**Referral Process**
For a block of intervention please fully complete the TI Request Form. Upload this on to EMIS and send a patient note task to the Support Worker informing them of request. Requests will be allocated as soon as a Support Worker has availability. The allocated Support Worker is then responsible for completing the request and communicating with the therapist. Requests for clinical admin, equipu orders and any general one off pieces of work can be sent as an EMIS task patient note.

When requesting an intervention block please be specific regarding request of Band 3 or Band 4 support worker. A band 3 worker will follow a specific programme whereas a Band 4 can adapt activities to meet a goal. Please specify if you would like any joint sessions.

The more specific you are on the request forms the more likely for tasks to be completed to your satisfaction.

We know it’s tempting to do verbal requests but we would really appreciate if you would follow our process to run a more efficient Support Worker service for our departments.

Thank you!
Our Role
The Paediatric Occupational Therapy Support Workers are part of the Community Paediatric Occupational Therapy Service providing support to the Occupational Therapists and delivering direct intervention to children and young people.

Our duties include planning and implementing programmes in clinics, nurseries, schools, or at home. Support Workers feedback and discuss observations with therapists to ensure interventions are appropriate for each child.

Support Workers are responsible for completing a session evaluation form after each session as well as an intervention summary at the end of each block and keeping EMIS records up to date meeting Occupational Therapy professional standards.

Who are we?

**NORTH WEST SECTOR**
Tracy Glen (Band 4)
Tuesday and Thursday

Graham Mellstrom (Band 4)
Wednesday, Thursday and alternate Friday

**NORTH EAST SECTOR**
Sybil Wilson (Band 3)
Monday – Friday

**INVERCLYDE/RENFREWSHIRE SECTOR**
Kimberley Cunningham (Band 4)
Tuesday

Lynsey Peters (Band 3)
Monday – Thursday

When to refer to us

**Clinical Tasks:**
- Block of intervention with a child either 1:1 with child or working with parent to support child
- Demonstrating a programme (e.g. to parent/guardian, education staff)
- Non-complex and complex seating from supporting assessment to individual set up or assisting therapist with set up
- Gymtastic / Rainbow Gym
- Workshops – ADL / Organisational / Sensory
- Clinics – Upper Limb, Lycra

**Non clinical tasks include:**
- Assessment Equipment Inventory
- Stock Taking
- Loan Equipment Stock Control
- Equiup ordering and follow up
- Basic Chairs Seating Profile (such as Heathfield, Foxdenton and Breezi) – Support Worker to complete all parts
- Complex Chairs Seating Profiles – therapists to complete all parts and Support Worker to do finishing touches
- Compile programmes for children
- Gymtastic/Rainbow Gym Admin
- Workshop admin – ADL, Organisational, Sensory
- Clinic admin – Lycra, Upper Limb

Anything you don’t see on these lists, you think should be added please let us know 😊