

## **JOB DESCRIPTION: Paediatric Occupational Therapist Job Description**

**Job Title:** Paediatric Occupational Therapist  
**Responsible To:** Team Lead  
**Client Group:** Children and Young People

**Main duties are as follows:**

### **Core Activities**

- To assess and plan to manage the occupational therapy needs of clients
- Provide assessment using standardised and non-standardised tools across 0-18years
- Writing comprehensive, accurate and detailed reports in line with neuro-affirming practices and formatting/ template standards of LCP
- Provision of appropriate intervention in line with the 3-tier model approach in school settings or via individual or group intervention within clinical settings
- Identify appropriate outcomes to inform treatment provision and pathway
- Evaluation of treatment outcomes as needed or on a 6 monthly and/or annual basis to ensure the most client centred approach to therapy intervention
- Attendance at case discussion, school/family meeting or EHCP (Education, Health, and Care Plan) reviews where appropriate
- Offering advice and support to parents, carers and relevant others about individual clients and demonstrate practical procedures where appropriate that are functional and accessible within the relevant environments
- Demonstrate creativity to support within environments where access to funding and specialist resources may be limited to ensure functional support for children and young people
- Advocate for child and family needs within the scope of your practice and specialism, making onward referrals where necessary
- Reviewing progress and following discharge steps and procedures when appropriate, keeping communication clear and supportive with parents/carers and other key adults throughout this process
- To be responsible for managing a defined caseload, and seeking advice from your line manager if any support around caseload management is required
- To work with and supervise assistants, junior therapists, or students
- To work collaboratively with colleagues from other professions and agencies as required to ensure well-rounded care for the child or young person
- To maintain accurate, up-to-date records for each client, including SOAP notes, therapy programs and goal progress reviews
- To provide training to external agencies as a representative of London Children's Practice and in line with the most evidence-based practices

## Managing of Own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, GDPR and data protection. Additionally, reporting all concerns to an appropriately designated person for these areas within Momenta
- Contributing to the overall ethos, goals, and work of the company
- Appreciating and supporting the role of other professionals within our multi-disciplinary working environment
- Attending relevant meetings as required
- Participating in training and applying training to practice in as needed
- Participating in performance management as required
- Achieve challenging professional goals set within clinical supervision in line with your personal professional development
- Take responsibility for your own professional development within clinical supervision and your daily practice
- Maintain up-to-date records of CPD (Continuing Professional Development), supervision and individual professional development plan in line with HCPC standards
- Seek out individual learning opportunities internally and externally to Momenta and LCP
- Ensure you are adequately prepared to perform duties required of you, including session planning, goal reviews and auditing resources
- Manage own sick leave and follow reporting and communication procedures as per Momenta and LCP's policy
- Plan and request leave within 3 months, where possible to ensure any cover or rescheduling can be arranged where required

## Team Role

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP & Momenta
- 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 & Momenta

### **Clinical Governance**

- To adhere to national and local standards relating to professional practice and maintain high-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 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 Safeguarding Policy and Guidelines
- To comply with GDPR and Data Protection Guidelines
- To ensure inclusive and neuro-affirming approaches to therapeutic communication, writing and goal setting
- To always represent Momenta & LCP'S core values
- Notify Momenta and LCP of any changes to your registration or criminal history

### **Other Requirements:**

- Undergraduate or Postgraduate degree in Occupational Therapy.
- HCPC and RCOT registered (in date).