

# Charlotte Fox Curriculum Vitae

Occupational Therapy Norfolk

## PERSONAL DETAILS

Mrs Charlotte Frances May Fox

12 Thornham Road  
Norwich  
Norfolk  
NR7 8HU

01603 477638 / 07879403151

[charlotte@otnorfolk.co.uk](mailto:charlotte@otnorfolk.co.uk) / [www.otnorfolk.co.uk](http://www.otnorfolk.co.uk)



**Date of birth:** 17/05/83

**Marital status:** Married

**Driving licence:** Full, clean licence

**HCPC Registration Number:** OT41486

**Member of:** HCPC, BAOT, COTSS-IP, COTSS-NP

## PERSONAL PROFILE

- Occupational Therapist with over 10 years' experience working with a wide range of physical disabilities, mental health conditions and learning disabilities.

- Excellent communication, presentation & networking skills.

- Neurology and housing specialist.

- Highly experienced therapist knowledge of complex equipment, major adaptations, rehabilitation and seating / postural assessments.

- Member of College of Occupational Therapists' specialist sections in Independent Practice and Neurology.

- Saebo trained therapist.

## PROFESSIONAL ACHIEVEMENTS

- Setup and managed a district reablement service, providing physical, cognitive and perceptual rehabilitation. Subsequently involved in the development of other reablement services, both nationally and internationally. Devised specific outcome measure tools and documentation (now provided by Department of Health as templates for other authorities). Designed and delivering training packages for managers and staff.
- Part of a role model project in local schools and colleges.
- Project manager for a service development project – looking at identifying and implementing improved processes for the management of complex cases.
- Represented employers at numerous events, including CSCI (now CQC) inspections, HRH Princess Royal visit, and promotional events.
- Presented at, and facilitated, various conferences and events - often as an advocate for professional excellence and practice improvement.

## EMPLOYMENT HISTORY

### **November 2010 – present: Independent Occupational Therapist and Partner**

Occupational Therapy Norfolk, Norwich

Provision of specialist, independent Occupational Therapy Services in the private sector. Services are provided to individuals and organisations in and around the Norfolk area, referrals taken from Case Managers, Individuals, Housing Providers, Legal Services Comm., Workplaces, Occupational Health etc.

### **October 2011 – April 2014: Band 7 Specialist OT - Neurology**

James Paget Healthcare NHS Foundation Trust

Providing the lead OT role in complex neurology assessment and treatment including cognitive and upper limb rehabilitation. Supervision of staff. Service audit / improvement. Wheelchair and seating prescription.

**November 2010- September 2011: Senior (Level 2 ) Occupational Therapist**

Norfolk County Council, Community Services, Norwich:

Undertaking complex, holistic assessments of children and adults with a wide range of physical disabilities, learning disabilities and mental health conditions. Interventions are focused around promoting independence and include equipment, adaptations, advice to care staff and reablement staff, mental capacity assessments and safeguarding work. Supervision of Level 1 and assistant practitioner staff. Multidisciplinary work across health, social care and partner services. Ongoing involvement in service development.

**September 2006 – January 2010: Moving and Handling Assistant Adviser / Trainer**

Norfolk County Council, Norwich:

Providing expert advice to staff on highly complex cases, devising and delivering training packages. Policy, risk assessment and business plan development. Project management.

**October 2005 – November 2010: Senior (Level 2) Reablement Occupational Therapist**

Norfolk County Council, Social Services, Norwich:

Setup and management of community reablement service, management and supervision of reablement staff. Auditing of service. Assessment and provision of therapeutic activities for individuals of all ages focusing on the development of daily living skills. Interventions were evidence based and outcome measured. Interventions included physical, cognitive and perceptual rehabilitation, anxiety management, confidence building, and functional skills (meal preparation, financial management, communication skills etc.). This service was then used as a model for the development of Countrywide and International reablement services, which I advised on, and created specific outcome measures, documentation and training packages for. I was involved in the setup and implementation of these services and the training for several hundred staff members and managers.

**March 2005 – October 2005: Occupational Therapist (Community PCT rotation)**

James Paget Healthcare NHS Trust, Gorleston on rotation in Great Yarmouth and Waveney PCT.

**September 2004 – March 2005: Occupational Therapist (Rehabilitation / surgical rotation)**

James Paget Healthcare NHS Trust, Gorleston.

**Various other employment prior to, and during training includes experience in adolescent and adult acute mental health ward, specialist respite and rehabilitation centre, NCH action for children.**

**PROFESSIONAL QUALIFICATIONS AND TRAINING**

**BSc(hons) Occupational Therapy (2.1), June 2004, University of East Anglia.**

**Certificate in Delivering Learning, January 2007, City & Guilds, City College Norwich.**

**Training undertaken includes:** Wheelchair Prescription (Accredited prescriber), Motor Learning and Extrinsic Feedback, Level 1 & 2 Psychological interventions, Fatigue Management, Infection Control, Postural management, Moving and Handling, Mental Health Act, Mental Capacity, Complex Adaptations, Personalisation, Self directed support, Data protection, Project Management, Legal aspects of practice - Law and good practice for AHP's, Promoting yourself positively, Building workforce capacity, Facilitation (group and management) skills, Leadership at the point of care, Inspire! Integrate! Influence!, Safeguarding, Deprivation of liberty.

**EDUCATION**

**A-Levels:** Biology (C), Chemistry (C), Maths with statistics (C), Philosophy and Ethics (D).

**GSCE's:** 9 A's and 2 A\*'s in Business Studies, Music, Food Technology, Science (dual award), Maths, English language, English literature, Geography, French, Religious Studies.