and at multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service and integrate Occupational Therapy intervention into the programme. This will include discussion of care, progress and involvement in transition planning.
- To be responsible for the safe and competent use of all Occupational Therapy equipment, appliances and aids used ensuring that staff/assistants attain competency prior to use.
- To be responsible for maintaining own competency to practice through CPD activities and supervision and maintain a portfolio which reflects personal development.
- Maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of particular condition.
- To liaise with and provide advice and support to education and residential care staff.
- To liaise with outside agencies e.g. social service, voluntary agencies, to communicate client needs.
- To write and provide appropriate OT reports.

Teaching, Training and Supervision

- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks.
- To provide support in the co-ordination and implementation of training and education for Options staff, other professionals and carers etc to assist in the delivery of intervention programmes.
- Participate in the staff appraisal scheme and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- To support the provision of clinical education and training to Occupational Therapy students where agreed. Provide support, guidance and training to more junior occupational therapy practitioners and therapy assistants, assessing and evaluating competence, when required.

- To provide relevant Occupational Therapy advice and support to other members of the clinical team and members of care and education staff.

Policy and Service Development

- Supporting the Clinical Lead in contribution to the senior operational management team/s, to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on analyses of needs, using evidence based evaluation of outcomes and following best practice guidance.
- To participate in clinical team and multi-disciplinary team meetings.
- To 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 support the Clinical Lead in managing the demands made on the clinical team, workloads of trainees and assistants. This will be done within the framework of the service's policies and procedures and taking account of national professional bodies' guidance.

Administration and IT

- To be competent in the use of basic IT packages such as Microsoft word.
- To maintain clinical notes to standards required by professional guidelines and Options.

Research and Service Evaluation

- Undertake the measurement and evaluation of work and current practices through the use of evidence based practice projects, audit and outcome measures either individually or in conjunction with more senior specialist occupational therapists.
- To use research findings to inform practice.
- To support research/audit within the occupational therapy services and the multidisciplinary teams.

General

- To be responsible for the prudent efficient and effective use of equipment and resources.
- Ensure awareness that the service operates to agreed budgets and contribute to keeping within budgets as required.
- 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 Codes of Practice and company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- 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 demonstrate 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 the Options.

PERSON SPECIFICATION
OCCUPATIONAL THERAPIST

	Essential	Desirable
Experience		
Relevant post-registration experience with children and young people	✓	
Experience of teaching, training and clinical supervision	✓	
Experience of multi-disciplinary working	✓	
Skills, Knowledge and Aptitudes		
Good communication skills with children, young people, families and colleagues	✓	
Good time management and organisational skills	✓	
Competent in relevant core areas of Occupational Therapy including sensory needs	✓	
Knowledge of legislation and its implications for clinical practice including regulatory requirements and information governance, confidentiality and record keeping	✓	
IT skills	✓	
Ability to work independently and as part of a team	✓	
Ongoing evidence of CPD	✓	
Research and Audit Skills	✓	
Qualifications and Training		
HPCPC Registration	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Able to fulfil Workplace Health & Wellbeing requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Options Policy	✓	