

Confidentiality Classification		
C1	<input type="checkbox"/>	Non Confidential
C2	<input type="checkbox"/>	Restricted Confidential
C3	<input checked="" type="checkbox"/>	Restricted External



JOB DESCRIPTION

Job Title:	Occupational Therapist
Grade:	Level 25-30
Responsible to:	Occupational Therapist Service Lead
Accountable to:	Director of Nursing

Overall Aims of the Post:

To work with the Occupational Therapist (OT) Service Lead to provide an OT service to patients under the care of Hospice in the Weald.

Key Areas of Responsibility:

Clinical:

To provide a high standard of holistic and individualised patient care to patients with palliative care needs by:

1. Assessing, planning, implementing and evaluating care plans for patient with a view to managing, maintaining or improving their present level of function.
2. Adjusting care plans through consultation with OT Service Lead and other members of the multi-professional team, both internally and externally.
3. Acting as a reflective practitioner, applying evidence based practice and critical thinking to all practices and processes of care.
4. Providing support and assistance to the OT Service Lead with the development of the service.
5. Ensuring that that appropriate data is collected.
6. Maintaining effective relationships with external professionals and relevant organisations liaising about patient care issues as appropriate
7. Maintaining a concept of OT which incorporates physiological, social and spiritual components in accordance with Hospice philosophy.
8. Undertaking home assessments, liaising with the multi-professional team at the Hospice and in the Community and making recommendations about arrangements/ equipment required; facilitating the patients' discharge.
9. Under guidance of the OT Service Lead, review patients who require specialist OT input, referring back to community rehab teams for generic advice and support where necessary.
10. Assisting patients in adjusting to their physical losses as their condition deteriorates.
11. Assisting patients and their carers to ensure that their home environment is appropriate for the patient's current and future needs including assisting in assessment for housing adaptations and transfers and explore the funding to support these developments.
12. Maintaining clear and concise records which comply with relevant Hospice policy and procedures on record keeping.
13. Acting within any legal and statutory rules relating to OT practices in the field of Palliative Care as set by the appropriate registering body.
14. Participating in Multidisciplinary meetings relating to the care of patients and their families/carers, as required in the Hospice/hospital/community setting.
15. Promoting and practising excellent communication skills with patients, family and members of the multi-disciplinary team.

16. Monitoring standards of care and reporting back to OT Service Lead issues relating to PCT, Social Services and Hospice clinical governance.
17. Undertake clinical reviews of patient and family care as appropriate.
18. Within the multidisciplinary team, working to ensure that patient dignity is respected at all times both before and after death, including acting as the patient's advocate.
19. Be responsible for ensuring the maintenance, cleaning and safekeeping of OT equipment.
20. Deputise when OT Service Lead is absent.

Education:

1. Identifying own learning needs, including the use of the Hospice annual performance review system, liaising with the OT Service Lead and attending training seminars, courses and study days, as appropriate.
2. Participate in the delivery of relevant Education Programmes, as identified by the OT Service Lead and Head of Education.
3. Being responsible for ensuring appropriate clinical supervision is in place, through the development of local links with other hospices and NHS services as appropriate.

Audit and Research:

Participating in Hospice and forums for discussion of research and audit programmes, including contributing to the design and management of practice based audit.

General:

To be aware of and promote and adhere to the Hospice in the Weald's Health and Safety Policy and any other Policies and Procedures that are appropriate to the role.

Hospice in the Weald is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice, taking appropriate opportunities to explain the way the Hospice is funded and being expected to attend in a voluntary capacity at least two functions a year. We have many unpaid staff working with Hospice in the Weald on a voluntary basis. Their contribution is vital to the Hospice and you will be expected to participate in developing good working relationships with them.

THIS JOB DESCRIPTION IS INTENDED AS A GUIDE ONLY AND IS NOT AN EXHAUSTIVE LIST OF DUTIES. IT IS SUBJECT TO PERIODIC REVIEW IN CONJUNCTION WITH THE POSTHOLDER.



**OCCUPATIONAL THERAPIST
Person specification**

Essential	Desirable	Assessed By
Recognised qualification in Occupational Therapy plus relevant Degree.		Application
Evidence of further study in Occupational Therapy.		Application, interview and CPD Folder
HPC Registration and a member of the College of Occupational Therapists or equivalent.		Application
Evidence of further study in Palliative Care.		Application, interview and CPD Folder
	Teaching/Training experience.	Application
	Teaching/mentorship qualification.	Application
Experience of working with long term conditions and/or oncology.		Application
Palliative Care experience.		Application
Knowledge of legislation and policy relevant to end of life care.		Interview
	Experience of working with multiple stakeholders.	Application
	Evidence of contributing to policy making and standard setting.	Application
Awareness of relevant statutory and voluntary agencies and organisational structures.		Interview
Awareness of loss and grief and its impact on individuals and families and their social networks.		Interview
Good communicate skills and able to work effectively with members of a variety of professional groups.		Interview
	Able to demonstrate effective working across a number of different organisations.	Application
Commitment to providing high quality, individualised holistic care to patients and their relatives/carers.		Interview
	Audit and research knowledge and skills.	Application
Able to work independently and as a member of the multi-disciplinary team.		Interview
Awareness of the emotional impact of working with the dying and bereaved.		Interview
Computer literacy with knowledge of Windows based applications.		Application
Ability to undertake training and direct own learning.		Application/ interview
Good general health.		OH Assessment
Car owner/driver.		Application
Strong motivation to work for Hospice in the Weald.		Interview