

## JOB DESCRIPTION

<b>Job Details</b>	
<b>Job Title:</b>	Specialist Occupational Therapist – palliative care
<b>Grade:</b>	Band 6
<b>Department</b>	AHP team
<b>Directorate</b>	Care Services Directorate
<b>Reporting to:</b>	AHP Lead
<b>Responsible for:</b>	Provision of specialist palliative occupational therapy service to support the In Patient Unit, Day Patient Services, and Outpatients
<b>Location</b>	Dorothy House Hospice Care (DHHC), Winsley, and community venues as required

### **Job Summary/Main Purpose:**

- To provide specialist palliative occupational therapy (OT) intervention and to be an integral member of the Dorothy House Multi-disciplinary team (MDT)
- To provide high quality specialist palliative OT support for DH patients, families and carers in liaison with the MDT to achieve agreed goals using a personalised care approach
- To provide OT clinical guidance and advice to staff supporting patients with complex specialist palliative care needs.
- To champion the holistic rehabilitative palliative approach for occupational therapy

### **Principal Duties and Responsibilities**

#### **Direct casework:**

- To be an integrated member of the multidisciplinary team providing practical and emotional support to patients, their families and carers, and supporting colleagues involved in the care
- To undertake specialist palliative occupational therapy, championing the holistic rehabilitative palliative approach, alongside personalised care.
- To work closely with the other members of the AHP teams to manage referrals into the team and any waiting lists
- To provide an assessment of patients, families and carers, formulating care plans and liaising with primary, secondary, statutory and voluntary agencies as needed.
- To work closely with the AHP Leads to ensure that patients and families receive a collaborative and integrated' service which meets their needs

- To supervise and review volunteers and or students if required; to offer support, ensure best practice and their ongoing professional development.
- To use or be prepared to take part in extended scope courses to provide non-pharmacological support to patients

#### **Leadership:**

- To develop and participate in revision of policies, procedures, protocols, care pathways and documentation
- To support staff working alongside role such as volunteers and clinical support assistants
- To mentor and clinically supervise pre and post registration students
- To plan, develop and evaluate allocated staff practice through Personal Development reviews and objective setting
- To contribute to funding proposals and income generating opportunities
- To adhere to DH's management and HR policies and procedures
- To work with the AHP Leads to highlight opportunities and areas of development for the occupational therapy Service and therapy service as a whole
- To make the most effective use of clinical time, operating a clinic schedule whenever appropriate
- To participate (and lead where appropriate) in auditing and evaluating the occupational therapy service
- To attend meetings as appropriate in relation to occupational therapy, the wider AHP and clinical teams
- To have an awareness of budget management and work within contract requirements and the budget for the service
- To listen and respond to any compliments, concerns and/or complaints from patients, families or professionals, informing the line manager or in their absence the Deputy Chief Operating Officer, record the concerns, follow-up and outcome in line with the Compliments, Complaints and Concerns Policy

#### **Educational:**

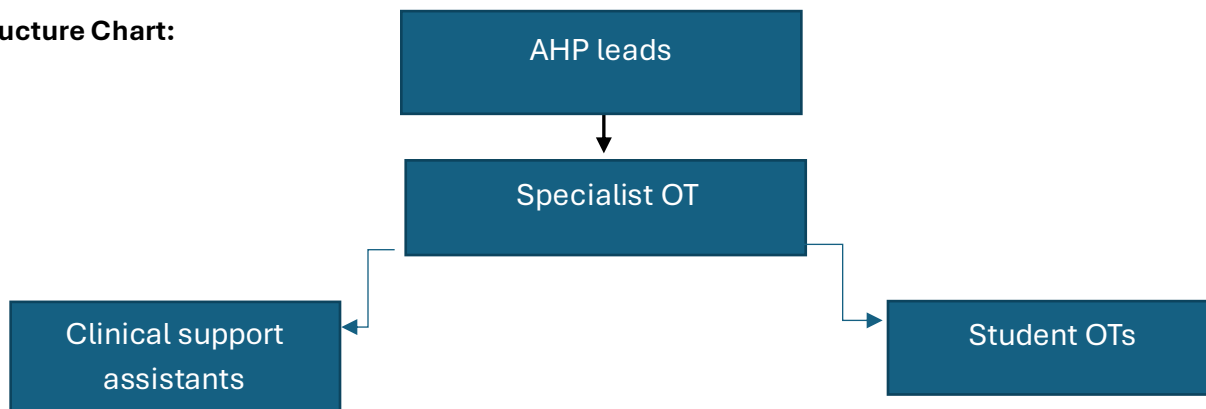
- To keep up to date with the current research and practice in occupational therapy and identified extended scope activities with specific application to palliative and end of life care
- To demonstrate an interest in participating in research in palliative and end of life care across the hospice
- To engage with AHP colleagues across the BSW system who share an interest in palliative and end of life care, enabling joint study sessions, networking, sharing practice.
- To regularly participate in shared network meetings with other AHPs working in hospices e.g. south west hospices
- To participate in clinical supervision, reflective practice and coaching if required
- To participate in the Education programme for Dorothy House, in particular championing and advocating for rehabilitative palliative care
- To teach self-care techniques and occupational therapy Intervention's to patients, their carers and colleagues
- To participate in group facilitation/teaching

#### **Professional:**

- To utilise the database systems, keep professional and confidential notes as appropriate, and record all contacts regularly in line with professional standards and HCPC code of conduct.
- To contribute to the keeping of appropriate statistics for audit purposes and for the evaluation of the occupational therapy.
- To adhere to the Code of Practice and values of occupational therapy as specified by the Health and Care Professionals Council
- To maintain links with the Royal College of Occupational Therapists and other specialist interest groups to ensure best practice and to keep up to date with national and local legislation and policy developments.
- To identify own development needs and initiate a plan to meet these with the AHP Leads.
- To engage in receiving regular Group Clinical Supervision (attendance at least 8 supervision sessions per year).

- To participate in performance development review and coaching where identified as beneficial to the individual
- To comply with mandatory training requirements and contribute to the provision of sound information and training across the Organisation.
- To engage with occupational therapy and AHP colleagues across BSW to network, build relationships and look at opportunities for shared professional practice and clinical leadership.

**Structure Chart:**



**Contacts**

- Patients and families
- Volunteers
- All members of the Hospice Multi-disciplinary Team
- All health and social care colleagues
- Other hospices, befriending services and specialist palliative care teams

**Special Note**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

**No Smoking Policy**

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

**Confidentiality**

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

**Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

**Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

### **Values**

Dorothy House require all staff to demonstrate, understanding and apply our workplace values. These are embedded in all roles and that applicants must evidence their values as part of the application process:

- We Care
- We Connect
- We Create

**PERSON SPECIFICATION: Palliative Occupational Therapist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
• Degree Qualification (Bsc/BSc (Hons) or equivalent) in Occupational Therapy	✓	
• Registration with Health & Care Professions Council as an Occupation Therapist	✓	
• An interest in palliative care and understanding of rehabilitative palliative care	✓	
• Post-graduate experience working with relevant client groups	✓	
• Experience assessing complex physical conditions, goal setting and formulating appropriate treatment plans.	✓	
• Evidence of working as an autonomous practitioner.	✓	
• Can demonstrate experience working within a multidisciplinary team.	✓	
• Can demonstrate extended scope practice or have a willingness to take part in post graduate training	✓	
• Experience of working with volunteers, students and/or experience supervising staff		✓
• Experience of providing education and training		✓
• Experience working with external organisations/community partners.		✓