

st elizabeth hospice

Job title:	Occupational Therapist Band 6
Reports to:	Community Team Lead
Department:	Great Yarmouth and Waveney (Therapy Team)
Based at:	Beccles Hospital (and Great Yarmouth and Waveney community sites)

Job summary:

To provide high quality Occupational Therapy service in the palliative care speciality across Great Yarmouth and the Waveney area. To work within the multi-professional teams, both within the palliative care service, and within the wider community NHS Primary Care Home (PCH) teams.

Safeguarding responsibilities:

- Demonstrate a commitment to keeping adults and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the hospice's policies in relation to safeguarding

Key Accountabilities:

- To assess and provide evidence-based palliative occupational therapy treatment to hospice patients. This may include teaching patients, relatives and carers appropriate management techniques.
- To see patients in various settings, including inpatients, outpatient clinics, care homes, and within patient homes.
- To be proactive in discharge planning from the ward setting.
- To set and monitor goals with patients and their carers.
- To behave in a professional manner and maintain high standards of Occupational Therapy (OT) practice.
- To liaise as appropriate with GPs, Consultants, and other relevant professionals, working closely with the hospice community Multi-Disciplinary Team (MDT), as well as the community MDT within our local PCH bases.
- To be an active participant in relevant internal and external MDT meetings.
- To be proactive in discharging patients once their hospice OT needs have been resolved, ensuring handover as needed.
- To provide teaching, instruction and supervision to students and volunteers.
- To maintain safely the equipment within the Hospice, removing and reporting any that is defective.
- To arrange provision of equipment in patients' homes, as required, liaising with PCH therapists for joint working and their ongoing review if equipment needs are complex.
- To work closely with the whole hospice therapy team, taking a 'One Team' approach to ensure that clinical priorities are met across the service.
- To maintain professional registration.
- To maintain up to date and comprehensive treatment records.
- To collect and provide statistical information as required by the Hospice.

- To prioritise workload to meet the changing needs of the service, allowing time for administration.
- To attend relevant meetings, providing effective communication to ensure continuity of patient care.
- To facilitate good communication between all therapists and the MDT.
- To participate in the development of clinical standards policies and audit, working within the Clinical Governance framework of the Hospice.
- To be responsible for stock control of medical items and equipment required for treatment, ensuring that orders are placed in a timely manner.
- Promote a safeguarding is everyone's business culture, acting as a safeguarding deputy if required.
- Ensure adherence with relevant Infection Prevention and Control policies and procedures, raising any risks to the IPC group / service lead.
- To recognise indications of staff stress and to facilitate staff support.
- To participate in induction of new staff 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.
- 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 participate in education programmes as required.
- To give feedback from attended education programmes/study days to the multi-disciplinary team. Actively participate in the Therapy Team In-Service Training programme.
- To provide support and appropriate training for student Occupational Therapists on placement at the Hospice.
- To devise with your appraiser a personal development plan in line with the hospice objectives and personal needs.
- To maintain and increase personal clinical skills.
- To play an active role in service development where required.
- To always work within the policies and guidelines of the Hospice and act within professional guidelines.
- To always uphold the Hospice and individual team values.
- To ensure effective use of resources.
- 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, Integrated Central Equipment Stores (ICES) and OT Clinical Governance group, to represent the Hospice in local policy and service development.
- To always respect the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

General:

Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.

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; to uphold the hospice values at all times.

This job description is not necessarily exhaustive and may be subject to review by the line manager in conjunction with the postholder.

Occupational Therapist

Person specification:

Requirement	Essential	Desirable
Qualifications & training	Diploma/Degree in Occupational Therapy. HCPC Registration. Minimum 18 months' post-qualification experience.	
Knowledge & experience	Evidence of continuing professional development CPD portfolio. Ability to assess patient needs that may be complex and subject to change. Good clinical decision making in supporting discharge planning. Ability to manage a complex caseload in various clinical settings – inpatients, day care, outpatients and community. Thorough understanding and clinical reasoning skills of equipment provision. Have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.	Post registration experience in a range of general clinical settings e.g. care of the elderly, neurological rehabilitation, community, orthopaedics, respiratory. Post-registration clinical experience specific to working in palliative care rehabilitation. Member of special interest group. Expert knowledge of the evidence base of palliative care.
Specific skills	Ability to deal with complex, sensitive matters requiring advanced communication skills. To be able to work alone or as part of the team. To be able to deliver information in a group situation. Clear, consistent written and verbal communication. Able to organise, prioritise and delegate appropriately. Ability to use the computer for email, word documents, presentations and patient documentation, or willingness to undertake training.	Experience supervising the work of others e.g. junior members of staff, volunteers and students.
Personal qualities	Committed and proactive to personal and team development. Efficient time management and organisational skills. To be flexible and able to adapt to changing circumstances.	