

TRELOAR TRUST

JOB DESCRIPTION

POST: Specialist Occupational Therapist

LOCATION: Treloar School and College

ACCOUNTABLE TO: Head of Occupational Therapy

OT Philosophy within Treloars

The Occupational Therapy Department functions within Treloars to maximise students' abilities to engage with and perform functional tasks in the areas of self care, leisure, and productivity. Therapeutic intervention is tailored to the students' individual needs and could include the following:

- specialist approaches to develop personal skill components (e.g. perceptual, physical, cognitive skills)
- work on specific task performance (e.g. self care skills, domestic skills, community skills, work and study skills)
- meet students' needs through environmental adaptation / adaptive equipment / specialist technology and software to access the curriculum.

Occupational Therapy is seen as integral to all aspects of the students' daily life; intervention is therefore closely linked with residential and educational programmes, and carried out in conjunction with therapy and health colleagues.

Job Purpose:

- To manage a varied caseload of students with complex and profound physical, sensory and learning disabilities demonstrating clinical reasoning, analysis and problem solving throughout the Occupational Therapy process.
- To build upon the foundation of previous junior level experience and develop towards a highly specialist level of clinical expertise.
- To advise health colleagues, teaching professionals, residential care staff, parents and carers in the management of complex cases.
- To provide clinical support, training and supervision for therapy assistants/technicians and OT students
- To contribute to clinical governance and service development projects as defined by the Occupational Therapy service and with the support of senior therapy staff.

Responsibilities:

Treloar School and College are independent providers of specialist education, care and therapy to students with highly complex physical, neurological and learning difficulties. Within this complex organisation the post holder will work to ensure the most appropriate Occupational Therapy care for all students.

KEY TASKS:Clinical

- To manage a caseload of residential and non-residential students with complex needs, including multi-pathologies and life limiting conditions, seeking assistance from senior members of staff to manage students with highly complex needs.
- To provide a high quality occupational therapy service which enables students to maximise their functional performance and engagement with self care, leisure and education
- To carry out and record comprehensive highly specialist assessments of occupational needs in the following areas:
 - Personal component skills (such as cognition, perception, social, physical and sensory skills)
 - Occupational performance (such as community and mobility skills, domestic skills, eating and drinking, classroom/curriculum access, personal care skills, employability skills)
 - Environmental adaptations, specialist equipment, and specialist IT solutions.
- To carry out and interpret complex assessment outcomes using a variety of assessment tools. To identify Occupational Therapy goals as part of intervention planning within the students' overall care and educational programme. To prioritise and implement those plans within all areas of the School / College and wider community.
- To identify, implement and evaluate treatment plans using a variety of clinical interventions. To deliver client-centred interventions to individual and groups within the School / College and the wider community.
- To carry out Manual handling assessments with students in conjunction with other staff. To provide written Manual Handling Profiles, advice and recommended specialist equipment.
- To assess for appropriate seating, positioning, manual handling and personal care equipment for use within the School / College environment and to ensure its safe use through the instruction and training of other staff.
- In conjunction with the multi-disciplinary team to assess, support and advise students on specialist mobility equipment and seating, liaising with wheelchair services and charities to secure provision as appropriate.

- To carry out Mobility, Road Skills and Community skills assessments identifying safety and risk implications within the School / College and community settings giving clear written guidelines for use by all members of the staff team.
- In conjunction with the multi-disciplinary team to assess and advise students regarding eating and drinking and, to provide specialist equipment. To contribute to written care guidelines.
- To carry out assessments and recommendations for provision of bespoke equipment working alongside Assistive Technologists.
- To enable students to develop the skills needed for transition from School / College to higher education, the workplace, home and community.
- To demonstrate physical ability, dexterity, coordination and palpatory sensory skills , in order to facilitate maximum safety, comfort and performance, throughout the OT process.
- To manage exposure to unpleasant working conditions including direct and indirect contact with bodily fluids (urine, vomit, faeces) and unavoidable hazards and challenging behaviours.
- To work as part of the multidisciplinary team within the School / College liaising closely with therapists, care staff, teachers, medical staff and parents.
- To analyse and interpret complex clinical and non-clinical information regarding the needs of students and their families, seeking opinion from other professionals to inform analysis and reasoning where appropriate, comparing a range of options.
- To identify and appropriately manage onward clinical referrals to OT Assistants and Technicians.

Professional:

- To adhere to and apply the Code of Ethics of Professional Conduct for Occupational Therapists (College of Occupational therapists 2023) HPC requirements and Treloar Trust policies and procedures.
- To organise the effective management of a caseload responding to urgent referrals, prioritising clinical work and other student related and professional activities in accordance with the Trust's strategic aims and policies with supervisory support from senior OT staff.
- To work in a flexible manner within a broad range of ongoing programmes which impact across all departments, responding to unexpected needs as they arise.
- To maintain accurate and up to date documentation in consistent with legal, professional and trust standards.

- To provide specialist OT reports relevant to the practice setting.
- To take on administrative and organisational tasks as required by the Head Occupational Therapist.
- To provide clinical supervision of OT Assistants/ Technicians sharing professional knowledge to develop their skills.
- To actively participate in departmental and Trust induction, supervision, appraisal and the Trust's IPR process using reflection and analysis to inform practice and identify training needs.
- To supervise OT students on clinical placement with supervisory support from senior OT staff and to seek external training as required by COT standards for professional practice educators.
- To take responsibility for Continuing Professional Development (CPD) and recording of CPD in order to meet standards of proficiency for professional registration.
- To participate in the planning, development and evaluation of the OT service.
- To demonstrate a high level of clinical governance and to use evidence-based practice to assess, plan, implement and evaluate interventions.
- To participate in clinical audit and the evaluation of clinical effectiveness within the OT service.
- To maintain and develop specialist professional knowledge and be conversant with professional developments evidencing critical appraisal skills and continuing professional development and a clear understanding of clinical governance.
- To participate in departmental and internal Trust training days.
- To contribute to the delivery of internal and external training as appropriate to the needs of the OT service.
- To remain up to date with new developments and trends in occupational therapy and management of young people with physical and related neurological conditions.
- To develop and maintain an agreed area of professional interest and expertise, seeking training and sharing of clinical knowledge/ skills from senior OT staff and accessing relevant external training where appropriate.

Managerial:

- Work within the curriculum and educational requirements, to ensure that services are provided in accordance with the Trust's standards and objectives of quality assurance, and that they are consistent with best professional practice and comply with organisational policies relating to Equal opportunities, Data protection and Health and Safety at Work legislation.
- To participate in service improvements by monitoring and reviewing agreed protocols, standards and procedures ensuring best professional and clinical intervention.

Communication:

- To use communication, reasoning and negotiation skills to establish a therapeutic relationship with students whilst managing barriers to communication caused by sensory impairment, learning difficulties, physical disability, denial, grief and memory loss.
- To communicate sensitive information in an understandable form to students, parents, carers and colleagues on a daily basis and through regular report writing taking into account the views and wishes of students, their families and carers whilst respecting their diversity.
- To communicate effectively within a complex structure contributing to the student's Individual Learning/Educational Plans, annual reviews, case conferences, parent/teacher/therapist and staff meetings as necessary.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

PERSON SPECIFICATION - Specialist Occupational Therapist

Minimum	Desirable
Qualifications ▪ Degree/ diploma in Occupational Therapy ▪ Registration with HPC	▪ Basic first aid ▪ Clean driving licence
Experience ▪ Evidence of CPD ▪ Experience of neurology or complex physical disability ▪ Experience of multidisciplinary team working. ▪ Experience of training parents, carers and staff from other disciplines in the use of equipment	▪ Evidence of experience relevant to the field of paediatrics ▪ Experience of wheelchair and seating assessment. ▪ Experience of delivering training.
Skills and Knowledge ▪ Up to date knowledge of manual handling. ▪ Functional use of information technology ▪ Excellent communication skills, including ability to communicate sensitive and complex information. ▪ Ability to organise own work load and to seek assistance from senior staff as needed ▪ Ability to organise and respond efficiently to complex information ▪ Time management skills ▪ Ability to keep written records in line with COT guidance ▪ Knowledge of Adult and Child Safeguarding	
Personal Qualities ▪ A commitment to promoting and safeguarding the welfare of students ▪ Ability to cope with working in a stressful and non-routine environment.	
Physical Requirements ▪ Ability to manage physical aspects of the job including moving and handling.	
Special Circumstances ▪ Ability to work flexible hours ▪ Willingness to participate in residential trips and off site activities.	
<u>TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a DBS Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

If you have not heard from us within three weeks of submitting your application please assume you have not been short-listed.