WELCOME TO PAEDIATRICS

AT

ROYAL VICTORIA INFIRMARY / NEWCASTLE GENERAL HOSPITAL

OCCUPATIONAL THERAPY DEPARTMENT

October 2005
Reviewed January 2010
For review September 2010
Paediatric Occupational Therapy Service

- Welcome to The Paediatric Occupational Therapy service; this is made up of 4.5 whole time equivalent Occupational Therapists and 0.6 Assistant. We input onto 3 hospital sites at the Freeman, Royal Victoria Infirmary and Newcastle General Hospitals.

The specialties covered by these services provide local, regional and national services for children aged 0-16 years, for:

- Acquired brain injury
- Oncology including Neuro-oncology
- Neurology
- Neurosciences
- Immunology
- Intensive care management
- Bone marrow transplants
- Orthopaedics, including trauma
- General medicine
- Rheumatology
- Renal
- Respiratory
- Gastro-enterology
- Burns and Plastics
- Surgery
- Cardiology

- We take referrals from any member of the team, at any time; we receive a daily handover from the wards 24 and 26 and the Acquired Brain Injury and Neuro-oncology teams have a weekly multi-disciplinary meeting.

The purpose of this handbook is to offer you the student an overview of the possible learning experiences and resources available to you on this placement.

Role of Occupational Therapy within Children’s Services

Occupational Therapy (OT) encourages learning through doing, direct experience and practice.

Occupational Therapists help children to develop skills for everyday life in the areas of self-care, school work and play. They try to help to maintain their skills, recover previously learnt skills and, where possible, to develop new skills.

OT do this using activities and play, specially chosen according to individuals needs. Family members and carers are encouraged, where able, to be involved in these activities.

Patients are assessed for individual treatment sessions according to their specific needs to maintain or improve fine and gross motor skills, sensorimotor function, self-care activities, perceptual or cognitive skills.
Advice may also be offered to parents or carers about their child’s needs E.g. in posture, positioning and seating; self-care activities; managing the home or school environment.

Alongside provision of assistive equipment OT may also fabricate UL splints from a variety of materials.

We work holistically with the families, the inter-disciplinary team and other agencies (see page 12 to encourage children to learn, through doing, direct experiences and practice, to facilitate the child in fulfilling their potential.

Debra Gardner
Senior Occupational Therapist
Royal Victoria Infirmary
ext 21285

Carolyn McTimoney
Senior Occupational Therapist
Royal Victoria Infirmary
ext 21285

Andrea Bosch
Senior Occupational Therapist
Freeman Hospital
ext 37677

Catherine Forster
Senior Occupational Therapist
Royal Victoria Infirmary
ext 21285

Liz Rowen
Senior Occupational Therapist
Freeman Hospital
ext 37677

Rachel Kilburn
Occupational Therapy Assistant
Newcastle General Hospital
ext 21086

Occupational Therapy in Paediatrics Mission Statement:

Working within the Trust’s Occupational Therapy Mission Statement we aim to help children to develop and maintain skills for everyday life, in the areas of self care, school work and play.

We offer our service to children with acute and chronic conditions throughout the Acute Trust’s Paediatric Services.

We work with the families, the inter-disciplinary team and other agencies to encourage children to learn, through doing, direct experiences and practice, to facilitate the child in fulfilling their potential.

We take into account that the child is not a small adult but is a developing human being.

Child Protection

Each person working on the Paediatric wards, who has the potential to work directly with children must have an enhanced police (CRB) check. This is your responsibility that this has been completed and confirmed via your University prior to you coming on placement.

Anyone working with children has a duty to report any concerns that they may have about a child’s safety to the team looking after them and ensure that this information is shared with the Named Nurse for Child Protection for the Newcastle upon Tyne Hospitals NHS Foundation Trust. Concerns must be raised on the same day and documented clearly in the child’s records (OT and medical).

Each person working with children has a duty to share any information that would relate to the safety of the child or people working with that child to the multi-disciplinary team.
Address: 
Paediatric Occupational Therapy, Acute Services, Newcastle General Hospital, Westgate Road, Newcastle upon Tyne, NE4 6BE 0191 282 1086

Royal Victoria Infirmary, Victoria Road, Newcastle upon Tyne, NE1 4LP 0191 282 1285

Freeman Hospital, Freeman Road, Newcastle upon Tyne, NE7 7

Head OT: Odeth Richardson    Tel: (0191) 233 6161 ext 48212

Practice Placement Educators: Debra Gardner / Liz Rowen / Carolyn McTimoney / Andrea Bosch / Catherine Forster

Description of Speciality: In Patient Acute and Acute Rehabilitation

Ages Served: 0 – 16 years

Main conditions seen by Occupational Therapy:
- Traumatic Brain Injury
- Oncology
- Developmental Disorder
- Neuromuscular Disorders
- Neurological Conditions
- Neurosurgery
- Neonatology
- Dysphagia/feeding
- Orthopaedics
- Congenital Abnormalities
- Immunology
- Visual Disability

Assessment and Interventions

1 Assessments:
   - Activity Analysis
   - Activities of Daily Living
   - Cognitive Components
   - Developmental
   - Environmental
   - Evaluation for Orthotics
   - Motor skills
   - Screening of Sensory Skill & Components
   - Visual Screening
   - Neuromusculoskeletal
   - School Activities
   - Play & Leisure Activities
   - Psycho-Social Skills/Components
   - Work & Productivity Activities

2 Intervention:
Performance Areas Activities of Daily Living

- Dressing
- Feeding/Eating
- Functional Communication
- Functional Mobility
- Transfers
- Grooming and Hygiene
- Object Manipulation
- Socialisation

Work and Productive Activities

- Educational Activities
- Domestic ADL
- Safety Procedures
- Vocational Activities

Play or Leisure Activities

- Hobbies/Interests

Performance Components - Sensorimotor Components

A. Neuromusculoskeletal
   - Muscle tone
   - Range of Motion
   - Strength and Endurance
   - Postural Control/Alignment
   - Reflex

B. Motor
   - Bilateral Integration
   - Gross Co-ordination
   - Praxis
   - Fine Co-ordination/Dexterity
   - Visual Motor Control

C. Sensory
   - Perceptual Processing
   - Sensory/Processing Sensory Awareness

D. Cognitive Integration and Components
   - Functional cognitive and perceptual testing
   - TVPS-R, VMI, LOTCA, Kosh Blocks, Progressive Colour Matrices, PEDI, Sensory Profile

E. Psychosocial Skill and Components
   - Coping Skills
   - Pain Management
   - Role Performance
   - Values
   - Behaviour management
   - Self Expression/self control
   - Self Concept

F. Therapeutic Adaptations
   - Orthotic Design
   - Adaptive Equipment
   - Training
   - Orthotic Fabrication
   - Orthotic Training
   - Assistive Technology
   - assistive Technology

G. Prevention
   - Co-ordination of Daily Activities
   - Energy Conservation
   - Joint Protection
   - Safety Awareness and Problem Solving


Theoretical Model(s) Guiding Practice
- Neurodevelopmental
- Rehabilitation
- Sensori-motor

LIST OF ASSESSMENTS AVAILABLE

**PEDI** (Paediatric Evaluation of Disability Index)

**VMI** (Visual Motor Integration)

Sensory, (Somato-Sensory Assessment), Perceptual & Cognition Screening Assessment - non-standardised.

**Portage**

**GEMS** (Guide to Early Movement Skills)

**Sensory Profile**

**TVPS – R** (Test of Visual Processing Skills – Revised Edition)

Kohls Blocks
Progressive Matrices

+ Non Standardised Visual Discrimination sheets/Lets look / Wordsearches and Scanning Sheets.

Please refer also to Paediatric Assessment file in Paediatric office NGH for details of above and other assessment tools.

Other assessments available via Clinical Neuro Psychology Team eg Bayleys, WRAML.

**Prerequisites for placement:**
Enhanced CRB check
CPR
Manual Handling
MRSA check & clearance
Recommended reading:

Segal, M and Sheridan series on Child Development

Kramer P and Hinojosa J
Frames of Reference for Paediatric Occupational Therapy
Lippincott, Williams and Wilkins. 1999

Wilkinson I M S
Essential Neurology
Blackwell Science 1999

Case Smith J
Occupational Therapy for Children. Fourth Edition

Hong and Howard
Occupational Therapy in Childhood
Whurr Publishers

Grieve, June
Neuropsychology for Occupational Therapists
Blackwell Scientific Publications

Any of the neuro-anatomy and anatomy colouring books

BACUP website – section on Paediatric Brain Tumours

American Brian Tumor Association website (ABTA)

ABI links:

www.finr.net/glossary.html

www.tbi.org/

www.ukabif.org.uk

www.healthy.net/oep/BRAIN.HTM

www.cbituk.org

www.dh.gov.uk (pub. Policy / guidance advice)
The Great North Children’s Hospital at the Royal Victoria Infirmary is currently under construction and by June 2010 all children’s services (with the exception of Cardiology) will be based here.

Newcastle General Hospital

Ward 26
* Acquired Brain Injury
  Acute Orthopaedics
  General Paediatrics
* Neurology
  Developmental Problems
  Immunology
* Mainly Neuro referrals more time intensive – rehabilitation.

Ward 24
* Neuro Oncology
  Muscular Dystrophy
  Acute Orthopaedics
* Neurology
  General Paediatrics
  Developmental Problems

Ward 23 – Bone Marrow Transplant Unit
Mainly developmental work though older children may have functional problem.
Also have out-patient follow-up

Paediatric Intensive Care Unit
Splinting, sensory work, occasionally developmental or rehab, positioning, seating.

Royal Victoria Infirmary (Peacock Hall & New Victoria Wing)

Ward 1 (PH) General Paediatrics, Respiratory, Renal
New Ward 6 (NVW) Day Unit
Old Ward 6 (PH) Renal, General Paediatrics, Gastro-enterology
Ward 7 (NVW) Dialysis
Ward 9 (NVW) Surgery
Ward 11 (NVW) Burns and Plastics
Ward 12 (NVW) Paediatric Intensive Care Unit
Ward 14 (NVW) Paediatric Oncology Day Unit
Ward 16 (PH) Oncology
Freeman Hospital

Ward 17
Orthopaedics

Cardiology

Paediatric Intensive Care Unit
The Occupational Therapy Department within this Trust has prepared the following statement for dealing with referrals to the Paediatric Occupational Therapy Service. The following criteria provide guidelines for prioritising referrals and work within our department (In-patients have priority over Out-patients).

<table>
<thead>
<tr>
<th>HIGH RISK WITHIN 1 WORKING DAY</th>
<th>MEDIUM RISK WITHIN 3 WORKING DAYS</th>
<th>LOW RISK Dependent upon capacity after high-medium risk. Can these needs be met in the community?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEVERE DETERIORATION IN FUNCTION PRIOR TO AND/OR FOLLOWING ADMISSION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VERY HIGH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Discharge preparations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Functional communication e.g. switching, Communication boards etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Postural care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Rehabilitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including:-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensory input and assessment e.g. somato-Sensory assessment, sensory profile.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper limb function and assessment e.g. Biometrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perceptual assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self care - feeding, washing, bathing, dressing, grooming.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities of daily living if appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School and leisure work including handwriting assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Seating and wheelchair provision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Upper Limb Splinting/Tubigrip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODERATE DETERIORATION IN FUNCTION PRIOR TO AND/OR FOLLOWING ADMISSION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDIUM RISK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community reintegration with the patient e.g. Trips to Metro Centre if part of assessed treatment aims.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental Assessments and Intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOW RISK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requests for advice on private equipment purchases.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patients living with supportive relatives/carers - who have support from Community Occupational Therapy Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referral for bathing assessments where no other functional problems have been identified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate referrals are these:- Where the decision has already made to discharge the patient that day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The above will depend on service demands and staffing levels.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: In the Acute Setting patients will always be assessed to determine if their medical status indicates they are appropriate for Occupational Therapy - intervention. This may delay initial contact.

This is an example of the framework used for prioritising referrals. It is aimed to identify those at high risk who require our most urgent attention, not necessarily those who would benefit most from Occupational Therapy. It is designed for use at point of referral based on information provided by the referrer at the time. Response times may be subject to variation depending on caseload and staffing levels. These response times do not relate to time-scales for discharge; this will be dependent on needs and resources available to access. May2005 Paeds OT Team. For review May2007
The Interdisciplinary Team

- Administration team
- Social worker
- Community
- Occupational Therapy
- Medical staff
- Radiography Dept
- Wards
- Family/carers
- Critical care Units
- Tissue Viability
- Pain Team
- G.Ps
- Interpreter services
- University
- Social Services
- Porters
- Nursing Staff & specialist nurses
- Physiotherapists
- Dietician
- Speech and Language therapists
- District nurses
- Medical staff
- Nursery Nurse / play specialist
- Community
- Occupational Therapy
- Administration team
- Moving and Handling team
- District Hospitals/ Hospices
- Palliative care services
- Infection control
- Tissue Viability
- G.Ps
- Interpreter services
- University
- Social Services
- Porters
- Nursing Staff & specialist nurses
- Physiotherapists
- Dietician
- Speech and Language therapists
- District nurses
- Medical staff
- Nursery Nurse / play specialist
- Community
- Occupational Therapy
- Administration team
- Moving and Handling team
- District Hospitals/ Hospices
- Palliative care services
- Infection control

Occupational Therapy Department
<table>
<thead>
<tr>
<th>Name</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Andrew CANT</td>
<td>Paediatric Immunology</td>
</tr>
<tr>
<td>Dr. Terry FLOOD</td>
<td>Consultant, Paediatric Immunology</td>
</tr>
<tr>
<td>Dr. Mario ABINUM</td>
<td>Consultant, Paediatric Immunology</td>
</tr>
<tr>
<td>Dr. Helen FOSTER</td>
<td>Consultant, Adult and Paediatric Rheumatology</td>
</tr>
<tr>
<td>Dr Mark FRISWELL</td>
<td>Consultant, Paediatric Rheumatology</td>
</tr>
<tr>
<td>Dr Rob FORSYTH</td>
<td>Consultant, Paediatric Neurology – Acquired Brain Injury</td>
</tr>
<tr>
<td>Dr V RAMESH</td>
<td>Consultant, Paediatric Neurology</td>
</tr>
<tr>
<td>Dr Anita DEVLIN</td>
<td>Consultant, Paediatric Neurology</td>
</tr>
<tr>
<td>Professor Alan CRAFT</td>
<td>Head of Department, Child Health</td>
</tr>
<tr>
<td>Dr Juliet HALE</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Dr Simon BAILEY</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Dr Quentin CAMPBELL - HEWSON</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Dr Debbie TWEDDLE</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Professor Josef VERMOOR</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Dr Kevin WINDEBANK</td>
<td>Consultant, Paediatric Oncology</td>
</tr>
<tr>
<td>Dr Rod SKINNER</td>
<td>Consultant, Paediatric Haematology</td>
</tr>
<tr>
<td>Dr Fraser ALEXANDER</td>
<td>Consultant Paediatrician</td>
</tr>
<tr>
<td>Dr Peter JONES</td>
<td>Consultant Paediatrician</td>
</tr>
<tr>
<td>Dr Mike McKEAN</td>
<td>Consultant, Respiratory</td>
</tr>
<tr>
<td>Dr Chris O’BRIEN</td>
<td>Consultant, Respiratory</td>
</tr>
</tbody>
</table>
Meetings

Monday 09:00 - Oncology MDT handover, Ward 16, RVI
Monday 12:00 - Acquired Brain Injury Meeting, NGH
Monday 13:30 - Oncology Psycho-social meeting, RVI
Tuesday 08:30 - Oncology Pathology meeting, RVI
Wednesday - JIA ward round, RVI
Wednesday 14:00 - Oncology ward round, RVI
Friday 09:00 - Neuro-Oncology Meeting, NGH
Monthly - OT Staff Meetings
Weekly 12:15 - Paediatric OT Meetings
- Paediatric OT In-Service Training
Bi-monthly - Journal Club
Other - Neuro – Oncology training sessions – see board on ward 24 SCIDS teaching – Wed lunchtime.

Useful Telephone Numbers

Occupational Therapy Department NGH 21086 / 22461 DECT 23714
OT NGH fax number 0191 256 3851
Occupational Therapy RVI 21285 DECT 29386
All NGH ward numbers are pre fixed with Add ward number e.g. ward 23 = 23523
235
All RVI Peacock Hall wards are pre fixed with 250
All RVI New Victoria Wing wards are pre-fixed with 260
Taxi 25800
Physiotherapists NGH 22314 / 21846 / 21715
Physiotherapy 21285 / 29372 / 29373 / 21792
Speech & Language Therapists 23428
Teachers 22325
SW, NGH 23510
Specialist Paed Neuro Nurse 23054
| **FRH TEL:** 0191 2336161 Ext. 26785 | **Odeth Richardson**  
DECT 48212 | **Andrea Hepburn FRH 31320/RVI 25393 B 3273**  
Dect: 48211 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STROKE</strong> 37275 Dect. 48927</td>
<td><strong>SURGERY</strong> 37643 Dect. 48916</td>
<td><strong>ORTHO &amp; RHEUM</strong> 37777 Dect. 48920</td>
</tr>
</tbody>
</table>
| Nicola Jobson  
Medicine – Hannah Preston  
Michelle Maw (Mon-Wed)  
OTA vacancy 16.5hrs | Anne Ewing  
Ruth Quinn  
MAT LEAVE  
Reagan Rafferty  
Helena Lister  
Lisa Reay OTA  
Tom Fish - TI - 31708 | Paeds – Andrea Bosch Tues. Wed Fri  
Gemma O’Callaghan  
Joni  
Glenda Leightley TI  
Susan Simpson TI (Mon, Tues, Fri) |

**CARE OF THE ELDERLY**

<table>
<thead>
<tr>
<th>Melville Day Hospital - 37236 Dect 48922</th>
<th>Walkergate Hospital</th>
<th>Administration Staff</th>
</tr>
</thead>
</table>
| Judith Whitehead  
Sarah Rice  
Sarah Watson  
Vacant band 5  
Lisa Young  
Karen Bowman OTA  
Lesley McGettigan OTA  
Walkergate Laurel centre 38520 | Mandy Thompson - 38503  
Helen Graham | Joan Ramsey – RVI – 21270  
Patricia Jackson – NGH 23850  
Irene Flaws – RVI  
Mandy Metcalfe – Freeman – 27658  
Tracey Hoye – 27480 |
| **Wheelchair Services** | | |
| Emma Ritchie – 26904  
Robyn Martin  
Nicky Turner TI | Fax No. 0191 2231251 General queries 31186 | |

**ROYAL VICTORIA INFIRMARY** - 0191 2336161 Ext. 25484  
**DIRECT LINE** 2825484  
**Fax:** 0191 2825548 (Rehab) B. Pickering Dect 29371

**CARE OF THE ELDERLY** 21267

| Magdalena Lynch – DECT 29385  
Dawn Hepburn Jobling OTA | Julie Guy Dect 29382  
Laura Mitchell  
Laura Hudspith  
Louise Horsburgh OTA  
Outreach – Fiona Toland Mitchell 20587  
07659 524 039 | Christine Armstrong DECT 29528  
Vacant temp band 5 winter pressures |

**MEDICINE** 21266

| Dawn Tweedy – Dect 29384  
Lindsay  
Laura  
Rob Forman - dect 29385  
Helen McKenna OTA | Carolyn McTimoney - Dect 29386  
Liz Rowen | Amelia Davies (mat leave) Dect 39315  
Jaquie Dix / Ruth Quinn  
Lorraine Smith Therapy Assistant |

**NEWCASTLE GENERAL HOSPITAL** – 0191 233 6161  
**Fax:** 0191 2195037 (General Office)

**ORTHO** 23850/23852  
**FAX:** 2563851

| Dect 21717 Marge Browne  
Band 5  
Lorraine Guthrie- OTA | Alison Jones - Dect 21784  
Sonia/Tracy Thomson (Tues, Wed)  
Kristi  
Karen Gemmell TI mat leave | Debra Gardner  
Catherine Forster  
Liz Rowen  
Rachel Kilburn - OTA |
Paediatric Occupational Therapy Induction Reference File at NGH
Reference files are available for students to access; however, we would ask that you do not remove any items.

Contents

Activity Analysis
Abbreviation List
Assessments
Car Parking
Child Protection / Abuse – categories of
CPR / Cardiac Arrest in Paeds
Cultural Issues
Corporate Communication Guide
Department of Health Information Leaflets.
Examples of OT reports
Consultants
Family Tree
FAF forms and guidelines
Functional goal setting
Fire
Health and Safety Information
Hopper
Home visits
Using Information
Incident form Guidelines
Infection Control
Korner / Statistical Guidelines
Laminating
Leaving Hospital -Trust Information
Library
Lunch Facilities / Breaks
Manual Handling
Meetings
Occupational Therapy TI Role
O² Training
Paediatric OT Issues
Paediatric OT in JIA x 2
Paediatric OT Standards
Paediatric Occupational Therapy Assistant role
Paediatric OT Leaflet
Paediatric OT Mission Statement
Paediatric OT Service and Wards Covered – under review
Pay
POMR / SOAP
Photography
Procedure and Information file contents – (refer also to RVI policy docs)
Referral Process
Scrubbing Up
Security
Sensory Room RVI & Sensory room guidelines - NGH
Supervision
Taxi’s
Typing
Wheelchairs / Wheelchair Loans