



Nightingale House Hospice
Hospis Tŷ'r Eos

Job Description:

Job Title	Occupational Therapist – Palliative Care
Line Manager	Rehabilitation Lead
Primary Location	Nightingale House Hospice
JOB SUMMARY <ol style="list-style-type: none">1. Provide an occupational therapy service in both one to one and group settings, for patients attending Nightingale House Hospice services, with an emphasis on symptom control, rehabilitation and improving/maintaining independence and quality of life.2. Be responsible and accountable for providing occupational therapy assessment, developing management and treatment plans, and delivering safe and effective occupational therapy interventions, to patients with diverse health needs who may have complex and/or chronic conditions.3. Participate in the education and training of junior staff, and the supervision and delegation of occupational therapy related tasks to staff from own and other disciplines.4. Act as a resource and support to Hospice staff by offering support, knowledge and skills in occupational therapy, meeting and understanding the psychosocial, physical, emotional and spiritual needs of patients.	

Key Relationships

Director of Clinical Services and Registered Manager

Family Support Team Lead and Team

Wellbeing Lead and Team

Ward Manager and IPU Team

Clinical Admin PA and Team

Patient Flow Lead and Team

Duties and Responsibilities

Clinical Duties

- Works with members of the multi-disciplinary team (MDT) to facilitate Occupational Therapy services within the Rehabilitation, In-Patient Unit and Wellbeing services.
- Identifies and works with patients as early as possible to maximise their function and engagement in activities of daily living (ADLs).

- Has a commitment to client-centered practice and person-centered goals. Working as part of the MDT, tailors occupational therapeutic input according to patients' multi-faceted individual needs and preferences spanning physical, psychological, emotional, social and spiritual dimensions.
- Undertakes comprehensive occupational therapy assessment for patients with complex and diverse health needs, including progressive and life-threatening diseases.
- Uses well developed clinical reasoning skills to develop, review and adapt therapeutic interventions using educative, rehabilitative and compensatory approaches as needed to optimize independence and promote occupational performance across a varied patient caseload.
- Provides high quality occupational therapy input to optimise non-pharmacological management of symptoms including breathlessness, anxiety and fatigue.
- Re-assesses the on-going occupational therapy needs of the patient, adapting therapy input as their condition changes.
- Encourages client participation in occupational therapy by using negotiation, reassurance and support for both patients, families and staff.
- Assesses patient's understanding of treatment proposals, gain valid, informed consent and work within a legal framework with patients who lack capacity to consent to treatment.
- Contribute to the discharge planning process in collaboration with other members of the MDT, to ensure a safe and effective discharge.
- Contributes to the various group programmes, both virtual and face to face in outpatient services.
- Assesses people's information needs and provides/signposts to resources to meet those needs.
- Takes responsibility for the maintenance of occupational therapy equipment, and provide aids and equipment appropriate to patients' needs, giving instruction for its safe and correct use, in line with Hospice policy.
- Monitors and reviews effectiveness of interventions and adjust approach accordingly, including the use of outcome measures to guide service provision.
- Works autonomously but in compliance with the Royal College of Occupational Therapists code of ethics and professional conduct, national legal frameworks and local hospice policies and procedures.
- Is responsible for, and proactively initiates, effective communication with other members of the Hospice team.

- Communicates effectively with formal carers and family carers, external agencies and with the statutory and voluntary sectors to ensure effective client care and continuity of care after discharge from Hospice services.
- Participates fully in the MDT approach to rehabilitation, attending internal MDT meetings, case meetings and family meetings as relevant.
- Monitors workload within the service and feedback to the Clinical Director any pressures as they arise.
- Monitors and manages risks involved in work activities and processes, for self, colleagues and patients.
- Gathers, records and safely stores sensitive information and data as required relevant to the role.
- Promotes a culture that supports self-management, independence and embeds patient and community involvement within the sphere of practice.
- Participates in service review with the Clinical Director in order to drive service improvement.
- Contributes to the implementation and monitoring of adherence to clinical guidelines.
- Supports the Health Care Support Worker - Wellbeing in the storage and maintenance of equipment and management of stock levels.
- Contributes to quality assurance e.g. through audit and research.
- Is an ambassador for Nightingale House Hospice as a charity, engaging in service promotion and fundraising initiatives as required and encouraging members of the team to do the same.
- Undertakes occasional community visits to support the rehabilitation and wellbeing of patients in their own homes.

Education & development

- Provides spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals in order to promote understanding of the aims of occupational therapy and to maximise patients' rehabilitation potential, ensuring a consistent approach for patient care.
- Takes responsibility for the education and training of staff from other disciplines within the multi-disciplinary service and the supervision and delegation of treatment programmes to staff from own and other disciplines.

- Acts as a resource and support to hospice staff by offering support, knowledge and skills in occupational therapy, meeting and understanding the psychosocial, physical, emotional and spiritual needs of patients receiving palliative care.
- Contributes to the development of patient and community focused education, including coaching patients and their families and carers.
- Takes personal responsibility for life-long learning and own development through reflective practice, supervision and appraisal and actively engages with learning and development opportunities offered by the Hospice and relevant external education providers.
- Maintain an up to date knowledge of suitable equipment which can be provided to patients and their carers to facilitate discharge from the hospice and of the systems and pathways to access this as required.
- Participates in study days, seminars and teaching programmes for health and social care professionals both at the Hospice and externally.

Duties in Common with Other Members of Staff:

Training and Education, Health and Safety Policies and Procedures: Equal Opportunities

- To report accidents recording the incident in the relevant book
- To adhere to Fire and Health and Safety regulations and maintain a safe working environment at all times
- To ensure cost-effective use of resources, to be responsible for managing the relevant budget, and to co-operate with your line manager in the response to regular financial reporting
- To be an ambassador for the charity
- To maintain the best appearance of your immediate working area
- To develop training of staff and volunteers
- To be responsible for liaison with the relevant Executive Director regarding your own development needs
- To deliver wider training initiatives and promotional activity in the best interests of the charity
- To take responsibility for being up to date with current policies, legislation and procedures and to adhere to these

To treat everyone with whom you have contact through your work with equal dignity and respect regardless of race, colour, gender, marital status, creed, religion, disability, age, or any other factor that could be used in a discriminatory manner

General Requirements

This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook

Competence You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

Risk Management

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice's disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS)

Signed.....

Date.....

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">• Grad/Dip/BSc• HCPC Registration• Evidence of post-graduate education• Specialist Interest Group Member in related subject		
EXPERIENCE	<ul style="list-style-type: none">• Significant postgraduate clinical experience within palliative care• Evidence of good generalist skills• Demonstrates an understanding of clinical governance in relation to Occupational Therapy	<ul style="list-style-type: none">• Evidence of working in a multidisciplinary team• Experience of assisting in audit or research	
SKILLS	<ul style="list-style-type: none">• Good written communication• Organisational skills		
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of Health and Safety requirements• Specialist Knowledge and applied skills of Models of practice (e.g MOHO) and related practices	<ul style="list-style-type: none">• Evidence of ongoing personal development	
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none">• Self motivation• Able to work under pressure and meet tight deadlines		

Signed Employee:

Date: