

## **JOB DESCRIPTION**

**Post Title:** Specialist Palliative Care Occupational Therapist

**Responsible to:** Lead for In Patient Services

**Accountable to:** Director of Care and Lead for Healthcare Partnerships

### **Overall Purpose of the Role**

- To contribute to an efficient, effective, high quality Occupational Therapy (O.T) service for adults with specialist palliative care needs on the In Patient Centre (IPC), Patient and family support service (PAFSS) and the community.
- To provide a flexible service according to the fluctuating and changing needs of the Specialist Palliative Care Occupational Therapy service
- To be accountable for own professional practice according to Professional and Registration bodies.
- To provide support, informal supervision and guidance to creative therapy assistants students and volunteers.

### **Key Responsibilities**

#### **1 Clinical**

- 1.1 To identify and assess the complex individual patient needs and implement appropriate interventions of occupational therapy, based on clinical experience and evidence based practice.
- 1.2 To show initiative and adaptability in the delivery of treatments and care to individual patients, modifying as necessary, within a variety of working environments.
- 1.3 To maintain the independence and quality of life for patients for as long as possible, and to recognise the changing needs, capacities and wishes of the patient through the progression of their illness.
- 1.4 To work jointly with other members of the Allied Healthcare Professionals (AHP) team using a person centred approach to implement Rehabilitative Palliative Care programmes for patients, where appropriate.
- 1.5 Provide graded activity programmes and standardised assessments. To champion and encourage a rehabilitative palliative care/ enablement approach with all our patients across all 3 clinical areas.

- 1.6 To provide information and advice on all aspects of physical and psychological adaptation possible to compensate for differing levels of ability and prognosis.
- 1.7 To carry and manage a clinical caseloads in all clinical areas. Identify patients who need support from other members of the multi- disciplinary team, and refer on appropriately to ensure best management. To organise this efficiently and effectively with regard to clinical priorities and use of time and ensure the timely discharge of in-patients to support fast tracks home
- 1.8 Working closely with other members of the OT and AHP Team, provide advice, education and support to patients and carers to self-manage symptoms such as fatigue, anxiety and breathlessness, and other symptoms relating to their condition, as part of planned group work or courses, or on a one to one basis, either in person or virtually.
- 1.9 To organise and facilitate home assessments, and access visits as required, and make referrals for equipment, adaptations and services required, facilitating safe discharge. Carry out risk assessment as an integral part of home assessment visit.
- 1.10 To demonstrate the ability to communicate difficult and sensitive information e.g. expectations of physical and cognitive function, with tact and empathy.
- 1.11 Liaise with other professionals and partner agencies to access a range of resources and ensure coordinated delivery of integrated patient care, to include Medequip, Single Point of Access (SPA), Active recovery, and Local Authority
- 1.12 Maintain clear, accurate, and up to date documentation as part of multi-disciplinary records and input onto Infoflex/System One patient databases in order to facilitate communication, and which meets statistical collation requirements.
- 1.13 Work as part of the Specialist Palliative Care O.T. team and contribute towards the ongoing development of the service it provides, including group, individual and virtual interventions.
- 1.14 Promote the effective discharge/transfer of long term patients.
- 1.15 To manage clinical caseload including the timely review of cases and discharge of patients if active episode of intervention by practitioner has ceased.
- 1.16 Production of summary report/handover information as required by colleagues within the department to assist collaborative working.
- 1.17 To attend and positively contribute towards team meetings, and contribute and participate in the sharing of information with colleagues and disseminate any training pertinent to wider team.
- 1.18 In conjunction with OT colleagues, share the responsibility for the ordering of Occupational Therapy supplies, maintenance of equipment and record of log for items on loan.
- 1.19 In conjunction with OT colleagues and in consultation with line manager oversee and support the creative therapy assistant in supporting and managing the O.T volunteers.
- 1.20 In conjunction with OT colleagues and in consultation with line manager oversee, delegate, facilitate and review treatment plans with the creative therapy assistant.

- 1.21 To contribute in the recruitment, induction and training of new members of staff, students and volunteers.
- 1.22 Attend clinical supervision 3 times per year
- 1.23 To take reasonable care for personal health and safety and of other persons who may be affected by your acts/omissions.

## **2. Professional**

- 2.1 To adhere to St. Luke's Hospice policies/procedures and keep knowledge of these up to date, and to ensure the Occupational Therapy departmental policies are continually reviewed and updated as required.
- 2.2 To maintain awareness of current developments in O.T. and Palliative Care adapting working practices accordingly. To preferably be a member of the RCOT specialist section Major Health Conditions.
- 2.3 To maintain professional standards of behaviour and appearance at all times and to always work within professional Codes of Conduct.

## **3. Educational**

- 3.1 To maintain own continuous professional development, attend relevant post-graduate training, and actively organising and participating in in-service training, in consultation with line manager.
- 3.2 To identify activities around clinical audit which will impact on working practice and service development, providing statistics as required.
- 3.3 To provide evidence based practice and to be willing to take part in research, and to disseminate results of research.
- 3.4 To engage in induction programmes of professionals and students
- 3.5 To contribute to service development, efficient and effective working and to modify and redevelop work practices as necessary to deliver optimum levels of care.

## **4. General**

All St. Luke's employees are required to:-

- 4.1 Abide by the Health & Safety at Work Act.
- 4.2 Complete Mandatory Training annually.
- 4.3 Respect confidentiality applying to all Hospice areas.
- 4.4 Work within Hospice policies and procedures.
- 4.5 Comply with the Hospice No Smoking policy.
- 4.6 Participate in and contribute to team meetings.
- 4.7 Co-operate and liaise with departmental colleagues.

All St. Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of the Hospice.

## **Our Values**

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that we do at St Luke's. They influence our behaviors, our language, the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviors every day.

We expect staff to familiarise themselves with our values and the expected behaviors, and to ask if they feel these conflict in any way with their roles. These values and behaviors will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

**This Job Description is not exhaustive. It will be subject to periodic review and maybe amended following discussion between the post-holder and employer.**

**Date agreed: June 2022**

**Review date: June 2023**