Job Title	**Highly Specialist Occupational Therapist**
Responsible to	Clinical Director or through delegation to the Clinical Lead and Clinical Locality Lead *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*
Responsible for	Therapy Assistants and Occupational Therapists where appropriate
Key Internal Contacts	Other staff within the Clinical multi-disciplinary team Staff in other departments within the service, such as education and care Staff in other services in the locality Central services office staff
Key External Contacts	Student or service user relatives, advocates, and others Placing authorities and service providers Registration, regulatory and inspection bodies Local services – Statutory, Voluntary and Community Neighbours

JOB ROLE & PURPOSE

In line with the seniority of this post, the post holder may be required to support the multi-disciplinary team in a locality role to ensure activity meets the agreed expectation of the head of clinical operations. You may be required to undertake delegated line management of others within the clinical team, where deemed necessary by the clinical locality lead and head of clinical operations, as well as support clinical supervision of junior staff, where requested by Head of Occupational

Therapy. You will work closely with your team to create a responsive service in the schools/care homes where you work, and to ensure that wherever possible evidence-based practice is delivered in line with OFG policies and guidelines. As part of the multi-disciplinary team, you will provide highly specialist advice, information and training to staff, other members of the multi-disciplinary team and other agencies regarding the scope of OT practice relevant to neurodiversity, including individuals who present with behaviours that challenge, to support engagement in meaningful activity and to encourage independence.

This role requires highly specialist assessment and treatment of complex cases. You will require at least 5 years of work experience, with evidenced area of specialism in terms of advanced practice and study. As a registered practitioner you are personally responsible for your self-directed learning and of CPD. You will be expected to hold a full case load in a busy service with clinical supervision from a highly specialist or consultant occupational therapist.

As part of your role, you will be responsible for developing bespoke programmes for occupational therapist assistants, teachers and carers. It is advantageous if you have completed your training in Ayres Sensory Integration to be able to provide highly specialist SI assessment and intervention. Your clinical duties will include supervision of others, preparing and delivering training, attending forums, preparing budgets, ordering equipment and completing audits and risk assessments. Your clinical duties will include supervision, preparing and delivering training, attending forums and completing audits and risk assessments, working within the ethical framework provided by the rules of professional conduct.

KEY TASK AREAS & RESPONSIBILITIES

Professional and Clinical

- To carry out highly specialist Occupational Therapy (OT) assessments of children/young people/adults with diverse presentations to understand the barriers to engagement in education or activities of daily living, develop goals and support the delivery of individualised intervention programmes.
- To model standards of best practice in line with RCOT code of conduct, HCPC standards of proficiency and the principles of clinical governance within own professional activities.
- To make decisions about intervention considering relevant evidence-based research, theory, practice and factors concerning historical and development processes, which have shaped the specific client group and their families.

- To formulate plans for intervention and programmes to support the specific client groups based on sound OT understanding, which employs evidence-based practice and is integrated into the overall education, health & care plans (EHCP).
- To provide highly specialist expertise in OT principles and techniques through advice, supervision and consultation with other members of staff and to help the clinical lead in making sure that all have access to the OT based framework for the understanding and care of clients. To work independently with own caseload to provide direct assessment and intervention, both in an individual or group setting.

- To provide highly specialist advice, consultation, teaching and training within the service and to external agencies around the scope of OT.
- To lead in the process of screening of referrals that are received and provide feedback to the wider team.
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload and during advice and consultation offered to others.
- To attend and contribute, as a highly specialist clinician, to multi-disciplinary and multi-agency meetings, which encompasses the education, residential and clinical services, as appropriate and when required.
- To be able to identify appropriate strategies to enable the individual to improve their occupational performance through reflection on their skills level, task analysis and consideration of the environment.
- To demonstrate exemplary liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their caregivers.
- To communicate and share information in a highly skilled and sensitive manner with individuals, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational.
- To ensure that all members of the team have access to an OT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of knowledge, research and theory.
- Ensure that standards of excellence are maintained, especially in relation to OT programmes for the individuals within the designated services.

- To lead on the evaluation of clinical work and to contribute to the development of best evidence-based practice for OT within OFG, supporting the head of occupational therapy and other members of the practice and standards team to develop policies and standards, contribute to staff professional development, research and the dissemination of understanding, knowledge, and evidence based practice across the company.
- To maintain the highest standards of clinical record keeping and report writing, this could be online or written records, specifically determined by the clinical lead. • To produce OT related risk assessments where required.
- To support the head of occupational therapy with development of the wider OT team in OFG offering clinical supervisions to more junior staff, internal training and supporting and delivering high quality student placements.

Staff

- To support and participate in the recruitment of OTs and other staff across the region as requested by the head of clinical operations, clinical locality lead or clinical lead.

- To offer relevant OT training, observation, explanation and modelling to staff within the services.
- Raising awareness of company policies, values and mission and any procedures and/or standards set by the regulatory body to staff members.
- Promote teamwork and communication, in accordance with company policy.
- Lead in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by the regulatory body
- Work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them.
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the line manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with company policy.
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body.

Teaching, Training and Supervision

- To provide highly specialist advice, consultation, mentoring and training to all employees, contributing to the development of effective and properly evaluated ongoing staff development and in-service training.
- To provide highly specialist presentations, training, advice and consultations to other agencies, as appropriate.
- To continue to develop expertise around professional post-graduate training, clinical supervision and attend OT specific activities within the company such as OT forums, briefings and workshops.
- To support with clinical supervision of a therapy assistants and occupational therapists and their workload where appropriate.

Policy and Service Development

- To contribute to the senior operational management team's understanding of OT service development, projects, working groups or special interest groups, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidelines of HCPC, RCOT and the practice & standards team.
- To participate in and take the lead in multi-disciplinary meetings and support the clinical lead to generate written reports providing an OT opinion, following evidence-based and good practice.
- To maintain an up-to-date knowledge of legislation, national and local policies and issues about the specific client group. To complete mandatory training in good time.
- To comply and promote with service standards and practices to ensure that safe practices are always maintained.

Practice and Ethical Guidelines

- To maintain an up-to-date knowledge of legislation, national and local policies and issues in relation to the specific client group, which will include mandatory training on the company training platform.
- To behave in a professional and courteous manner to children, parents, and colleagues alike at all times in accordance with the policies of the organisation

To be accountable for own professional action and recognise own professional boundaries, seeking advice from clinical supervisor/ line manager as appropriate.

To comply with service standards and practices to ensure that safe practices are always maintained.

- To attend relevant training and development in order to maintain and develop skills and knowledge and maintain up to date HCPC registration.

Administration and IT

- To be competent in the use of basic IT packages, such as Microsoft 365, Zoom.
- To maintain clinical records consistent with the current legislation, company policy and RCOT.
- To undertake the administrative duties appropriate to your role.
- To have knowledge of the mechanisms of clinical governance, quality assurance and audit of OT services.

Health and Well-Being

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children, young people and adults.
- Know how to identify potential abuse or neglect and follow safeguarding procedures within your setting/s. You should be able to support your supervisees as needed.
- Know how to identify and support individual's whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support. • Be aware of company employee wellness programme and

how to access benefits.

Research and Service Evaluation

- Be an active member of the service training programme by attendance at, and participation in in-service training and OT workshops where appropriate.

Undertake the measurement and evaluation of work and current practices through the use of evidence-based practice projects, audit and outcome measures.

To represent a professional OT viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct.

- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice.
- To undertake agreed research within the service.

Effort and Environment

- To be flexible to the demands of the environment, including unpredictable work patterns, deadlines, and frequent interruptions.
- To agree to a specified job plan, which will have elements of individual and group intervention, consultation, management and administrative tasks, as well as other tasks that may be required with the seniority of this role.
- To maintain sensitivity at all times to the emotional needs of clients and their carers', in particular, when imparting potentially distressing information regarding the nature of clients' difficulties and implications of the same.
- To work within company infection control, risk management and Health & Safety guidelines, exercising safety and reporting all hazards and/or remedying them where appropriate.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Be aware and always operate in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations, Confidentiality, Data
  Protection and Behaviour Policies.

- Work to promote the service 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 individuals that we support and the company. Maintain standards of behaviour in accordance with company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required by clinical locality lead or head of clinical operations.
- Manage your own Performance and Development, setting targets to be reviewed at annual appraisal.
- Contributing to the overall ethos/work/aims of the company.
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their line manager / clinical lead/ clinical locality lead / head of clinical operations or head of service/ regional director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

I have read through the job description and agree to perform the duties, as outlined above

Job Holder's signature	**Signed on behalf of the OFG Group**
Name:	Name:
Signed:	Title:
Date:	Signed:
	Date:

Person Specification

Experience	Essential	Desirable
5+ years practicing as an OT		✓
Relevant experience in a previously held job (LD, SEMH, neurodivergence)	✓	
Advanced/highly specialist knowledge and clinical understanding of OT theory and its practical application	✓	
Experienced in multi-disciplinary working in a range of settings, with some responsibility for service & team performance	✓	
Experienced in communicating with/working with families/relatives and carers	✓	
Experienced in developing training and in person presentation	✓	

Evidence of formal post graduate study in Sensory Integration and/or developmental trauma and/or sensory attachment **(need to be able to evidence highly specialist study/experience)**	✓	
Skills	**Essential**	**Desirable**
Good communication including relationship, analytical and judgemental skills	✓	

Good time management and organisational skills	✓	
Good understanding of the relationship between behaviour and communication	✓	
Good understanding of physical needs, dexterity, coordination and sensory skills for assessment and treatment of client group	✓	
Good understanding of other developmental needs that may impact on an individual and skills needed for independence	✓	
Up to date knowledge of a range of approaches relating to neurodivergence, learning disability and trauma informed practice	✓	
Up to date knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group	✓	
Good clinical reasoning skills and able to confidently express rationale	✓	
Basic IT skills	✓	

Able to engage in quality improvement and enhanced service delivery	✓	
Advanced understanding of information governance, confidentiality and record keeping standards	✓	

Ability to work collaboratively as part of the multi-disciplinary team, as well as support with supervision of staff and students and lead where required	✓	
Advanced knowledge of different assessment tools, intervention programmes and formulation of treatment plans from a range of OT modalities	✓	
Qualifications & Training	**Essential**	**Desirable**
Recognised occupational therapy degree	✓	
HCPC registered and member of RCOT	✓	
Willingness to complete training and work towards further qualifications as required	✓	

Evidence of continuous professional development and consistently undertakes self-development	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation	✓	
Full driving licence and access to a car	✓	
Ability and willingness to travel on company business	✓	
Flexible approach to working environments, creative problem solver	✓	
Able to work under pressure and to deadlines	✓	