

St Cuthbert's Hospice



Making every day count since 1988

Application Information Pack



OT1223: Occupational Therapist

Closing Date 10.01.24 | **Interview Date** w/c 15.01.2024

If you have not heard from us by 15.01.24, please assume you have not been shortlisted.

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Dear Applicant,

Thank you for showing an interest in working at St Cuthbert's Hospice in the role of Occupational Therapist.

This recruitment pack provides you with some information on who we are, what we do and the exciting vacancy opportunity available.

Our dedicated community of staff, volunteers and supporters are one of our greatest assets here at St Cuthbert's Hospice. As a member of our Hospice team, you will have the opportunity to contribute to a culture in which all those who use our services feel welcome and part of a passionate, caring and supportive community.

We provide specialist palliative and end of life care services, at a time and a place that is right for the person. As a centre of excellence within our community we provide all-embracing, compassionate, and individualised care to all those affected by life-limiting illnesses. Our services can also extend to families and carers who have a care and support role and who, in turn, could benefit from support and advice. Accessibility and high quality are some of our key objectives. Our clinical staff have the enhanced skills to deliver the specialist care across our services. For over thirty years we have put patients and those important to them at the heart of everything we do. We exist to ensure that people with life-limiting illnesses in County Durham can make every day count. We are highly regarded for our quality of care and were the first Adult Hospice in the UK to be graded 'outstanding' by Care Quality Commission (CQC).

At St Cuthbert's Hospice we are committed to our staff and making the Hospice a great place to work. We offer flexible working, competitive salary, workplace pension, 33 days of paid annual leave, free on-site parking and an Employee Assistance Programme (EAP) for employees and family. Our main Hospice building is situated on the outskirts of Durham in beautiful surroundings, we also have 8 Hospice retail shops around County Durham.

Our staff and volunteers are passionate about the work that we do, and are often motivated to work at the Hospice by their desire to make a difference to local peoples' lives. If you are inspired by the work that we do and share in our values then we are confident that working at the Hospice could be a deeply rewarding career choice for you.

I hope you find this application pack useful in helping you decide whether you are right person for the role.

We look forward to hearing from you.

With best wishes,

Paul Marriott
Chief Executive.

About Us

• Our History

Our Hospice started with the local community over three decades ago, a group of Durham residents came together for a common cause. St Cuthbert's Hospice first opened its doors in 1988 to provide services, free of charge, for people with advanced illnesses, people approaching the end of their lives and those who are bereaved.

Everyone who comes to us is an individual and so their care should be individual too.

• What We Do

Our multi-professional team consists of specially trained doctors, nurses, physiotherapists, social workers, counsellors, occupational therapists, and chaplains. They work collaboratively to ensure our patients are able to discuss their needs and wishes when spending time with us.

As well as our Clinical Services, we have our Enabling Services and Income Generations teams – all working together to ensure the delivery of Hospice services. Our enabling services team includes Finance, Human Resources, Central and Governance Support and our Income Generation Team includes Fundraising, Retail, Lottery, Marketing and Communications.

We employ over 100 paid members of staff and work closely with around 400 volunteers to ensure the Hospice's efficient running. We have a Senior Management Team who are responsible for the day-to-day running of St Cuthbert's. They report regularly to the Board of Trustees.

• Our Mission

To make every day count for those affected by life-limiting illnesses.

• Our Vision

To be a centre of excellence within our community and to provide all-embracing, compassionate and individualised care to all those affected by life-limiting illnesses, at a time and a place that is right for them.

• Our Care

St Cuthbert's Hospice provides free care and support to people with life-limiting illnesses, people approaching the end of life and people that are bereaved. Our specialist care teams can support people at any stage, from diagnosis, to living well with their illnesses to their last days. Whether it's helping with pain relief, supporting a loved one or just being there to listen, we understand that sometimes it's the little things that make the biggest difference.

Hospice care is quite unlike many other types of care. Our teams treat everyone as an individual, spend time learning what is important to them and focusing on delivering care suited to their wishes.

• Our Values

These define who we are and guide what we do to ensure the highest quality care for those accessing our services and the highest quality experience for staff working here. We are committed to safeguarding and promoting the welfare of adults at risk and children.



Better Health
at Work Award
Maintaining Excellence



About Us

• Our Philosophy of Care

At the heart of St Cuthbert's Hospice is the individual who is seen as a unique person deserving of respect and dignity. Our aim is to support each person and their family and friends, helping them to make informed choices and decisions affecting their lives.

Individual care is planned to support the total well-being of each person, taking into account their physical, psychological, social and spiritual needs.

We will work together to provide a warm and welcoming atmosphere that accommodates diverse cultures and lifestyles within a calm and compassionate environment. As a team, we will strive to provide specialist care of the highest standard by ensuring staff are up to date with current research and training.

We are aware of the valuable work undertaken by individuals and agencies in the community and we will work in partnership with them to provide excellent services for the people of Durham. We see life – and death – as a journey to be made in the company of others.

We are rooted in our local community and we approach life and death through a philosophy based on support and hospitality.

• Our Strategic Goals

- 1 To enable people at the very end of life to achieve a good death in the place of their choosing
- 2 To enable people living with a life-limiting illness who use Hospice services live well and make every day count
- 3 To provide information and support that careers of people with life-limiting illnesses need to provide the care they want to provide
- 4 To support those who have been bereaved as a consequence of a life-limiting illness to adjust to life without their loved one
- 5 To break down the taboos associated with dying, death, loss and grief



About The Role

If you are ready for an exciting opportunity that will be challenging and rewarding on a personal and professional level this could be the post for you. You will be enthusiastic, self-motivated and have post registration experience as an Occupational Therapist ideally in palliative care, oncology and/or rehabilitative service provision. You must be able to provide and maintain a high level of palliative care delivery. You will be patient centred, striving for excellence to achieve the best quality of life for patients, families and carers. You will need to take responsibility for the specialism and contribute to improvements in service delivery across Inpatient Unit and Living Well Centre. You must possess excellent communication skills, enjoy working as part of a team with a passion for palliative care. Driving licence and own car use is essential for home visits as part of discharge planning. As the Living Well Centre develops there may be the expectation you work some weekends and evenings.

We value and support our staff and volunteers with training and development. You will be supported with regular clinical supervision. We offer a workplace pension but do honour those who are already in an NHS pension. As an employee of St Cuthbert's Hospice you will benefit from 25 days annual leave per year pro rata (rising to 27 after 5 years' service), in addition to Bank Holidays. The salary scale is dependent upon relevant transferable skills and experience.

Why Work For Us

We are committed to making St Cuthberts Hospice a great place to work supporting the provision of excellent services for the people of Durham. If you are ready for an exciting opportunity that will not only impact on patient care but will be motivating and rewarding on a personal level this post could be for you.

As well as being part of a passionate team of people, benefits available to employees include:

- Competitive Salary
- Enhanced annual leave. 5 additional days above statutory entitlement. (33 days in total, rising to 35 after 5 years' service. Further enhanced rate of 38 days after 2 years' service for medical staff)
- Pension Scheme – matched contributions up to 5%
- NHS pension scheme for eligible employees
- Employee Assistance Programme
- Cycle to Work (Save up to 42% on the cost of bikes and equipment)
- Flexible working
- Training and development opportunities
- Health and wellbeing initiatives
- On-site catering facilities at our Coffee Shop
- Free parking (at Hospice site)
- Staff Discounts such as BlueLightCard and Charity Discounts

In our recent survey, we asked our staff to describe what it is like to work at the Hospice. Some of the words they used were rewarding, supportive, friendly, worthwhile, fulfilling, as well as being busy and challenging.

" I feel privieged to work at the Hospice."

In our recent survey, 92% of respondents said they would recommend the Hospice as a place to work.

100% said that if a friend or relative needed treatment, they would be happy with the standard of care provided by the Hospice.

Equality and Diversity Commitment

St Cuthberts Hospice values diversity and is committed to creating an inclusive culture. As part of our application process, we request applicants complete our equal opportunities form. Reasonable adjustments to the interview and application process can also be made for any candidates, please contact us at recruitment@stcuthbertshospice.com

How to Apply

We hope this pack has given you all the information you need to apply for this role.

We would love to hear about why you want to work at St Cuthbert's Hospice, the job description and personal specification can be found below to help to develop your application in line with the requirements of the role.

However, if you have any questions about what we do at St Cuthbert's Hospice, the role, or need more practical information, don't hesitate to get in touch. For an informal discussion about this post please contact:

David McLoughlin – Day Services Manager 0191 3741170

If you have all the information you need and are ready to apply, you can download an application form from our website or to request a hard copy please contact the HR team on 0191 374 6174 or email recruitment@stcuthbertshospice.com

Please note we do not accept CVs.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

The recruitment process for all Hospice roles will involve an interview and the process for some roles may also include a presentation or task.



Job Description

Occupational Therapist

Department: Day Services

Grade: 6

Responsible to: Day Services Manager

Hours: 37.5 hpw

Salary: £32,134 to £42,282

Contract: Permanent Full Time

Aim

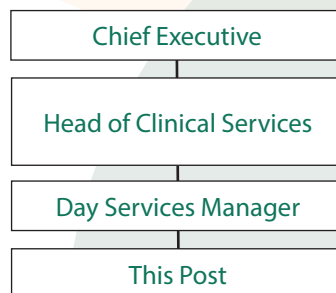
To deliver to the highest standard, skilled and evidenced based occupational therapy interventions including the advanced assessment and treatment of patients, provision of individual and group education and treatment, assessment for assistive devices (orthotics) and equipment, minor structural home adaptations and the provision of complex disability management.

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).

To lead, develop, implement and evaluate the occupational therapy provision within IPU and LWC.

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.

Organisational Chart



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 judgemental 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

Working Conditions

- Office environment, rare exposure to unpleasant working conditions

Data Protection and Confidentiality

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the General Data Protection Regulation and Data Protection Act 2018 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

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:**

Person Specification

Post Title: Nursing Associate		Grade: 4 Department: Day Services		
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> •BSc (Hons) / MSc (pre reg) qualification approved by the Royal College of Occupational Therapists (degree qualification) •Registration with the Health and Care Professions Council as an Occupational Therapist. 	Application form and interview	<ul style="list-style-type: none"> •Palliative Care qualification – Foundations in PC, etc. •Specialist Pall Care Course. 	Application form and interview
Experience	<ul style="list-style-type: none"> •Experience of working effectively in a multi-disciplinary team •Experience of working with patients with oncology, neurology, and rehabilitative needs. •Experience of providing OT interventions in caring for patients with life limiting illnesses and their families – one to one and group work. 	Application form and interview	<ul style="list-style-type: none"> •Specialist Palliative Experience •Previous experience in delivering training or teaching qualification. •Working with patients with dementia 	Application form and interview
Personal Attributes	<ul style="list-style-type: none"> •Self-aware, confident, and self-assured •Motivated and enthusiastic •Excellent communication, negotiation & interpersonal skills •Evidence of ongoing continuous development •Ability to work effectively as part of a team. •Evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation 	Interview	<ul style="list-style-type: none"> •Advanced communication skills 	
Special Requirements	<ul style="list-style-type: none"> •Proactive, flexible and responsive to the changing needs and demands of the Hospice. •Ability to travel independently across the County to fulfil the requirements of the post. •Car ownership. •Full, clean driving licence (in date.) 	Interview		

Skills and Knowledge	<ul style="list-style-type: none"> •Excellent verbal and written communication skills •Ability to articulate in a clear and sensitive manner. •Good interpersonal skills •Demonstrable resilience to working with those facing loss and bereavement. •Ability to work effectively in a demanding environment. •Ability to contribute to the learning environment. •Computer skills 	Application form and interview	<ul style="list-style-type: none"> •Safeguarding and DOLS •Experience of change management and service improvement. •Experience of clinical audit. •Policy writing 	
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Signature of Post holder: Date:

Signature of Manager: Date:

Accessible Information

If you would like a copy of this leaflet in large print, an audio format, explained in your own language or any other format, please let a member of the team know and we will do our best to support this.



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St Cuthbert's Hospice, Durham is registered by the Charity Commission
as a Charitable Incorporated Organisation.
Charity Number: 519767 VAT Number: 997305770.
Registered Office: St Cuthbert's Hospice, Park House Road, Durham, DH1 3QF