

JOB DESCRIPTION

JOB DETAILS

Job Title: Lead Occupational Therapist

Post Band: Equivalent to Band 7 on the National Profiles

Responsible to: AHP & Nursing Professional Lead

Department: Allied Health & Nursing

JOB PURPOSE

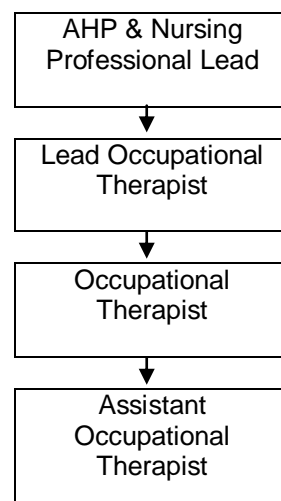
- To lead and manage a team of OT's across two sites which will involve line management of all OT and a student education programme.
- To ensure to the provision of a comprehensive OT service for all children and young people in a variety of settings.
- To act as the lead practitioner in the provision of specialist OT service which may include some clinical work and provision of advice to the wider organisation.

ALLIED HEALTH & NURSING DEPARTMENT

The Learning Provision focus is on supporting children and young people who have complex additional support and exceptional health care needs. The service has the capacity to assess and meet the holistic, educational, allied health and social care needs of children and young people whenever those needs arise throughout the whole year. Overarching all aspects of the support we provide to the children and young people in our care is the Children (Scotland) Act 2014. We place a significant emphasis on *Getting it Right for Every Child* by placing them and their families at the centre of every aspect of their care right from the planning stage and beyond recorded and co-ordinated via each child's Single Plan with parents as our partners in the entire process.

The post will be part of a multidisciplinary Allied Health & Nursing teams working across Learning Provision services including schools, residential and short breaks services to ensure the children and young people in our service have access to on-site support from a range of allied health and nursing professionals. The team includes Occupational Therapy, Physiotherapy, Speech and Language Therapy, Dietetics and Nursing. Each team provides specialist assessment, management, care planning, programmes of intervention, training and advice regarding each individual child's healthcare needs to everyone involved with them to maximise their potential and quality of life.

ORGANISATIONAL CHART



JOB INFORMARTION

Communication & Relationship Skills

To communicate effectively, both formally and informally, using a variety of methods to suit the needs to recipient which include children and young people and their families, a variety of staff including OT, education and care, external professionals and other management within the organisation

To ensure understanding of complex conditions and associated interventions and implications of this for the individual child and young person requiring diplomacy, empathy & reassurance

Knowledge, Training & Experience

To be able to apply professional knowledge underpinned by theory and acquired through degree plus specialist courses, postgraduate diploma level or equivalent and experience to ensure best practice across the service

Analytical & Judgemental skills

To able to process complex facts or situations requiring analysis, interpretation and to compare of a range of options to ensure the best programme of intervention to meet the needs of the children and young people and their families

Planning & organisational skills

To manage the planning & organisation of complex programmes of intervention including multi-disciplinary activities for the service requiring frequent monitoring and review to ensure effectiveness and best practice

As necessary, plans & prioritises own workload including the delivery and development of training sessions

Responsibility for Care

To manage the assessment and development of OT programmes of intervention within a specialist field of children and young people with complex needs to ensure best practice across the service

Responsibility for Policy/Service Development

To identify areas in the service that require to be established and/or development

To propose and implement policy & procedure and/or service changes that have an impact within the wider service

Responsibility for Financial and Physical Resources

To be an authorised signature for the service which includes signing for expenses, overtime and equipment purchases

*To hold delegated budget for department (this subject to service development/changes).

Responsibility for HR

To line manages a team of staff and students which includes carrying out appraisals and clinical supervisions, management of performance, career development, recruitment and retention

Responsibility for Information Resources

To record clinical, staff and personal information appropriately in line with organisation and governing body requirements using specified formats as available

To ensure departmental record keeping is suitable and sufficient

Responsibility for Research & Development

To undertake research and/or audits, as necessary, for department to ensure best practice and ensure the department is kept up to date with any external professional developments including specialised equipment

Freedom to Act

To work within codes of practice, occupational standards, organisational policies and procedures and ensures these are adhered to across the service

Physical Effort& Skills

To use a variety of accurate and developed physical and co-ordination skills obtained through practice and development. This will include use of specialist equipment and tools, treating and manoeuvring children and young people.

Mental Effort

To be able to attend to and concentration on a variety of tasks with competing demands and an unpredictable work pattern

Emotional Effort

To be able to deal with potentially distressing and/or emotional circumstances which may include working with children and young people with complex learning and life limiting conditions, emotional and behavioural needs, and sensitive staffing issues

Working Conditions

Occasional/frequent unpleasant conditions; occasional highly unpleasant conditions
Dust, dirt, smells; infectious material

Other

To identify and participate in or provide required training relevant to the role

To ensure high standards of service delivery through the consistent application of recognised standards and established policies, procedures and practices

To work in a safe and effective manner at all time

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

ESSENTIAL KNOWLEDGE & EXPERIENCE REQUIRED

- A degree or equivalent in occupational therapy
- Registration with Health & Care Professions Council (HCPC)
- Post-qualification experience of working with children and young people with learning and physical disabilities
- Knowledge, skills and experience of supervising, coaching and mentoring staff
- Experience of managing a complex case load where compelling demands require the ability to prioritise workload
- Ability to work on own and flexibly as part of a team with good communication skills
- Ability to identify needs and act on these to facilitate the development of the service
- Evidence of input into organisational policy & procedure development
- Basic IT skills