

# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

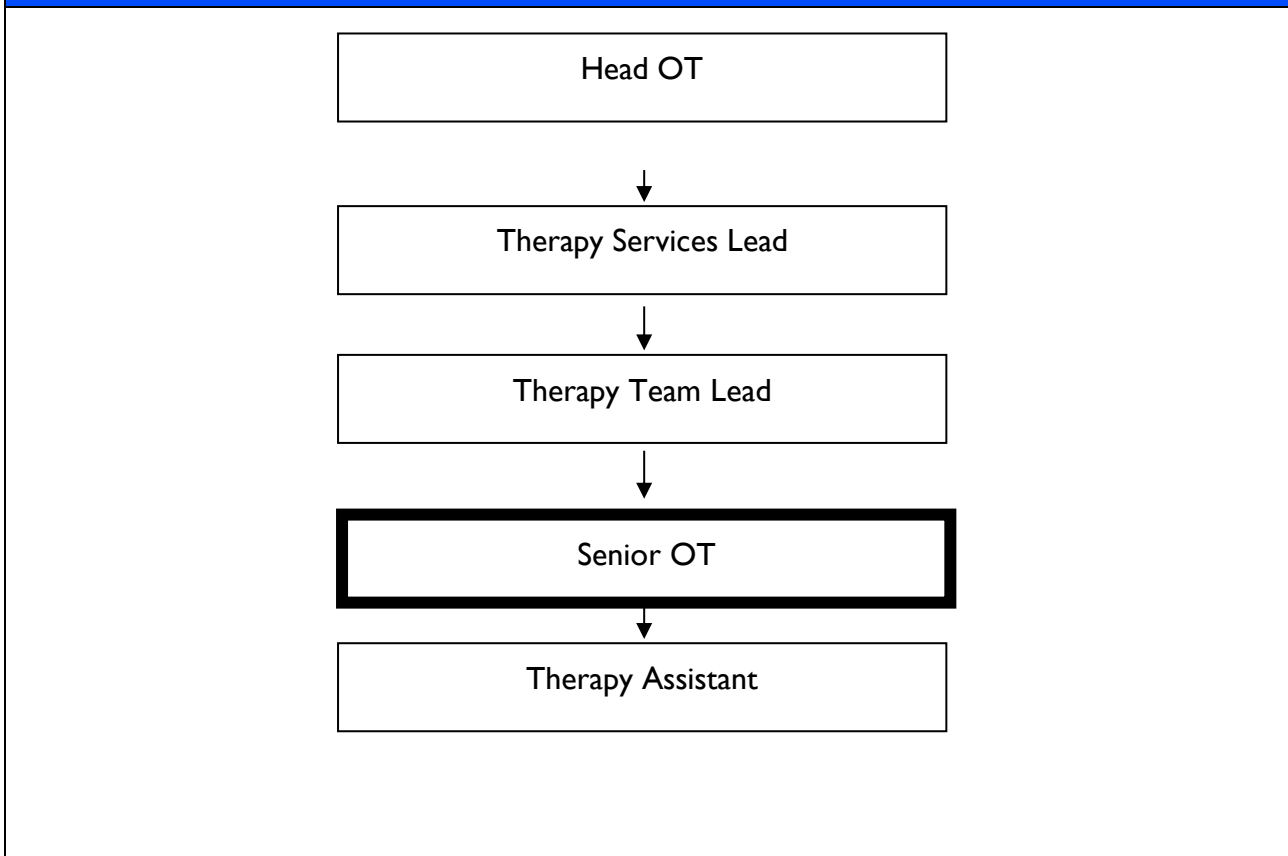
## Role Details

Job Title	Senior Occupational Therapist
Band	6
Department/Service	Palliative care Therapies

## Organisational Relationships:

Responsible to:	Therapy Services Lead
Accountable to:	Head of OT and Hospice Management
Professionally Accountable to:	Head of OT
Responsible for:	Therapy assistants

## Organisational Chart:



## Job Summary/ Role:

- To provide specialist occupational therapy assessment, management and treatment of patients with palliative care conditions in community settings, within the framework of Clinical governance
- To work flexibly and adapt to meet the changing needs of the service.
- To work as a senior therapist within palliative care at a highly specialised level, managing highly complex cases where there may be multiple pathologies.
- To act as a highly specialised resource and provide advice to other professionals including medical staff, specialist nurses, social workers, and other therapists regarding palliative care for a wide range of individuals.
- To independently manage a large caseload of clients, with often multiple life limiting conditions, referred from a variety of agencies with palliative care needs which are often highly complex.
- Work closely with the wider specialist palliative care team to ensure that the OT intervention is fully integrated into client care programmes and lifestyle.
- To be responsible for the teaching and delivery of specialised training for other health care professionals and students from several different disciplines.

## Key Relationships:

- Specialist Palliative Care team
- Teesside Hospice
- Acute palliative and oncology service
- Community Therapies
- TCES
- GP Practices
- Charitable organisations
- Local Authorities
- Mental Health services

## Core Functions:

- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress treatment programmes
- To support the implementation of policy and strategy for own work area
- To be involved in planning and organisation of Therapy Services within area of work
- To support the development of knowledge, ideas and work practice within the service and work area
- To be responsible for the supervision of OT Students, less experienced OTs and Therapy Assistants and act as a clinical mentor where required
- To develop and improve competence in clinical and organisational skills and apply to practice through CPD activities.
- To provide clinical expertise to own caseload within palliative care.

	<ul style="list-style-type: none"> <li>▪ Undertake an active role in planning, co-ordinating, delivering and evaluating the OT Service to patients in palliative care.</li> <li>▪ To take a lead role in the specialist assessment and treatment of patients within palliative care who may have complex presentation and to determine treatment indicated and to maintain records as an autonomous practitioner.</li> <li>▪ To represent Therapy service and/or individual patients at multi-disciplinary team meetings to ensure the delivery of a co-ordinated multidisciplinary service and integrate OT treatment into the overall management programme. This will include discussion of patient care, progress and involvement in complex discharge planning.</li> <li>▪ To deputise for day-to-day management of team in absence of Band 7</li> </ul>
<b>Administrative Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in 1:1 and/or group supervision sessions.</li> <li>▪ Receive and provide routine information to staff, public and patients using a variety of methods such as electronic media, letters and telephone.</li> <li>▪ To record accurately and concisely all interventions/communications either with the person requiring services or other professionals /agencies using paper based and/ or requires use of a mobile working device.</li> </ul>
<b>Clinical Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ To provide and ensure the effective delivery of OT to palliative care.</li> <li>▪ To be competent at assessing for standard wheelchairs, recommending suitable pressure relief and confident in adjusting footplates using tools.</li> <li>▪ To perform specialist OT assessments of patients who may have diverse presentations and complex physical and psychological conditions and to develop and deliver an individualised treatment programme to patients within palliative care.</li> <li>▪ To provide specialised advice to colleagues concerning the individual OT interventions, working with other end of life patients not within criteria of palliative care OT.</li> <li>▪ To develop excellent, evidence based therapy/interventions to those people and (their carers) who have palliative care needs.</li> <li>▪ To be responsible in conjunction with the broader multi-disciplinary team devise interventions which focus upon maximising skills and enabling maintenance of lifestyle choices as far as possible and practicable ensuring a seamless approach to service delivery.</li> <li>▪ To develop, sustain and evaluate collaborative approaches to professional practice with other professions across the Cancer and palliative pathways.</li> <li>▪ To actively engage with other professionals with an interest in palliative care in order to ensure consistency of standards.</li> </ul>

- To work as an autonomous practitioner within appropriate clinical and professional guidelines in a managed environment and non-managed environment i.e. home visits in patients home.
- To provide specialist advice, teaching and training to other members of the multidisciplinary team regarding the management of patients within the palliative care and outside agencies.
- To be responsible for equipment used in carrying out OT duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through, teaching training and supervision of practice.
- To represent the Trust where appropriate (locally, nationally and regionally) regarding OT services provided to patients within the palliative care field.
- To devise and deliver specialised programmes/intervention for service users and communicate treatment details to service users, carers and members of multi-disciplinary team including but not limited to the following agencies:  
Local Authority  
Housing  
Social Services  
Independent Sector  
Voluntary Agencies  
Primary Care  
Mental Health  
Hospice
- To set up appropriate intervention to establish and evaluate agreed referral criteria within palliative care.
- To support the hospital discharge process and on-going support for service users where needed.
- To participate in the development, implementation and evaluation of evidence-based policies, clinical guidelines, and pathways of care for palliative care using the national guidelines as a basis for locally agreed policy.
- To work within the professional code of conduct.
- To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in own care.
- To ensure a high standard of clinical care for the patients under the OT's management and support more junior staff and peers to do likewise.
- To decide priorities for own work area, balancing other patient related and professional demands and ensure that these remain in accordance with those of the team as a whole.

	<ul style="list-style-type: none"> <li>▪ To have developed a high level of physical skills – dexterity, co-ordination and sensory skills for the assessment and treatment of patients.</li> <li>▪ To actively involved in Audit, Research and Developments.</li> <li>▪ To attend appropriate MDT meetings</li> <li>▪ To monitor and evaluate effectiveness of interventions.</li> <li>▪ To be actively involved in service user and carer consultation and support groups, where appropriate.</li> <li>▪ To provide and engage in clinical supervision.</li> <li>▪ To participate in professional meetings including clinical, operational and training forums.</li> <li>▪ To prepare and plan expert evidence-based assessments, intervention, teaching materials and other service literature in the specialist field of palliative care for the mentorship and tuition of other staff.</li> <li>▪ To work in a professional manner, adhering to local policies and procedures</li> <li>▪ To support the development of knowledge, ideas and work practice within the service and speciality on a regular basis</li> <li>▪ To be available when required to support Consultants, SPCT nurses, Clinics, to advise on appropriate OT intervention within palliative care</li> <li>▪ To liaise regularly with the Hospice Lead, Therapy Lead and nursing leads where appropriate.</li> <li>▪ Liaise with relatives / carers ensuring early intervention with respect to transfer and homecare arrangements as required.</li> </ul>
<b>Management and Leadership Responsibilities</b>	<ul style="list-style-type: none"> <li>• Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement training</li> <li>• To be involved in the appraisals of junior staff involved in pathway delivery.</li> <li>• To deputise for the Therapy Lead</li> <li>• To contribute to achieving targets within their clinical area.</li> </ul>
<b>Policy and Service Development</b>	<ul style="list-style-type: none"> <li>• Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme</li> <li>• To contribute to planning and implementation of service developments</li> </ul>

<b>Research and Audit Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be involved in clinical audit and outcome measures to interpret and analyse clinical and non-clinical facts to modify treatments accordingly.</li> <li>• To be involved in planning and implementing service development in light of research, audit and outcome measures</li> </ul>
<b>Managing Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participates in aspects of resource management as directed by the Therapy Leads</li> <li>• To contribute towards the service's financial initiatives through income generation and cost saving activities</li> <li>• To be responsible for stock levels of Therapy equipment</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• To oversee supervision and training of more junior staff and students</li> <li>• To contribute to service and people development internally and externally</li> <li>• To provide specialist advice, teaching and training to other members of the multidisciplinary team regarding the management of patients within the palliative care and outside agencies.</li> <li>• To meet the minimum standards, and provide evidence of, continuous professional development</li> <li>• Ensure that own mandatory training and personal development is kept up to date and is in keeping with the strategic direction of the Trust.</li> </ul>
<p><i>The job description and duties may be subject to future review as the needs of the service change.</i></p>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>Demonstrates a highly specialist clinical knowledge and skills relevant to Palliative care.</p> <p>To display effective communication skills, communicating complex, sensitive and contentious information to others</p> <p>Knowledge of relevant national guidelines and standards for palliative patients</p> <p>Demonstrates an ability to work on own initiative as well as part of a team</p> <p>Able to respond and adapt appropriately to changing needs of the service</p> <p>Demonstrates competent IT and system skills</p> <p>Able to access suitable transport to travel independently across the localities</p>	<p>Demonstrates evidence of teaching skills to a range of professionals</p>	<p>Application and Interview</p> <p>Interview</p> <p>Application and interview</p> <p>Application, interview and references</p> <p>Interview</p> <p>Application</p> <p>Application</p>
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<p>To hold a Diploma or Degree awarded by professional body</p> <p>Registered as fit to practice as an OT by professional body, e.g. Health and Care Professions Council (HCPC)</p>	<p>Attendance at the leadership and development and improvement programme (4.5 days)</p>	<p>Application and interview</p> <p>Application and interview</p>

Evidence of Post Graduate clinical training/ development relevant to Palliative care		Application and interview
<b>EXPERIENCE</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Evidence of post graduate clinical experience as an OT across various specialities		Application and Interview
Evidence of working within community Therapy services within the NHS		Application and Interview
Evidence of audit and participation in service development		Application and Interview
Member of specialist interest group		Application
<b>PERSONAL ATTRIBUTES</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Evidence of a flexible approach		Interview
Ability to work across professional boundaries working with multiple teams of healthcare professionals in more than one location		Application and Interview
Demonstrates an ability to motivate staff by providing a positive role model		Interview and reference



## General Requirements:

### **Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### **5. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **6. Equal Opportunities**

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### **7. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

## APPENDIX 2

### PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos			x			Moving a piece of equipment for patient use
Lifting weights/objectives above 15 kilos		x				
Using equipment to lift, push or pull patients/objects	x				x	Hoist or moving handling equipment with patients
Lifting heavy containers or equipment			x			Might need to move some equipment in role
Running in an emergency			x			To remove self from dangerous situation or to respond to patient at risk
Driving alone/with passengers/with goods	x				x	Driving to patients homes, sometimes with students or colleagues in car or equipment in boot
Invasive surgical procedures		x				
Working at height or in a confined space			x			Sometimes at patients homes if have confined spaces and need to manoeuvre patient or equipment
Concentration to assess patients/analyse information	x					Role is to assess patients daily

<b>Response to emergency situations</b>			x			If patient needs CPR
<b>To change plans and appointments/meetings depending on the needs of this role</b>	x			x		Dealing with palliative patients circumstances can change quickly resulting in needing to change appointments
<b>Clinical interventions</b>						
<b>Informing patients/family/carers of unwelcome news</b>						
<b>Caring for terminally ill patients</b>						
<b>Dealing with difficult family situations</b>						
<b>Caring for/working with patients with severely challenging behaviour</b>						
<b>Typing up of formal minutes/case conferences</b>						
<b>Clinical/hands on patient/client care</b>						
<b>Contacts with uncontained blood/bodily fluids</b>						
<b>Exposure to verbal aggression</b>						
<b>Exposure to physical aggression</b>						
<b>Exposure to unpleasant working conditions dust/dirt/fleas</b>						
<b>Exposure to harmful chemicals/radiation</b>						
<b>Attending the scene of an emergency</b>						
<b>Food preparation and handling</b>						
<b>Working on a computer for majority of work</b>						
<b>Use of road transport</b>						

