

SAINT FRANCIS HOSPICE

JOB DESCRIPTION

JOB TITLE	Occupational Therapist
GRADE	6A
HOURS OF DUTY	15
REPORTS TO	Therapies Manager
KEY RELATIONSHIPS	Therapies Manager, Therapies Team, Multi-Disciplinary Team and all other hospice staff and volunteers, patients, relatives, carers and external health and social care teams
RESPONSIBLE FOR	

JOB SUMMARY

1. To undertake specialist Occupational Therapy assessments in the community to plan and prioritise interventions for patients presenting with complex problems in the field of palliative care, maintaining records as an autonomous practitioner.
2. To support and participate in the planning and on-going service development of the Occupational Therapy service, working with the Therapies Manager
3. To promote the key values of specialist palliative care for patients, families and carers, ensuring equitable access to the Occupational Therapy service.
4. To act as a resource for palliative care Occupational Therapy and to provide advice, education and support to the other members of the Occupational Therapy team, wider multi-professional hospice team and other health care professionals.
5. To keep up to date with developments in palliative care Occupational Therapy and maintain clinical practice and procedures in line with current best practice and the latest research outcomes, and monitor standards of care as outlined by the Therapies Manager.
6. To contribute to local, regional and national networks & forums for specialist palliative care Occupational Therapy as indicated.
7. To deputise for the Therapies Manager as required.

MAIN DUTIES AND RESPONSIBILITIES

KEY TASKS:

1. Clinical responsibilities
2. Occupational Therapy practice
3. Liaison.
4. Education
5. Quality Assurance.
6. Participation in hospice functioning

CLINICAL RESPONSIBILITIES

1. To be professionally and legally responsible and accountable for all aspects of your work including the management of patients in your care.
2. To develop and maintain communication with people about difficult matters and/or in difficult situations.
3. To have an understanding of the importance of multi-professional team-working and the ability to promote it within the organisation.
4. To have an understanding of the process and importance of sensitive change management.
5. To support the Therapies Manager to ensure a cohesive, balanced and efficient service delivery.
6. To contribute to the improvement of the Occupational Therapy service.
7. To participate effectively in multi-professional meetings and exchange of information.
8. To take responsibility for own personal and professional development which will be monitored in supervision sessions and through the annual appraisal system.
9. To represent the Occupational Therapy service, as appropriate, both internally & externally
10. To contribute to local, regional and national networks/ forums for specialist palliative care as required.
11. To maintain hospice information systems as required by the organisation.
12. To take on extra responsibilities and duties, where appropriate, when the Therapies Manager is unavailable.
13. To support and actively participate as a member of the Occupational Therapy team by attending team meetings, training and supervision of other team members as appropriate.
14. To participate in audit, outcome and quality measuring of the Occupational Therapy service as required
15. To plan, prepare and facilitate therapeutic groups.

LIAISON

1. Work proactively to maintain effective communication networks with all the departments within the hospice to maintain a seamless delivery of Occupational Therapy services
2. Liaise with other professionals on behalf of the Occupational Therapy team
3. Liaise with Primary Care teams to improve palliative care for patients in the community
4. Liaise with other services to ensure continuity of care

PARTICIPATION IN HOSPICE FUNCTIONING

1. Act as an ambassador for the hospice at functions as required
2. To participate in the life of the hospice
3. To assist in tasks that affect the whole hospice, for example reviewing/designing new information booklets

EDUCATION

1. Act as a resource for members of other hospice teams
2. Participate in the hospice in-house educational programmes and the in-service induction and training of other professionals and volunteers as required
3. Participate in the hospice educational programmes for external participants as required
4. To provide effective placements for Occupational Therapy students undertaking their professional training in conjunction with the Therapies Manager. To participate in the Mandatory Training programme

QUALITY ASSURANCE

1. Ensure the continued high quality service of the Occupational Therapy department by appropriate audit and standards
2. Participate in research, audit and evaluation
3. Support the Therapies Manager in quality management issues as they arise

PROFESSIONAL RESPONSIBILITIES

1. To act within the Codes of Practice as set by the College of Occupational Therapy and Health and Care Professions Council
2. To adhere to the policies and conditions of service of Saint Francis Hospice relating to sickness, absence, conduct, Health and Safety, Data Protections and any others that are relevant
3. To support equity and value diversity
4. To take responsibility for own professional and personal development which will be monitored in supervision sessions and by Appraisal
5. To keep up-to-date with the developments within Occupational Therapy and in particular in the field of palliative care

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

SAINT FRANCIS HOSPICE
PERSON SPECIFICATION
OCCUPATIONAL THERAPIST

E = ESSENTIAL	D = DESIRABLE		
Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning <i>This section is mandatory do not change</i>			
	Supportive - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone. Compassionate - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued. Inclusive and Respectful - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more. Professional - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us. Always Learning - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us.	E	

Education & Training			
<input type="checkbox"/>	Diploma/Degree in Occupational Therapy	E	
<input type="checkbox"/>	Registered with the Health and Professions Council	E	
<input type="checkbox"/>	Evidence of relevant Continued Professional Development (CPD)	E	
<input type="checkbox"/>	Member of College of Occupational Therapy		D
<input type="checkbox"/>	Member of relevant special interest groups		D
Skills/Abilities/Knowledge			
<input type="checkbox"/>	An understanding of the importance of multi-professional team working and the ability to promote it within the organisation	E	
<input type="checkbox"/>	To be innovative, motivated and enthusiastic	E	
<input type="checkbox"/>	To be flexible and adaptable	E	
<input type="checkbox"/>	Broad Occupational Therapy experience	E	
<input type="checkbox"/>	Effective communication skills both written and verbal	E	
<input type="checkbox"/>	Demonstrating an understanding of the role of Occupational Therapy	E	

in a palliative care setting		
<input type="checkbox"/> Knowledge of risk management and clinical governance issues	E	
<input type="checkbox"/> Awareness of own competency level and how to seek appropriate help	E	
Experience		
<input type="checkbox"/> Has experience of working in a specialist palliative care team		D
<input type="checkbox"/> Experience of clinical supervision of Occupational Therapy students		D
<input type="checkbox"/> Experience of Occupational Therapy assessments in the community	E	
<input type="checkbox"/> Experience of teaching/facilitating others		D
Other Requirement		
<input type="checkbox"/> Demonstrates insight into own stressors and coping mechanisms	E	
<input type="checkbox"/> Ability to operate computer systems	E	
<input type="checkbox"/> The post holder will be required to travel throughout an operational area. Where this is undertaken by car, the post holder must hold a current, valid driving licence with insurance cover for business purposes.	E	