

Guy's and St Thomas'

NHS Foundation Trust
Job Description

General Information

<u>Job Title</u>	Clinical Lead Children's Occupational Therapy Band 8b
<u>Designated Specialities</u>	Paediatric Occupational Therapy, Evelina London Children's Hospital
<u>Professional Accountability</u>	Trust Head of Occupational Therapy
<u>Accountable to</u>	Trust Head of Occupational Therapy
<u>Location</u>	Children's Occupational Therapy Department Evelina London Children's Hospital
<u>Hours of Work</u>	37.50 hours/week

The Organisation

Evelina London Children's Healthcare is a strategic business unit which operates within Guy's and St Thomas' Foundation NHS Trust. Our vision is to be a world-leading provider of life-changing care for children and their families. We provide a comprehensive range of local and specialist services to children and young people from south London, south-east England and beyond. We provide community services to the London boroughs of Southwark and Lambeth and our hospital, one of ten nationally recognised specialist children's hospitals, provides local and specialist children services primarily to a population of nine million people in south London, Kent, Surrey and Sussex. The majority of our staff are based in the Evelina London Children's Hospital, elsewhere on the St Thomas Hospital campus and in community locations across Southwark and Lambeth.

See www.evelinalondon.nhs.uk

As part of Guy's & St Thomas', our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values. The post holder will:

- **Put patients first:** *'What would I want for my family?'*
- **Take pride in what we do:** *'Am I doing my very best?'*
- **Respect others:** *'What would it be like if I was in your shoes?'*
- **Strive to be the best:** *'How could we do it better?'*
- **Act with integrity:** *'Am I doing the right thing?'*

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action.

Guy's and St Thomas' NHS Foundation Trust is one of the largest hospital trusts in the country. Our hospitals have a long and proud history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. We continue to build on these traditions and have a reputation for clinical, teaching and research excellence. See www.guysandstthomas.nhs.uk

We are part of **King's Health Partners Academic Health Sciences Centre** (AHSC), a pioneering collaboration between King's College London and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. Our AHSC brings together the best of basic and translational research, clinical excellence and teaching to deliver advances in physical & mental healthcare. www.kingshealthpartners.org

1. The importance of developing people in Evelina London

The quality and commitment of the people who work for Evelina London have enabled Evelina London to become the foremost provider of health services to children and their families in south London and across the south-east England specialist network.

In order to constantly improve healthcare for children, young people and families in South London and the South East of England and realise our ambition of providing comprehensive children's services, the Evelina London are committed to putting our people at the centre of everything we do.

We want our people benefit from the best quality work experience so we keep attracting and retaining the best. Central to our vision is the creation of a work culture which is characterised by:

- great relationships between colleagues
- strong team working
- leaders who inform, involve, set direction and inspire
- an environment of respect for diversity and inclusion
- a safe place to raise concerns
- a strong sense of workplace justice whenever conflict arises
- people consistently recognised when they are do great work
- a strong improvement culture of constant change through the development of new roles, new processes and new structures
- a strong professional voice.

We will set out to harness the talents and commitment of all our people to deliver superb patient centred services and constantly improve on everything we do. Above all else, it is our aspiration that everyone who works for us should recognise that Evelina London is a great place to develop a career, a place where people can realise their full potential. Likewise, it is our aspiration that all of our managers see themselves as career coaches for the people for whom they are responsible.

2. Department Information

The Children's Occupational Therapy team at the Evelina London Children's Hospital is a tertiary level service providing in-patient and out-patient care to children predominantly from across South-East England. We are a dynamic, experienced and ambitious team with a national profile in delivering high standards of clinical care, supervising undergraduate students, hosting post-graduate education opportunities and the active engagement in research and audit. We benefit from being co-sited with St

Thomas' and Guy's Hospitals adult Occupational Therapy services and are partnered with the community paediatric services in Southwark and Lambeth boroughs.

3. Key Relationships

- Evelina London Associate Chief Therapist
- Professional Lead Occupational Therapy
- Heads of Service – Evelina London
- Directorate Management Teams – Evelina London
- AHP Clinical Leads – Evelina London
- Evelina London Executive Team

Principal Purpose

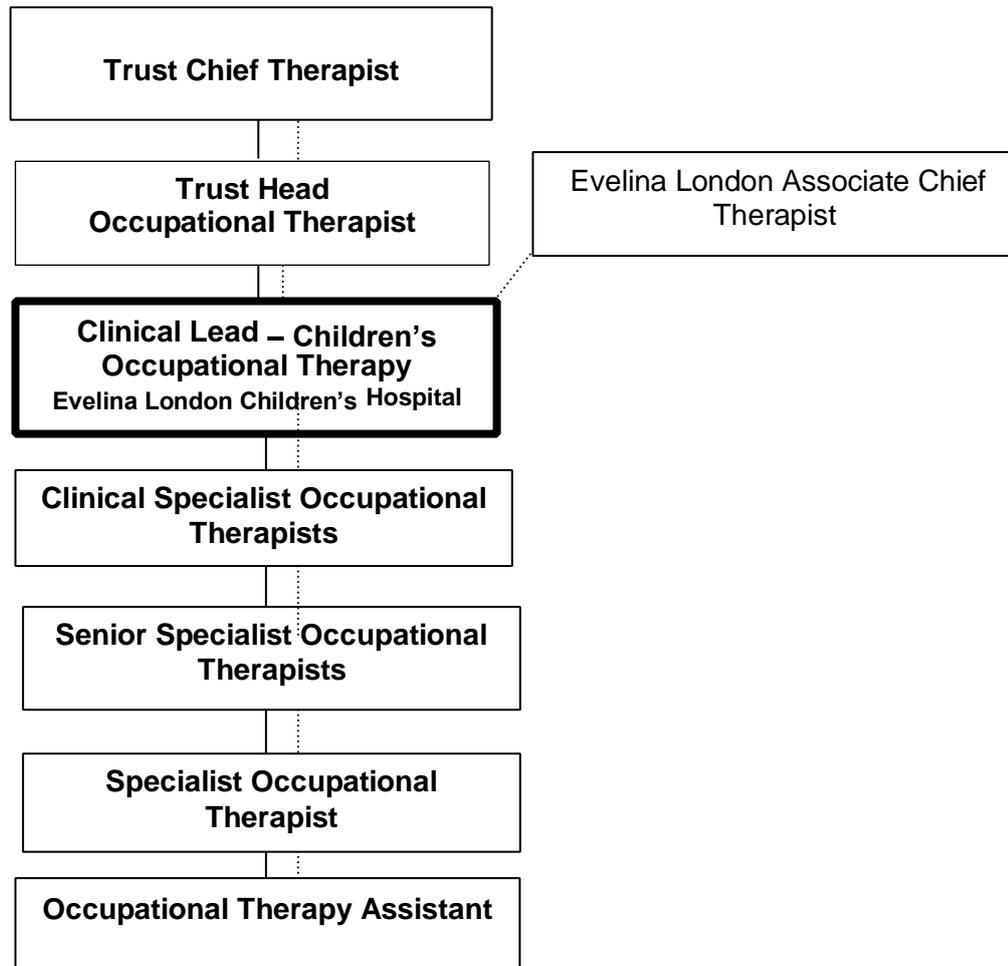
- To provide clinical and professional leadership to the Children's Occupational Therapy team across acute and out-patient services at the Evelina London Children's Hospital.
- To provide a specialist and expert Occupational Therapy Service to a caseload using advanced clinical reasoning, critical thinking, reflection and analysis to support assessments using a client centred approach.
- To lead, operationally manage, develop and support staff within designated specialities, leading on service improvements and relevant initiatives. To collaborate with allied health lead clinicians and with the Evelina London Associate Chief Therapist around service improvement initiatives.
- To be proactive and responsible for initiating and leading on Occupational Therapy service reviews, development of departmental policy and project work ensuring alignment with strategic Trust initiatives.
- To monitor the use of resources and facilities along with the outcomes of the service to ensure optimum efficiency and effectiveness.
- Accountable for Occupational Therapy service delivery to designated specialities ensuring effective relationships with internal and external stakeholders across health and social care.
- Undertake strategic reviews and prepare annual business plan for designated specialities, contributing to the overall business plan for Occupational Therapy at the Evelina London Children's Hospital, and Trust-Wide.
- Responsible for allocated departmental budget and resources to support delivery and development within designated specialities.
- Responsible for recruitment, retention and development of staff within designated specialities and across other services as required.
- To ensure designated specialities meet the clinical governance agenda, interpreting and supporting the use of national guidelines and policy in Occupational Therapy.

- Recognise and take opportunities to influence health and social care policy and Occupational Therapy practice to the benefit of those who use the service. To work closely with the Evelina London Associate Chief Therapist in policy and strategy developments.
- To be responsible for the maintenance and development of CPD for self and others identifying and contributing to the evidence base of Occupational Therapy.
- To act as a supervisor and mentor for Occupational Therapists and students of practice placements.

Organisation

This post holder is professionally accountable to the Trust Head Occupational Therapist and Evelina London Associate Chief Therapist (see figure below). The post sits in the Children's Services Directorate and the post-holder is line managed by the Trust Head of Occupational Therapy.

The post holder is responsible for Clinical Specialist Occupational Therapists, Senior Specialist Occupational Therapists, Specialist Occupational Therapists, and Occupational Therapy Assistant staff. S/he will also work closely with allied health clinical leads, and the Evelina London Associate Chief Therapist. All members of the Children's Occupational Therapy team work at the Evelina London Children's Hospital.



Specific Responsibilities

Clinical

1. To be responsible for providing expert and complex child, young person and family centred assessments and targeted interventions to patients usually aged from birth to 18 years. To

manage complex cases addressing occupational performance skills, patterns, context or contexts and activity demands in collaboration with children, young people and their parents / carers.

2. To undertake, and act as a source of expertise in providing Occupational Therapy Specialist multineeds assessments using complex and advanced clinical reasoning demonstrating critical thinking, reflection and analysis to develop individual and group goal and task oriented treatment plans. To work closely with colleagues in multidisciplinary teams, and proactively and effectively communicate with community based health, social care and education colleagues around patient care.
3. To carry out the most complex physical and functional assessments and treatments using dexterity, co-ordination, manual and sensory skills to facilitate and promote functional independence.
4. To fabricate splints and orthosis for the management of upper and lower limbs using advanced techniques and materials if required.
5. To undertake specialist standardised and non-standardised assessments to support advanced clinical interventions for children with complex health conditions, which may include (dependent on caseload) children with complex neurodisability.
6. To undertake complex risk assessments and to advise others in determining appropriate management specifically relating to therapeutic management of clinical services, moving and handling, safe use of equipment, pre-discharge access visits and home assessments ensuring safety during Occupational Therapy interventions both in hospital and the patient's home.
7. To act as a source of clinical expertise and advice providing clinical leadership within designated specialities, acting as a resource for other teams within multi-disciplinary settings.
8. To maintain high professional standards within the team, continuously promoting and developing quality improvements appropriate to the needs of the Occupational Therapy Service, the clinical service and within the profession.
9. To develop collaborative treatment plans with patients, carers and colleagues both in the hospital and patient's home environment, demonstrating ethical clinical reasoning and problem solving techniques to determine agreed outcomes across health and social care.
10. To commit to and implement evidence based practice and to use research / audit opportunities to support the efficacy of therapeutic interventions.
11. To be responsible for own and the team's clinical and managerial caseload management ensuring clinical governance, quality assurance and Occupational Therapy professional standards are met.
12. To understand and apply National Guidelines and legislation relating to health and social care in Occupational Therapy practice.
13. To provide legal assessments and reports on patients where litigation is pending.
14. Prepare and disseminate reports and data including highly sensitive information regarding clinical examination and prognostic indicators for functional performance to vulnerable patient groups.

Managerial

1. To be responsible for the clinical and operational management of designated specialities, providing effective guidance, professional advice, leadership and performance management, ensuring staff performance reflects the changing needs of an acute service.
2. To lead in the operational planning and implementation of policy and service development within Occupational Therapy and designated clinical specialities undertaking proactive management of specific projects.
3. Initiate and prepare annual service reviews to influence Occupational Therapy & other Directorates business planning, to ensure that the delivery of Occupational Therapy treatment / interventions meets clinical demands.
4. To manage allocated Occupational Therapy budget and resources, ensuring delivery of a balanced budget and working closely with colleagues across Therapies and Children's Services directorates.
5. To contribute to the strategic management and development of Occupational Therapy services and therapy services working collaboratively with interdisciplinary colleagues, to meet agreed Directorate and Trusts objectives. To work closely with the Evelina London Associate Chief Therapist in developing national and regional strategic developments.
6. Utilise and analyse statistical information within designated specialities to inform the Occupational Therapy Service of changes in front line service delivery, which may influence meeting agreed objectives for service delivery, business planning and strategic reviews.
7. To lead on the Occupational Therapy Clinical Governance and Quality Assurance programmes, setting and monitoring practice standards, jointly developing guidelines and protocols with the Occupational Therapy Service and in liaison with interdisciplinary colleagues. Ensure appropriate actions and measures are introduced to manage adverse events and complaints.
8. Proactively utilise appraisal and evaluation systems to retain and develop Occupational Therapy staff in order to deliver a high quality Occupational Therapy service.
9. Manage recruitment of permanent and agency Occupational Therapy staff, ensuring new employees receive appropriate induction and training.
10. To ensure own and others maintain accurate and up to date records of all professional judgements and decisions taken and to ensure related statistical information is kept and reported in accordance with Trust, Professional standards and Occupational Therapy policies.
11. To ensure staff adhere to health and safety guidelines and comply with relevant legislation and maintain safe environments for working practices.
12. Ensure systems are in place to monitor safe, effective, ethical, equitable and anti-discriminatory practice within Occupational Therapy.

Communication

1. To be effective in articulating the value base and principles which underpin Occupational Therapy practice representing the unique role of Occupational Therapy to directorates and internal and external stakeholders.
2. To work in partnership with staff to lead and develop relationships that encourage collaboration across the wider system that the Occupational Therapy service works.

3. To develop and consolidate professional communication links across health, education and social care including representation at multidisciplinary collaborative forums and networks.
4. To lead and participate in open and challenging multi-disciplinary clinical discussions in the advancement of clinical care.
5. Use effective interpersonal skills to encourage patients and carers active participation in the Occupational Therapy process.
6. Use verbal and non-verbal communication to receive and disseminate complex clinical information in all therapeutic, educational programmes and professional contexts acknowledging sensitivity and utilising approaches appropriate to the complexity of the context or culture.
7. To use effective interpersonal skills to communicate complex, frequently unwelcome news regarding prognosis where agreement and cooperation is required and there are barriers to understanding such as vulnerable and at-risk patients.
8. Maintain confidentiality consistent with Trust and Occupational Therapy service policies. Act as an advocate on behalf of patients and carers by adopting a client centred approach to support meaningful participation in life roles.
9. To utilise advanced communication skills acting as a prime educator of other professionals including doctors, nurses, qualified and unqualified AHPs and students on own area of clinical expertise and on the role and scope of Occupational Therapy.

Professional Development

1. To maintain professional status and competence at an advanced level taking responsibility for keeping own knowledge and skills up to date by engaging in and directing continuous professional development and lifelong learning.
Actively participate in internal and external post registration education programmes nationally and internationally.
2. To ensure supervision of Occupational Therapy staff and students is effectively managed and delivered within designated specialities. Use supervision monitoring and performance development plans to promote clinical and personal effectiveness of self and others.
3. Share expert acquired clinical knowledge and skills with colleagues and peers both at a local and national level.
4. To lead, develop and deliver clinical and operational training programmes and in-service training for Occupational Therapy staff and other professionals.

Research Audit and Quality

1. To commit to evidence based practice by identifying, undertaking and leading on audit projects and research opportunities relevant to Occupational Therapy within designated specialities.

2. To participate in Therapies Directorate Clinical Governance Forum utilising skills and knowledge to influence Occupational Therapy service actions and improvements.
3. To lead and develop designated Occupational Therapy Service audits, reporting findings and actions at local and directorate levels.
4. To annually review and develop agreed multi-disciplinary protocols and guidelines with colleagues.

Other

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.

August 2015 (compiled by AG)
August 2019 revised RF