

**Queenscourt Hospice  
Role Description**

<b>Post:</b>	<b>Band 5 Physiotherapist or Occupational Therapist</b>
<b>Reportable to:</b>	<b>Clinical Lead Nurse (Queenscourt Connect)</b>
<b>Accountable to:</b>	<b>Director of Nursing Services</b>

**Role summary:**

To provide a Physiotherapist or Occupational Therapy specialist palliative care assessment, management plan and support for patients with a life limiting illness referred to any of Queenscourt clinical services including the in-patient unit, Queenscourt Connect out-patients and in community settings (patients usual place of residence) in West Lancs and Southport and Formby.

To work as a member of the multi-professional specialist palliative care team to provide the highest quality, individualised service to each person and their families and carers within Queenscourt Hospice.

**Main Duties and responsibilities**

**Clinical**

1. Acceptance of referrals for the therapy service at Queenscourt. To triage with support of senior staff. Upon absence of senior staff to be able to accept referrals/decline to caseload.
2. Undertake therapy assessment, planning and implementation of treatment programmes where appropriate for patients, with support and guidance from a senior therapist as required.
3. Ensure all treatment plans are holistic, considering physical, emotional, spiritual, social, and environmental needs.
4. To set appropriate goals with patients and their carers for short, medium, and long-term achievement and to be prepared to teach patients simple treatment techniques to be carried out between consultations.
5. Undertake assessment to ensure the safe use of appropriate medical devices required to carry out treatments.
6. To be an integral part of Queenscourt Connect Therapy team to communicate and work closely with all members of multi-disciplinary team across all settings.
7. To maintain, plan and prioritise you own workload. a clinical caseload ensuring patients are seen in a timely manner.
8. To facilitate safe and supported patient discharge as part of a multi-disciplinary team.
9. To maintain accurate and contemporaneous electronic patient records
10. To liaise with other agencies including community-based staff as appropriate to ensure continuity of care.
11. To be able to recognise own limitations and when to escalate issues or refer to more senior therapist for advice and support.
12. Use advanced communication skills with patients and families and demonstrate empathy, respect and confidentiality whilst maintaining dignity.
13. Ensure clinical equipment loaned out from Queenscourt is safe, clean, serviced and fit for purpose.
14. To educate patient and carers in the correct physical management of the patient.

### **Professional**

15. To participate in the education, training, and support of multi-disciplinary students attending the Hospice.
16. To identify, maintain and monitor quality standards for clinical practice, liaising with senior hospice managers as appropriate.
17. To take responsibility for own professional and clinical development, being aware of current developments in palliative care.
18. Actively participate in training programmes.
19. Ensure attendance and completion of mandatory training and utilise opportunities for learning through in-service training.
20. Where appropriate, to engage in any service audits, projects or other initiatives that promote evidence-based practice.
21. To maintain high standards of physiotherapy practice and correct medical ethics, always behaving in a professional manner, in accordance with CSP and HCPC standards.

### **Administrative**

22. To process referrals with guidance from senior therapists.
23. Maintain stocks of equipment and liaise with equipment providers as appropriate.
24. To develop and maintain accessible patient information, equipment, and resources to complement patient care.
25. To maintain up to date and comprehensive treatment records using our electronic patient record system.
26. Support senior members of staff to collect and provide statistical information as required by the Hospice.
27. Support senior members of staff in the development of clinical standards and clinical audit, working within the Clinical Governance framework at the Hospice.
28. In absence of senior members of staff within therapy team, support with prioritising the workload to meet the changing needs of the service and allow time for administration.

### **Personnel responsibilities**

29. To support senior members of staff in the recruitment of staff as requested/required, in absence of senior staff.
30. Support senior members of staff with supervising and participate in the induction of new staff, as appropriate.
31. To take on a support - mentor role to new staff, as requested.
32. To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

### **Policies and Procedures**

33. Understand and comply with the policies and practices of Queenscourt
34. To participate in an annual development and review process
35. To attend statutory training in accordance with Queenscourt requirements.

### **Health and Safety**

36. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's

Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

**Other**

37. Maintain absolute confidentiality in all areas of work
38. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity
39. Any other duties commensurate with the grade and post.
40. To play an active role in service development where required.

**NOTE:**

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

## Person Specification – Occupational Therapist or Physiotherapist (Band 5)

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>BSc in Physiotherapy or Degree in O.T. or equivalent</li> <li>Professional registration with HCPC</li> </ul>	<ul style="list-style-type: none"> <li>Advanced communication skills</li> <li>Palliative Care qualification</li> </ul>	Application Form Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous demonstrable experience of working in a health, social or personal care setting as a Physiotherapist or Occupational Therapist</li> <li>Experience of multi-disciplinary team working</li> <li>Experience of using Microsoft office</li> <li>Experience of working with patients with a range of conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Lone community working</li> <li>Experience in Palliative Care – placements/rotations</li> <li>Experience of working in the community</li> <li>Experience of using computerised patient records</li> <li>Inpatient setting experience with discharge planning knowledge</li> </ul>	Application Form Interview References
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>Ability to manage own time and work autonomously within clinical and non-clinical activity and to guide others using problem solving and decision making skills</li> <li>Evidence of continuing professional development</li> <li>Ability to work flexibly across a range of patient demographics.</li> <li>Evidence of communication skills, written &amp; verbal</li> <li>Interpersonal and organisation skills</li> <li>Able to work effectively in an emotionally demanding environment, understanding and sensitivity to the needs of people with life-limiting illnesses.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the Hospice movement</li> <li>Understanding of specialist palliative care provision</li> </ul>	Application Form Interview References Test
<b>Personal Qualities</b>	<p>Highly motivated; calm attitude; can demonstrate initiative; team player who can demonstrate a positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers.</p> <p>Driver with access to own vehicle</p>		References Interview

<b>Disclosure and Barring Service (DBS)</b>	This post is subject to a disclosure and barring check
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