



Outcomes  
First Group

<b>Job Title</b>	<b>Newly Qualified Occupational Therapist</b>
<b>Responsible to</b>	Head of Clinical Operations or through delegation to the Clinical Lead and Clinical Locality Lead <i>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</i>
<b>Responsible for</b>	Therapy Assistants where appropriate
<b>Key Internal Contacts</b>	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
<b>Key External Contacts</b>	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**

This role is suitable for newly qualified occupational therapists. Initially you will be required to work under supervision in your service/s while completing your preceptorship year. However, following competencies being signed off by your supervisor, you will be able to work more independently within the team. As a registered practitioner you are personally responsible for your professional practice and maintenance of CPD, however will be provided some opportunities by Outcomes First Group (OFG). You will work closely with your line manager and clinical supervisor to create a responsive OT service where you work, and to ensure that evidence-based practice is delivered in line with OFG policies and guidelines.



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As part of the multi-disciplinary team, you will provide 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. You will be required to do information gathering, screening and assessment, with report writing being supported by your clinical supervisor initially. You may work with an occupational therapy assistant on site to deliver intervention programmes and will be expected to undertake all aspects of OT clinical duties, working within the ethical framework provided by the rules of professional conduct.

### KEY TASK AREAS & RESPONSIBILITIES

#### Professional and Clinical

- To carry out 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 work with own caseload under guidance of clinical supervisor/clinical lead to provide direct assessment and independent/group intervention.
- To participate in the process of the screening of referrals that are received.
- To contribute to the monitoring and risk assessment of the specific client group within own caseload.
- To attend and contribute, as a 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 ensure appropriate 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 skilled and sensitive manner with individuals and their families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive.
- Ensure that standards of excellence are maintained, especially in relation to OT programmes for the individuals within the designated services



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- To participate in the evaluation of clinical work and to contribute to the development of best evidence-based practice for OT within OFG.
- 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 with support of more senior staff member.

### Staff

- Where appropriate, 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.
- Participate 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.

### Teaching, Training and Supervision

- To provide OT advice, consultation and training where appropriate, contributing to the development of effective and properly evaluated ongoing staff development and in-service training.
- 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 assistant and their workload where appropriate.

### Policy and Service Development

- To contribute to company and 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.
- To participate in multi-disciplinary meetings and generate written reports providing an OT perspective, following evidence-based and good practice.

### 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.



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- 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 competency skills and knowledge required of a newly qualified therapist 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 be aware 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.
- 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, OT workshops, OT Preceptorship support group and online sessions.
- Undertake the measurement and evaluation of work and current practices through the use of evidence-based practice projects, audit and outcome measures with more senior OT's.
- 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 undertake or support appropriate 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, compiled in conjunction with your line manager.



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- 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.
- Contributing to the overall ethos/work/aims of the company.

*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

<b>Job Holder's signature</b>	<b>Signed on behalf of the OFG Group</b>
Name:	Name:
Signed:	Title:
Date:	Signed:
	Date:

**PERSON SPECIFICATION**



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<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Relevant previous experience as student OT or in a previously held job	✓	
Previously engaged with people experiencing learning difficulty and/or neurodiversity in any setting	✓	
Experience of multi-disciplinary working in a range of settings		✓
Experience of communicating with/working with families/relatives and carers		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good communication including relationship, analytical and judgemental skills	✓	
Good time management and organisational skills	✓	
Evidence of understanding the relationship between behaviour and communication	✓	
Basic understanding of physical needs, dexterity, coordination and sensory skills for assessment and treatment of client group	✓	
Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group		✓
Basic IT skills	✓	
Understanding of information governance and confidentiality and record keeping standards	✓	
Ability to work collaboratively as part of the multi-disciplinary team	✓	
Knowledge of different assessment tools, intervention programmes and formulation of treatment plans from a range of OT modalities		✓
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Recognised occupational therapy degree	✓	
Registered member of RCOT	✓	
HCPC registered	✓	
Evidence of continuous professional development	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to the values of the organisation	✓	
Full driving licence and access to a car	✓	
Ability and willingness to travel on company business	✓	



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Flexible approach to working environments	✓	
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