

| <b>Queenscourt Hospice<br/>Role Description</b> |                                 |
|---|---------------------------------|
| <b>Post:</b>                                    | Occupational Therapist – Band 6 |
| <b>Reportable to:</b>                           | Clinical Services Manager       |
| <b>Accountable to:</b>                          | Director of Nursing Services    |

**Role summary:**

To provide an Occupational Therapy service for patients and carers attending the Hospice. To work as a member of the multi-professional specialist palliative care team to provide the highest quality service to each individual both within Queenscourt Hospice and as part of a service level agreement with the Clinical Commissioning Groups and other statutory and regulatory bodies.

**Main Duties and responsibilities:**

**Clinical**

1. Acceptance of referrals for assessment, planning and implementation of treatment programmes for patients and their carers, taking into account their physical, emotional, environmental and spiritual needs.
2. To communicate with and work closely with all members of the multi-professional team across all settings.
3. To maintain accurate, contemporaneous and up to date patient records.
4. To liaise with other agencies including statutory and voluntary organisations and community based staff as appropriate to ensure continuity of care.
5. To assess for, obtain and issue equipment as appropriate, and ensure instruction is given in its safe use, following up in the community as appropriate

**Professional**

6. To participate in training of all students attending the Hospice and co-ordinate Occupational Therapy placements.
7. To identify, maintain and monitor quality standards for clinical practice, liaising with the Director of Nursing, Clinical Services Manager and Medical and Education Director as appropriate.
8. To take responsibility for own professional and clinical development, being aware of current developments in palliative care.
9. To promote the role of Occupational Therapy in line with evidence based practice.
10. To liaise with the Director of Nursing regarding changes in patient and service demand.
11. Participate in training and mentoring staff, students and other learners in line with Queenscourt policy.
12. Actively participate in training programmes.
13. Ensure attendance at mandatory training and utilise opportunities for learning through in-service training
14. Where appropriate, to engage in any service audits, research studies, projects or other initiatives that promote evidence based practice.

15. To attend relevant meetings and ensure effective communication with all members of the multi professional team in all settings and in particular attend the weekly MDT meeting.
16. Participate in local and national initiatives as appropriate and in agreement with your line manager.

**Administrative:**

17. To take responsibility for maintaining stocks and equipment liaising with the Clinical Services Manager.
18. To liaise closely with the multi-professional team regarding daily operation of the service.
19. Where appropriate, liaise with the senior clinical team in the planning and development of changes in current service or new service developments.

**Policies and Procedures**

21. Understand and comply with the policies and practices of Queenscourt
22. To participate in an annual development and review process
23. To attend statutory training in accordance with Queenscourt requirements.

**Health and Safety**

24. 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**

25. To accept, following consultation, changes to the work schedule in the light of developments.
26. To recommend changes in duties where appropriate.
27. Attendance at evening/ weekend meetings may be required (for which time off in lieu will be given)
28. Maintain absolute confidentiality in all areas of work
29. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity
30. Any other duties commensurate with the grade and post.

**NOTE: Within this role, there will be a requirement for social contact with patients and/ or patient families**

**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

| Attributes Required<br>(based on job requirements) | Essential   | Desirable   | How tested  |
|--|---|---|---|
| <u>Qualifications</u>                              | <ul style="list-style-type: none"> <li>Degree or Diploma in O.T. and registration with the HCPC</li> <li>Advanced Communication Skills Training (or willingness to undertake)</li> <li>Palliative Care qualification</li> <li>A Driving Licence with access to own vehicle and business insurance</li> </ul>  | <ul style="list-style-type: none"> <li>Palliative Care Training or education</li> <li>Further study in relevant subject</li> </ul>  | Application Form<br>Certificates                    |
| <u>Experience</u>                                  | <ul style="list-style-type: none"> <li>2 years post-graduate experience</li> <li>Experience of multi-disciplinary team working</li> <li>Palliative Care experience and experience of working in the community</li> <li>Teaching experience</li> <li>Participation in clinical audit and research</li> <li>Experience of using Microsoft office</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of using computerised patient records</li> <li>Experience of working in cross boundary settings (acute, and community) and/or discharge planning and rapid response</li> <li>Experience of working with volunteers</li> </ul> | Application Form<br>Interview<br>References         |
| <u>Skills &amp; knowledge</u>                      | <ul style="list-style-type: none"> <li>Ability to work as an autonomous practitioner</li> <li>Understanding of specialist palliative care provision</li> <li>Evidence of continuing professional development</li> <li>Knowledge of current healthcare and Occupational Therapy policy and provision</li> <li>Advanced clinical assessment skills</li> <li>Commitment to professional development</li> <li>Ability to work across a wide range of patient demographics</li> <li>Evidence of highly developed communication skills, written &amp; verbal</li> <li>Excellent interpersonal and organisational 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> <li>Good IT skills</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge and understanding of the Hospice movement</li> <li>Knowledge and understanding of CQC Requirements</li> </ul>  | Application Form<br>Interview<br>References<br>Test |
| <u>Personal Qualities</u>                          | 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.   |   | References<br>Interview                             |
| <u>Disclosure and Barring Service (DBS)</u>        | This post is subject to a disclosure and barring check  |   |   |