

JOB DESCRIPTION: Paediatric Occupational Therapist Job Description

Job Title: Paediatric Occupational Therapist
Responsible To: Team Lead
Client Group: School and Clinic Case Load

Main duties are as follows:

Core activities

- To manage occupational needs of clients
- Provide assessment using standardised and non-standardised tools across 0 - 18years
- Writing comprehensive, accurate and detailed reports
- Provision of appropriate intervention, individual or group
- Identify appropriate outcomes to inform treatment provision and pathway
- Evaluation of treatment outcomes
- Attendance at case discussion, school/family meeting or EHCP (Education, Health, and Care Plan) reviews
- Offering advice and support to parents, carers and relevant others about individual clients and demonstrate practical procedures where appropriate
- Advocate for child and family needs
- Working within scope of practice and specialism and making onward referrals as necessary
- Review and discharge when appropriate
- To be responsible for managing a defined caseload, and advising line manager of any difficulties with this
- To work with and supervise assistants, junior therapist, or students
- To work collaboratively with colleagues from other professions and agencies, in particular schools
- To maintain accurate, up to date records for each client
- To provide training to external agencies as a representative of london children's practice.

Managing own performance and development

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- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development
- Maintain up to date records of CPD (Continuing Professional Development), supervision and individual professional development plan.
- Seek out individual learning opportunities internally and externally to LCP (London Children's Practice)
- Ensure you are adequately prepared to perform duties required of you
- Manage own sick leave and follow report and communication procedures

Team role

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP
- To liaise with other relevant professionals and contribute to multidisciplinary and multi-agency meetings as appropriate
- To provide reports, information, and advice on the needs of this client group
- To disseminate knowledge and training within LCP

Clinical governance

- To adhere to national and local standards relating to professional practice and maintain quality standards of service
- To adhere to HCPC (Health Care Professions Council) ethics and guidelines and work within your scope of practice
- To continuously develop clinical expertise and achieve goals set for personal and professional development, with reference to ROT guidelines
- To maintain up to date knowledge of Relevant clinical developments
- Relevant legislation
- Employers' policies and procedures
- To comply with health & safety guidance
- To comply with safeguarding policy and guidelines
- To represent LCP's core values at all times
- Notify LCP of any changes to your registration or criminal history

