

JOB DESCRIPTION: Lead Clinician and Coordinator

Job Title: Lead Clinician and Coordinator

Responsible To: Director of Service

Client Group: SEMH School Case Load

Main duties are as follows:

Core activities

- To manage the occupational needs of clients.
- Provide assessment using standardised and non-standardised tools across 0-18 years
- Writing comprehensive, accurate and detailed reports, using the most up-to-date templates and proofing to ensure high-quality reports are produced.
- Provision of appropriate intervention, via specialist, targeted and universal strategies and frames of working, e.g., groups, training, 1:1
- Identify appropriate outcomes to inform treatment provision and pathway, and review these as appropriate.
- 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 demonstrating practical procedures where appropriate
- Advocate for child and family needs
- Working within the OT scope of practice and specialism and making onward referrals as necessary.

- Review and discharge when appropriate and support junior staff members with the process as needed.
- To be responsible for managing a defined caseload and advising the line manager of any difficulties with this.
- To work with and supervise assistants, junior therapists, 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 (LCP).
- To work collaboratively with key stakeholders and senior leadership within the school setting and escalate concerns with the school and LCP leadership team as needed.
- To abide by safeguarding processes in LCP and escalate concerns as and when they arise within 24 hours.
- Support with caseload allocation within school settings amongst the OT team on site.

Managing own performance and development

- 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 the 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 the RCOT 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 the safeguarding policy and guidelines

- To represent LCP's core values at all times
- Notify LCP of any changes to your registration or criminal history