Orchard Hill College

Job Description

Title: Clinical Lead for Occupational Therapy Grade:

Relationships	Head of Integrated Services
Responsible to:	Deputy Principal
Responsible for:	Managing the Delivery of an Occupational Therapy service at a universal and / or individual level, as clinically indicated
Reports to:	Head of Integrated Services

Purpose and main responsibilities:

- To use a person centred approach to promote choice, independence, and inclusion, reflecting the key principals of Valuing People (DOH 2002), Valuing People Now and the Human Rights Act and working towards the Preparing for Adulthood Agenda, in order to enable the student to achieve his/her academic, social and employment potential.
- To maintain and model the highest level of respect at all times for students and their families, modelling person centred and collaborative working, at all times promoting students human's rights, dignity and individual choices.
- To work with external agencies (e.g. Schools, work placements, social services, community learning disability teams etc.) to ensure a smooth transition of student's sensory, upper limb, seating and skill development information and equipment, both into and when leaving the college.
- The post involves managing and developing College Health Care practice, to provide a high quality service to students. In addition the post holder is responsible for promoting positive health and providing a comprehensive holistic service to the students.
- To assess student's sensory, upper limb/ fine motor, seating, activity/ ADL participation and learning environment needs using a range of formal and informal assessments and observations and manage diverse clinical caseload independently.
- To keep up to date with current and new manual handling techniques in order to design appropriate moving and handling guidelines for learners to access personal care who have significant physical disabilities in addition to their learning disability, using a range of techniques and equipment ensuring safe practice.
- To plan, implement, and review person-centred individual and/or group interventions, which aim to improve functional abilities and participation in college-related learning activities as well as everyday life.
- To monitor, evaluate and modify intervention in order to measure progress and ensure effectiveness of intervention.
- To enable teaching and support staff to deliver the curriculum at an appropriate sensory and skill development level through contributing to support plans, planning & delivering staff training, coaching and reflecting with staff and class observations.
- To work with the multi-disciplinary team to ensure the college is supported in the delivery of a "Capable environment" in the area of sensory environment and task analysis and support through participating in audits, learner walks, training, coaching and feedback to class teams.
- To jointly set and review EHCP related targets with teaching, other support and integrated services staff.
- To contribute towards team and college development plans in the area of Occupational Therapy.
- To take responsibility for a designated clinical area as requested by Head of IS e.g. To lead on policy / clinical pathway development or a project area
- To ensure effective joint working practice between integrated services team and education, health, social services, voluntary sectors and student's families where necessary, to overcome limitations students may encounter..
- To ensure that all students have access to specialist seating/ toileting equipment, adapted or assistive devices and / or regulation equipment being aware of financial implications and restrictions, new developments in specialist equipment and making onwards referrals to specialist external services where necessary.
- To be responsible for equipment used in carrying out duties and to adhere to relevant policies, including competence to use equipment and ensuring the safe use of equipment by others through teaching, training and supervision of practice.

- To plan and deliver training in sensory, upper limb adaptations and functional support, seating, and skill development to education staff, home environments and work places, as indicated.
- To promote student's choice, self-advocacy and independence, working under the principles of the Mental Capacity Act (2005).
- To work with other members of student support teams to assess and implement strategies to address any behaviours of concern, working within a Positive Behaviour Support and Trauma informed Framework.
- To write EHCP reports and contribute to EHCP reviews and attend Multi-Disciplinary meetings as necessary.
- To maintain up to date and accurate case notes in line with Royal College of Occupational Therapists and Health & Care Professions Council professional standards.
- To measure and record outcomes of Occupational Therapy interventions.
- To be accountable for own professional actions and recognise own professional boundaries
- To supervise junior clinical staff as requested.
- To access the appropriate professional support/ supervision required, demonstrate the ability to reflect on practice with peers/clinical supervisor and continually update professional knowledge in line with the evidence base, including attending relevant Clinical Excellence / Special Interest Network Groups in relevant areas. To maintain OT CPD log (currently 30 hours per year of specific relevant role related CPD for a FTE therapist).
- To identify personal/professional development targets as part of the annual appraisal framework.
- To participate in Occupational Therapy student placements and contribute to the assessment of students.
- To explain the role of Occupational Therapists to education staff, families, visitors, students and volunteers and attend open days and parent's evenings as requested.
- To maintain up to date HCPC and RCOT registration and adhere to RCOT & HCPC Professional and Clinical Standards and Code of Conduct as well as National and Local Clinical Guidelines.
- To participate in departmental research and clinical governance/audit projects as required.
- To share information with others, observing data protection guidelines, confidentiality and appropriate consent.
- To occasionally travel to other OHC sites as requested.
- To quickly act/act in a timely manner in all cases relating to Adults at Risk (Safeguarding Adults) and Child Protection. The post holder must be fully conversant with all policies (and practice issues/and responses required) relating to adult and child protection matters that impacts on their practice.
- To adhere to all relevant college policies, e.g. Health & Safety, Equality and Diversity.
- To undertake such other duties of a similar nature from time to time as may be required by the Principal

Additional responsibilities

- To lead the occupational therapy team and lead in service development, clinical governance and professional standards for the occupational therapy service to the students and their family/carers.
- To be professionally accountable for the provision of clinical supervision to occupational therapists and therapy assistants in the team in own clinical area, motivating and empowering them to deliver excellent standards of care and service.
- To monitor and drive forward team competency, effectiveness and efficiency.
- To establish and oversee university student placements at the college.
- To provide leadership and development of appropriate clinical discipline linked to the whole College curriculum for learners, ensuring that learning experiences are organised to support the development of the individual student.
- To demonstrate the ability to use professional knowledge and experience to influence decision-making processes in order to improve outcomes for students and staff.
- To share knowledge with less experienced staff.
- To demonstrate clear clinical leadership and be a positive role model promoting the Trust values at all times.
- To share responsibility for all monitoring and quality assurance activity and play an integral role in developing staff and raising standards across the College.
- To manage areas of service development and projects across the Integrated Services Team
- To carry out occupational therapy service audits to influence financial budgets.
- To develop and review the relevant policies and procedures relevant to clinical area.
- To develop and lead on training programmes relevant to clinical area across the whole college.
- To lead on and quality assure for discipline the assessment, recording and reporting of student progress.
- To be involved in external professional development forums, potentially including research and external presenting.
- To support the Integrated Services Lead in managing and monitoring budgets & recruitment
- To be responsible for monitoring the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body.
- Establishing and maintaining external relationships, including co-ordination and quality monitoring of community working agreements across the different boroughs ensuring a holistic approach for students attending the college.
- Co-ordination of submission of written reports for student review meetings

- To represent the Occupational Therapy Service/ Integrated Services Team at Tribunals as necessary and support junior therapists collating required evidence/ data where appropriate.

Person Specification	**Priority**
The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. Priority 1 criteria are essential on appointment. Priority 2 criteria may be acquired after appointment. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:	
QUALIFICATIONS/EXPERIENCE	
1. Degree or Graduate Diploma in Occupational Therapy	1
2. UK HPC Registration	1
3. Experience with people over 16 who have severe/profound and multiple learning disabilities	1
4. Significant experience of practicing at Band 7 level.	1
5. Experience of effectively leading / managing an Occupational Therapy team	1
ABILITIES, SKILLS & KNOWLEDGE	
6. Experience in conducting service audits and remodelling provision	1
7. Experience in needs analysis and financial planning pertaining to recruitment	1
8. Evidence in co-ordinating, developing and delivering relevant training packages relevant to own clinical area	1
9. Evidence of involvement with external professional development forums, including research and external presenting	1
10. Experience of supporting directly/ indirectly for tribunals	1
11. Evidence of experience reviewing, writing and contributing to policies and procedures for specialist area and in other areas of impact.	1
12. Understanding of clinical governance and the implications for occupational therapy services	1
13. Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work.	1
14. Knowledge of the Occupational Therapy role and legal frameworks in contributing to Education and Health Care Plans	1
15. Ability to demonstrate effective management of clinical caseload of adults/children with severe/profound learning difficulties and/or disabilities by providing effective occupational therapy assessments and interventions.	1
16. Ability to provide effective occupational therapy assessments and interventions to support individuals with sensory processing needs	1
17. Ability to instruct and support teaching teams in a range of techniques to support learners within the class environment and in the use of specialised equipment.	1

18. Ability to work closely with teaching staff in the identification of integrated learning and therapy-related individual objectives.	1
19. Ability to assess and prescribe appropriate specialist equipment	1
20. Evidence of evaluating outcomes of intervention and ability to critically appraise own performance	1
21. Ability to demonstrate a commitment to and responsibility for own CPD (continuous professional development)	1
22. A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other College policies.	1

Other requirements of the post

- This post involves working with students who may exhibit behaviours of concern. In order to ensure the safety of the post holder and others, the post holder must be able to participate fully in training provided in de-escalation and physical interventions and be able to carry out agreed Physical Intervention procedures at work and to respond to challenging behaviour in accordance with College/schools policies and procedures to minimise potential risk.

- Given the nature of the client group, the post holder may be expected to undertake basic manual handling training provided by OHCAT and carry out manual handling techniques as required.

- The post holder should expect exposure to saliva and bodily fluids within the course of their work.

- The post holder should be prepared to work in all College centres, schools and affiliates within OHCAT within own scop of practice (as well as other community spaces such as student's work experience and leisure venues & student's home and be willing to undertake competency development to work in various clinical areas

- May be required to attend residential trips and / or college open days that fall on weekends once a year
- No annual leave to be taken in term time.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

Training can include:

- Attending all whole college INSET days /weeks and twilight sessions.
- Training will include enrolment on our tiered CPD programme (basic safeguarding, Educare, Positive Behaviour Support).
- Attending external training courses which relate directly to the role. As directed.