

Agreed Job Description and Person Specification

PART 1 – JOB DESCRIPTION

Job Title:	Occupational Therapist/Day Hospice Team Leader (Maternity Cover)
Line Manager:	Director of Patient Services
Professionally Accountable to:	Chief Executive
Location:	Day Hospice, In-patient Services and Community
Salary:	Hospice Band 6
Hours of Work:	30- 37.5 per week to be worked Monday – Friday 9am-5pm

Job Purpose

The post holder will provide leadership to day therapy service and a varied programme of clinical groups and one to one activity for patients with palliative care needs accessing the hospice.

To plan, co-ordinate, deliver and evaluate occupational therapy treatment programmes. The care provided will be appropriate to the patient's needs and stage of illness and will use a rehabilitative approach to promote quality of life.

To support programmes of group work to support patients with palliative care needs, for example, breathlessness, anxiety or fatigue management, working alongside, supporting and training health and rehabilitation assistants.

Main Duties:

Clinical

To be professionally and legally responsible for all aspects of your work, including the management of patients in your care and the supervision of treatments provided by rehabilitation assistants to these patients

To provide overall management of the day therapy caseload of patients, alongside a personal caseload of patients requiring specific occupational therapy intervention, using evidence-based and patient centred principles to undertake occupational therapy assessments, planning, implementation and evaluation of interventions.

To communicate sensitively with patients, carers, families and staff about complex physical, spiritual and psychological issues

To attend multidisciplinary meetings and contribute to the multidisciplinary approach to care

To work as an integral part of the multidisciplinary team, ensuring that the needs of patients and carers are identified within a holistic framework, fostering an interdisciplinary approach to rehabilitation

To be patient-centred in defining their goals and engage in a treatment/support programme to work towards mutually agreed goals with particular emphasis on adaptation to illness, and developing self-management strategies

To actively lead information and support groups for patients and those people identified as important to them, to equip them to self-manage some of the symptoms experienced by the disease process and side-effects of treatments

To work with, and facilitate, other members of the multidisciplinary team in implementing therapeutic and supportive programmes for individuals and groups, maintaining and developing innovative practice

To maintain clear referral processes for external and internal services/teams and support the smooth transition of patients between services

To maintain accurate and contemporaneous clinical records, using Crosscare electronic patient record

To liaise with carers and external agencies regarding therapeutic interventions/activities and to play an active role in discharge planning from the day therapy service when appropriate

To develop and delegate work to, and support the Day Hospice Volunteers in monitoring planned therapy

To apply a wide range of specific therapy techniques as part of a clinically reasoned treatment

Management

To meet regularly, on a one-to-one basis with the Director of Patient Services

To manage the Day Hospice team coordination on a day to day basis and being a link between senior management

Contribute, monitor and review the development of service objectives, protocols and policies

To be involved in the development of the therapy service through quality and clinical audit

Manage, supervise and appraise Day Hospice staff, students and volunteers.

Education and Development

To contribute to the safe and competent use of all equipment/aids used, and to ensure that all staff are competent in their use

To use and instruct others (such as health and social care professionals, or carers) to use moving and handling techniques as required by the individual and their environment

To take responsibility for own continued personal and professional development through participation in individual development review, clinical supervision and other educational activities, keeping up-to-date with current practice and legislation

To keep up-to-date with local and national developments in Occupational Therapy, especially in relation to palliative care

To be involved in the delivery of formal teaching for hospice and community staff and care related volunteers through planned education programmes

To contribute to the orientation, development and support of other staff, volunteers and students based with the community team and inpatient unit; acting as mentor to students and supervisor to less experienced staff

To foster a philosophy of continuous learning and evaluation and to take responsibility for self, professional team and volunteers' development, identifying training and education needs

To maintain and improve own competence by attending in service and external training sessions as agreed with line manager and identified, as appropriate, by participating in an annual appraisal

To attend all statutory and mandatory training as required.

Clinical Governance

To work within the Professional Codes of Conduct

Report to the quarterly Clinical Governance meeting

Professional Responsibilities

To maintain confidentiality

To work within the policies and guidelines of Weston Hospicecare

To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates

To maintain good working relationships with all members of the hospice staff and volunteers

Health and Safety

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work.
- To co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work.

Scope of Job Description

- This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.
- This job description is subject to periodic review and amendment.
- To undertake any reasonable request by your line manager.
- To undertake specific duties of any other member of the catering team in the event of their absence.

The managerial and clinical philosophy of the Hospice is based on a multi-disciplinary approach. All staff (including volunteers) are required to participate in this concept.

The role of volunteers is integral with the work of Weston Hospicecare

PART 2 – PERSON SPECIFICATION

Occupational Therapist/Day Hospice Team Leader		
Criteria	Essential (E)/ Desirable (D)	How Evidenced & Assessed
Qualifications and Education		
<ul style="list-style-type: none"> ▪ Degree or diploma in Occupational Therapy ▪ HCPC Registration ▪ Evidence of relevant post-graduate courses/CPD ▪ Further qualification in end of life care or equivalent ▪ Advanced communication skills training ▪ Membership of the British Association of Occupational Therapists & College of Occupational Therapists specialist section HOPC 	E E E D D D	A A A/I A A A
Experience		
<ul style="list-style-type: none"> ▪ Post registration experience in a relevant setting ie palliative care, acute medicine, neurology, oncology or community ▪ Experience of working with people who are nearing the end of their life ▪ Experience of the use of outcome measures to enhance service delivery ▪ Able to provide evidence of staff supervision experience involving leave planning, rotas and minor employee relations issues ▪ Experience of supervision and appraisal or junior therapists and/or students ▪ Experience of working with volunteers 	E E E D D D	A A A/I A/I A/I A/I
Knowledge, Skills and Aptitude		
<ul style="list-style-type: none"> ▪ Excellent Occupational Therapy assessment and treatment skills ▪ Good use of clinical reasoning skills and autonomous decision making ▪ Be able to prioritise caseload and recognise personal workload limitations ▪ Ability to work with individuals and in a group, and to integrate into an existing established team ▪ Well developed written and verbal communication skills ▪ Excellent presentation skills ▪ Ability to reflect and adapt practice to suit individuals' needs ▪ IT skills including word processing, excel and outlook ▪ Advanced manual handling skills ▪ Experience of undertaking audit ▪ Ability to work flexibly and proactively to meet the needs of varied clinical areas ▪ Change management and leadership skills ▪ Supervisory skills ▪ Teaching skills 	E E E E E E E E E E D D D D D D D	A/I A/I I I A/I I I A/I A/I A/I A/I A/I A/I A/I
Knowledge and Understanding		
<ul style="list-style-type: none"> ▪ Interdisciplinary team working evidence based practice ▪ Awareness of national and local agendas pertinent to the service ▪ Understanding of clinical governance 	E E E	A/I A/I A/I

<ul style="list-style-type: none"> ▪ Commitment to continuous professional development ▪ Health & Safety at work ▪ Moving and handling ▪ Infection control ▪ Equality & Diversity 	E E E E E	A/I A/I A/I A/I A/I
Other Requirements		
<ul style="list-style-type: none"> ▪ Good timekeeper and reliable ▪ Able to transport yourself within community catchment area ▪ Effective time management skills and the ability to work flexibly at times, to meet the requirements of the service 	E E E	A/I A A/I

Key

E Essential
D Desirable

A Application
I Interview