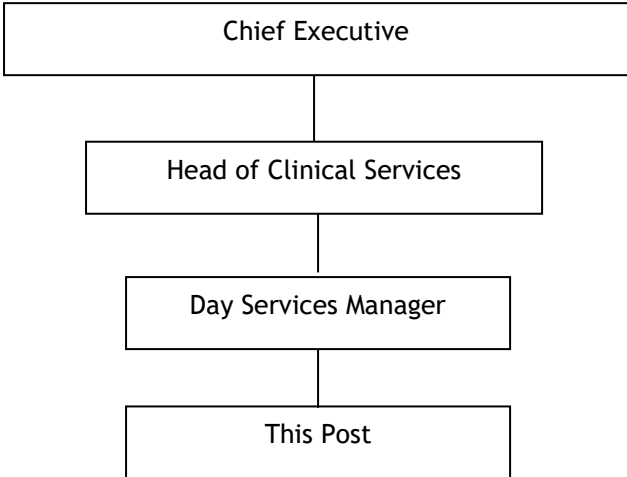


Job Description

1. JOB DETAILS	
Job Title	Occupational Therapist
Department	Clinical
Grade	6
Responsible to:	Day Services Manager
<p>2. AIM</p> <p>To deliver to the highest standard, skilled and evidenced based occupational therapy interventions including the advanced assessment and treatment of patients, provision of individual and group education and treatment, assessment for assistive devices (orthotics) and equipment, minor structural home adaptations and the provision of complex disability management.</p> <p>To provide an occupational therapy service to palliative care patients focussing on a rehabilitative living well model within the Living Well Centre (LWC) and In patient unit (IPU).</p> <p>To lead, develop, implement and evaluate the occupational therapy provision within IPU and LWC.</p> <p>To work with, and contribute to, the LWC and IPU multidisciplinary teams, to provide excellent and appropriate services and standards of care for patients and their families.</p>	
3. ORGANISATIONAL CHART	
 <pre> graph TD CE[Chief Executive] --- HCS[Head of Clinical Services] HCS --- DSM[Day Services Manager] DSM --- TP[This Post] </pre>	

4. KEY RESPONSIBILITIES

Communication and relationships

- Effectively communicate with all members of the organisation.
- Effective use of pacing, appropriate language, summarising, reflecting back, clarifying and challenging;
- Communicate sensitively and effectively with patients, carers, families and staff about complex physical, spiritual and psychological issues and the management of these feelings.
- Establish and maintain empathetic relationships with patients and carers in order to re-assure, support and engage their involvement and co-operation in the rehabilitation process and enable the giving and receiving of sensitive and often highly emotional information regarding their diagnosis and treatment. To diplomatically deal with contentious situations where difficult family or social dynamics are impacting upon the delivery of care and the planning of discharge. To assist staff in dealing with complex situations.
- Develop and sustain good working partnerships with other professionals both internally and externally to the organisation.
- Use excellent written skills to produce concise, non-judgemental reports and documentation
- Participate and contribute to debates in the multi-disciplinary team to inform management care plans for patients, carers and their families

Analytical and judgement skills

- Identify the patient, carer and family OT needs using evidence based and patient centred principles to undertake specific assessments, planning, implementation and evaluation of interventions.
- Negotiate clinical options and decisions with the patient, family and multi-disciplinary team;
- Identify the goals of the patient and family and work with them towards their achievement;
- Continuously evaluate and assess the patients' needs and adapt any goals or plans to ensure these needs are being met.
- Develop use of reflective practice to identify personal strengths and areas for development

Planning and organisational skills

- Manage and prioritise their own work time to meet service needs working autonomously
- Contribute to effective discharge planning
- Identify and contribute towards ongoing education opportunities for peers and colleagues as appropriate around their area of specialism.
- Take responsibility to contribute to improvements in OT service delivery, applying evidence based practice or good practice guidelines where appropriate

Physical skills

- Standard keyboard skills to input data onto patient database.
- Ability to have physical skills required to manage complex patients with

advanced progressive diseases ie use of appropriate hoists and other equipment to assist with manual handling.

- Physical dexterity for clinical procedures such as measuring and fitting for adaptations and appliances.

Patient/Client Care

- Manage a caseload of patients in both IPU and LWC, using evidence based and patient centred principles to undertake specific assessments, planning, implementation and evaluation of OT interventions.
- Deliver patient centred care and OT interventions within a palliative care context, promoting patient autonomy, independence, inclusion, respect and dignity and choice by ensuring that the patient/carers are involved and are central to all aspects of decision making processes
- Help patients define their goals and engage them in OT treatment/support programmes and work towards these mutually agreed goals with a particular emphasis on living well/adapting to illness/rehabilitation.
- Teach and demonstrate to families/carers and patients, moving and handling techniques and use of assistive devices and ADL equipment.
- Work as an integral part of the MDT ensuring that the needs of patients and carers are identified within a holistic framework fostering an interdisciplinary approach to rehabilitation.
- Carry out home assessment and environmental visits as required.
- Develop and deliver evidence based therapy groups for symptom management.
- Work with the Admiral Nurse to develop meaningful engagement strategies for people with dementia and cognitive impairment, including group cognitive stimulation therapy - training for this will be provided if required
- Work closely with the Hospice Physiotherapist creating an integrated rehabilitation service.
- Support the physiotherapist with lymphoedema clinics as needed.

Policy and Service Development

- Understand the requirements of national standards e.g. NICE, NSF and ambitions for palliative and end of life care
- Support the introduction and maintenance of systems and processes in own work area.
- Understand and adhere to all Hospice Policies and procedures.
- Contribute towards the development and review of clinical policies and procedures in order to promote continuous service improvement
- Assist in the implementation of policies relevant to clinical areas

Financial and Physical Resources

- Ensure that all equipment and medical devices including rehabilitation aids etc are working effectively and to report any concerns to the Day Services Manager as appropriate.
- Responsibility for maintaining therapy and group work stocks and supplies
- Responsible for the security of building and premises overnight and at weekends when appropriate.

Human Resources

- Attend appropriate training requirements both statutory and mandatory to comply with current Health and Safety legislation and in line with the Hospice's responsibility to comply with Government Directives
- Preserve confidentiality of any information regarding patients, staff, volunteers and the business of St Cuthbert's Hospice
- Identify own learning needs and seek support to ensure that individual learning needs are met.
- Participate in St Cuthbert's appraisal system as a appraiser and an appraisee
- Familiarise and act in accordance with all relevant clinical and non clinical Hospice Policies and Procedures.
- Responsible for the co-ordination and delivery of supervision and on the job training for staff nurses, HCA and volunteers working within clinical areas specific to their own discipline and more formal training in relation to their specialist area
- Participate in the induction, training and education of students and other staff /volunteers in this setting.

Information Resources

- The ability to document and store relevant information utilising computerised and paper based systems in friendly accessible formats
- To maintain accurate and contemporaneous clinical records, using the current electronic patient recording system

Research and Development

- Participate in the planning, evaluation and audit of practice, standards and protocols within your area to promote ongoing service improvements to benefit care given to patients, families and carers
- Support and participate in any formal R&D clinical work undertaken within the Hospice
- To undertake research and/or audit projects relevant to OT provision within the hospice, and disseminate findings at a local level.
- Continually look for ways to improve the quality of the service one provides to guests, patients and visitors to the Hospice.

Freedom to Act

- Work autonomously with an ability to recognise limitations of knowledge, skills and competencies and to seek guidance from the Day Services Manager and members of the MDT when appropriate
- Take clinical lead with regard to any occupational therapy issues in the absence of the Day Services manager
- The Post Holder also has a responsibility to act in accordance with the HCPC and COT rules and regulations including code of Conduct.
- Work within policies and procedures but to use own initiative when non-routine situations arise

EFFORT & ENVIRONMENT

Physical

- Physical skills required frequently to manage complex patients with advanced progressive diseases i.e. manoeuvring patients into position for personal care or using mechanical aids such as hoists
- Frequent requirement to use moderate physical effort for long periods of time whilst engaging in the rehabilitation and treatment of patients.

Mental

- Frequently required to concentrate for periods of over an hour whilst examining and assessing patients

Emotional

- Frequent exposure to distressing or emotional circumstances
- Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support

Working Conditions

- Frequent requirement to deal with body fluids when caring for patients
- Flexible approach across all clinical areas in order to meet the changing needs and for the improvement of service delivery and care.
- Flexible to the needs of the service including a requirement for occasional evening and weekend work.

Data Protection and Confidentiality

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

Health and Safety

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

Safeguarding

- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

Infection Control

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

Equal Opportunities

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

Note: This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

JOB DESCRIPTION AGREEMENT

Signature of Post holder: **Date:**

Signature of Manager: **Date:**

