

JOB DESCRIPTION:
REPORTS TO:
BASED AT:

OCCUPATIONAL THERAPIST BAND 6
THERAPY TEAM LEADER GY&W
BECCLLES HOSPITAL



JOB SUMMARY

To provide Specialist Occupational Therapy assessment, treatment and on-going management to a wide range of patients with a palliative diagnosis. Working within a multi-disciplinary team (MDT) to see patients in various settings e.g. Community, Community Care Unit outpatients, and within our Inpatients beds.

SAFEGUARDING RESPONSIBILITIES

- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the Hospice's policies in relation to safeguarding

PROFESSIONAL RESPONSIBILITIES

- To be responsible for the accurate assessment and appropriate treatment of patients across all Hospice services and sites in the Great Yarmouth and Waveney area.
- To maintain high standards of Occupational Therapy practice and correct medical ethics, behaving in a professional manner at all times, in accordance with RCOT and HCPC standards.
- To ensure that patient records are up to date and that they are comprehensive, timely, accurate and appropriate.
- To set appropriate goals with patients and their carers for short, medium and long term achievement and to be prepared to teach patients/carers treatment techniques.
- To work with the multi-disciplinary team, patients, their carers, and other healthcare professionals to manage patient care which is responsive to patient choice and wishes
- To liaise as appropriate with GPs, consultants and other relevant professionals.
- To be proactive and skilled in discharge planning,
- To be proactive in providing palliative rehabilitation in various settings - inpatient, out-patient clinics and community visits.
- To monitor the safety of equipment within the Hospice, removing and reporting any that is defective.
- To be responsible for stock control of therapeutic items or equipment required for treatment, ensuring that orders are placed with the purchasing service in a timely manner.
- To perform home assessments as required.
- To assess and prescribe equipment for patient's homes as required.
- To be active involved in group work, including symptom management classes.
- To keep clinical knowledge up to date, observing best practice and to be pro-active in developing the service to meet patient and carer needs.
- To work with other providers as appropriate to jointly support patients and their families.
- Have a good understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.

MANAGEMENT RESPONSIBILITIES

- To provide instruction and supervision to junior staff, support staff, volunteers and clinical students as appropriate.
- To collect and provide statistical information as required by the Hospice.
- To attend relevant meetings, providing effective communication to ensure continuity of patient care.

- To participate in the development of clinical standards policies and audit, working within the Clinical Governance framework of the Hospice.
- In conjunction with the Therapy Team Leader, to plan and evaluate occupational therapy services implementing changes as appropriate and actively participating in development projects. This includes taking the lead with service development projects where appropriate.
- To support the Therapy Team Leader with the development of appropriate therapy services to support community patients e.g. fatigue and anxiety groups.
- To support the team to prioritise the workload and referrals to meet the changing needs of the service and allow time for administration

PERSONNEL RESPONSIBILITIES

- To recognise indications of staff stress, feeding back to the line manager as appropriate, and to facilitate the support of other staff.
- To participate in the recruitment of staff as requested.
- To supervise and participate in the induction of new staff, students and volunteers.
- To take on a mentor role to new staff, as requested.
- As requested, to participate in professional placements and lay person visits to the Hospice.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

EDUCATIONAL RESPONSIBILITIES

- To maintain an awareness of research and relevant findings and in conjunction with the multi-disciplinary team, work towards this being applied to practice.
- To give feedback from attended education programmes/study days to the multi-disciplinary team, actively participating in the In-Service Training programme.
- To provide support and appropriate training for student Occupational Therapists on placement at the Hospice.
- To provide education to wider Hospice professionals and teams, as appropriate.

PROFESSIONAL DEVELOPMENT

- To devise with the Therapy Team Leader a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase clinical skills.
- To record Continuous Professional Development and maintain Professional Registration
- To participate in supervision necessary to role

ORGANISATIONAL RESPONSIBILITIES

- To work within the policies and guidelines of the Hospice and act within professional guidelines at all times.
- To uphold the Hospice and individual team values at all times.
- To ensure effective use of resources.
- To support the promotion of Hospice Services
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To actively participate in relevant local forums, TCES Medequip, and OT Clinical Governance group, to represent the Hospice in local policy and service development.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work, the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POST HOLDER.

OCCUPATIONAL THERAPIST PERSON SPECIFICATION

Requirement	Essential/Desirable
Qualifications & Training	
Registered Occupational Therapist and a member of HCPC	Essential
Minimum 18 months' post-qualification experience	Essential
Member Royal College of Occupational Therapists	Desirable
Demonstrable interest and knowledge of palliative care and rehabilitation	Essential
Membership of appropriate special interest group	Desirable
Knowledge & Experience	
Evidence of Continuing Professional Development (CPD) portfolio	Essential
Demonstrable knowledge and experience of working with patients with a range of conditions, within different settings relevant to Palliative Rehabilitation and care, e.g rotations in Care of the Elderly, Neurological Rehabilitation, Community, Orthopaedics, Acute Medicine, Cardio-Respiratory Surgical, Oncology	Essential
Post-registration clinical experience specific to working in palliative care rehabilitation	Desirable
Experience of working within a Multi-Disciplinary Team	Essential
Thorough understanding and clinical reasoning skills of equipment provision	Essential
Expert knowledge of the evidence base of palliative care	Essential
Knowledgeable of current influences affecting palliative care provision	Desirable
Have a good understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.	Essential
Specific Skills	
Ability to deal with complex, sensitive matters requiring advanced communication skills	Essential
Excellent organizational skills and time management	Essential
Ability to manage a complex caseload across multiple clinical settings – Inpatients, Community Care Unit outpatients, and Community and balance this with non-clinical responsibilities	Essential

Able to assess, plan, deliver treatment, and evaluate patients care needs that may be complex and subject to change	Essential
Able to work flexibly and use a high standard of prioritisation skills to meet service demand	Essential
Excellent clinical decision making in supporting discharge planning	Essential
Able to work alone and as part of a team	Essential
Confident and capable of formally presenting information to a range of professional people and patients/families/carers	Essential
Able to supervise the work of others e.g. junior members of staff, volunteers and students	Essential
Able to organise, prioritise, delegate and escalate appropriately	Essential
Excellent written and verbal communication skills	Essential
Good IT skills with ability to use SystmOne, MS Teams, MS Outlook, Power Point, and the keenness to develop further skills	Essential
Able to contribute to service development	Essential
Driver with own vehicle and business insurance	Essential
Personal Qualities	
Proactive and committed and to personal and team development and support	Essential
Approachable, consistent and confident	Essential
Excellent interpersonal skills	Essential
Works professionally at all times	Essential
Able to work under pressure and remain calm in stressful situations.	Essential
Flexible and resilient to change, due to rapidly changing caseload and multiple locations	Essential
Demonstrates personal qualities in line with the Hospice Core Values.	Essential

**JOB DESCRIPTION:
RESPONSIBLE TO:
BASED AT:**

**PHYSIOTHERAPIST BAND 6
THERAPY TEAM LEADER GY&W
BECCLES HOSPITAL**



JOB SUMMARY

To provide Specialist Physiotherapy assessment, treatment and on-going management to a wide range of patients with a palliative diagnosis. Working within a multi-disciplinary team (MDT) to see patients in various settings e.g. Community, Community Care Unit outpatients, and within our Inpatients beds.

SAFEGUARDING RESPONSIBILITIES

- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the Hospice's policies in relation to safeguarding

CLINICAL RESPONSIBILITIES

- To be responsible for the accurate assessment and appropriate treatment of patients across all Hospice services and sites in the Great Yarmouth and Waveney area.
- To maintain high standards of physiotherapy practice and correct medical ethics, behaving in a professional manner at all times, in accordance with CSP and HCPC standards.
- To ensure patient records are up to date and that they are comprehensive, timely, accurate and appropriate.
- To identify patients' goals that are appropriate to their needs and wishes.
- To work with the multi-disciplinary team, patients and their carers, and other healthcare professionals to manage patient care which is responsive to patient choice and need.
- To liaise with GPs, consultants and other relevant professionals where appropriate.
- To be proactive in providing palliative rehabilitation in various settings - out-patient clinics in Community Care Units, inpatients and community visits.
- To monitor the safety of equipment within the Hospice, removing and reporting any that is defective.
- To be responsible for stock control of therapeutic items or equipment required for treatment, ensuring that orders are placed with the purchasing service in a timely manner.
- To be actively involved in group work such as exercise classes and symptom support groups.
- To keep clinical knowledge up-to-date, observing best practice, and to be pro-active in developing the service to meet patient and carer needs.
- To work with other providers as appropriate, to jointly support patients and their families.
- To have a good understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.

MANAGEMENT RESPONSIBILITIES

- To provide instruction and supervision to junior staff, support staff, volunteers and professional students, as appropriate.
- To collect and provide statistical information as required by the Hospice.
- To prioritise the workload to meet the changing needs of the service and allow time for administration.
- To attend relevant meetings, providing effective communication to ensure continuity of patient care.
- To participate in the development of clinical standards and clinical audit, working within the Clinical Governance framework at the Hospice.

- In conjunction with the Therapy Team Leader, to plan and evaluate physiotherapy services, implementing changes as appropriate, and actively participating in service development projects. This includes taking the lead with service development projects where appropriate.
- To support the Therapy Team Leader with the development of appropriate therapy services to support community patients e.g. breathlessness groups, exercise groups.
- To support the team to prioritise the workload and referrals to meet the changing needs of the service and allow time for administration.

PROFESSIONAL DEVELOPMENT

- To devise with the Therapy Team Leader a personal development plan in line with the Hospice objectives and personal needs.
- To maintain and increase clinical skills
- To record Continuous Professional Development and maintain Professional Registration
- To participate in supervision necessary to role.

PERSONNEL RESPONSIBILITIES

- To recognise indications of staff stress, feeding back to the line manager as appropriate, and to facilitate support of other staff.
- To participate in the recruitment of staff as requested.
- To supervise and participate in the induction of new staff and students, as appropriate.
- To take on a mentor role to new staff, as required.
- As requested, to participate in professional placements and lay person visits to the Hospice.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

EDUCATIONAL RESPONSIBILITIES

- To maintain awareness of research and relevant findings, and in conjunction with the multi-disciplinary team, work towards this being applied to practice.
- To give feedback from attended education programmes/study days to the multidisciplinary team, actively participating in In-Service Training within the team.
- To provide education to wider Hospice professionals and teams, as appropriate.

ORGANISATIONAL RESPONSIBILITIES

- To work within the policies and guidelines of the Hospice and act within professional guidelines at all times.
- To uphold the Hospice and individual team values at all times.
- To ensure effective use of resources.
- To support the promotion of Hospice Services
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work, the post holder may on occasion be asked to undertake other duties, or work in other areas to help maintain our high standard of care.

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**PHYSIOTHERAPIST
PERSON SPECIFICATION**

Requirement	Essential/Desirable
Qualifications & Training	
Registered Physiotherapist and a member of the HCPC	Essential
Member of the Chartered Society of Physiotherapists	Desirable
Demonstrable interest and knowledge of palliative care and rehabilitation	Essential
Minimum of 18 months post qualification experience	Essential
Membership of appropriate special interest group, e.g. ACPOPC, ACPIN	Desirable
Qualification in acupuncture	Desirable
Knowledge & Experience	
Evidence of continuing professional development CPD portfolio	Essential
Demonstrable knowledge and experience of working with patients with a range of conditions, within different settings relevant to Palliative Rehabilitation and care, e.g. Respiratory, Neurology, Orthopaedics, Community, Oncology, Musculoskeletal, Surgical	Essential
Post-registration clinical experience specific to working in palliative care rehabilitation	Desirable
Experience of working within a Multi-Disciplinary Team	Essential
Knowledgeable of current influences affecting palliative care provision	Essential
Have a good understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.	Essential
Specific Skills	
Ability to deal with complex, sensitive matters requiring advanced communication skills	Essential
Excellent organizational skills and time management	Essential
Ability to manage a complex caseload across multiple clinical settings – Inpatients, Community Care Unit outpatients, and Community and balance this with non-clinical responsibilities	Essential
Able to assess, plan, deliver treatment, and evaluate patients care needs that may be complex and subject to change	Essential

Able to work flexibly and use a high standard of prioritisation skills to meet service demand	Essential
Excellent clinical decision making in supporting discharge planning	Essential
Able to work alone and as part of a team	Essential
Confident and capable of formally presenting information to a range of professional people and patients/families/carers	Essential
Able to supervise the work of others e.g. junior members of staff, volunteers and students.	Essential
Able to organise, prioritise, delegate and escalate appropriately	Essential
Excellent written and verbal communication skills	Essential
Good IT skills with ability to use SystmOne, MS Teams, MS Outlook, Power Point and the keenness to develop further skills	Essential
Able to contribute to service development	Essential
Driver with own vehicle and business insurance	Essential
Personal Qualities	
Proactive and committed and to personal and team development and support	Essential
Approachable, consistent and confident	Essential
Excellent interpersonal skills	Essential
Works professionally at all times	Essential
Able to work under pressure and remain calm in stressful situations.	Essential
Flexible and resilient to change, due to rapidly changing caseload and multiple locations	Essential
Demonstrates personal qualities in line with the Hospice Core Values.	Essential

OUR VALUES



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