

*The* ROYAL MARSDEN  
NHS Foundation Trust



The ROYAL MARSDEN  
Claire Shaw  
Occupational Therapist



NHS

Occupational

At The Royal Marsden, we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they have the right to demand the very best. That's why the pursuit of excellence lies at the heart of everything we do.



Life demands excellence



## Dear candidate,

Thank you for applying to join the Clinical Services team at The Royal Marsden.

This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our ground breaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the heart of the organisation are our dedicated staff. Their exceptional commitment and professionalism is commented on by so many of our patients.

The Clinical Services Division provides an incredibly diverse set of services to our patients. Although some of these services are hidden away from our immediate view, they are essential to the smooth running of our patient pathways, and often make vital contributions to the Trust's Research Strategy.

I wish you every success with your application to join our team, and be part of this amazing work.

Best wishes,

A handwritten signature in black ink, appearing to be 'Sofia Colas'. The signature is stylized and written in a cursive-like font.

Sofia Colas  
Divisional Director, Clinical Services

## **Job title**

Senior Occupational Therapist

## **Terms and Conditions of Service**

Trust Terms and Conditions of Service

## **Grade**

Band 6

## **Location**

Chelsea

## **Reports to**

Head Occupational Therapist

## **Accountable to**

Head of Therapies

### **1. Job Purpose**

- 1.1 The Band 6 Occupational Therapist is an active member of a team that provides a high quality, evidence based occupational therapy service for the patient with cancer.
- 1.2 As a skilled practitioner, the postholder is a source of knowledge and expertise for patients, relatives and colleagues of all disciplines.
- 1.3 With the support of the Band 7 Occupational Therapist, they will organise occupational therapy activities within a defined clinical area and will also liaise closely with all members of the multi-professional rehabilitation team in the provision of a specialist input to a variety of education programmes.

### **2. Key areas of responsibility**

#### **Undertake all aspects of clinical duties as an autonomous practitioner.**

- 2.1 Working autonomously in ward and outpatient settings to provide complex clinical assessment of the biomechanical, sensory, psychological, cognitive, perceptual and interpersonal deficits affecting the functioning of individuals with cancer, their families and carers through the use of advanced clinical reasoning.
- 2.2 Developing and implementing individual specialised therapeutic rehabilitation programmes specific to patient's needs based on activity analysis using a client-centred, problem solving approach.
- 2.3 Developing and implementing treatment and educational groups for people with cancer and their carers such as Health & Well Being groups.

- 2.4 Assessing and prescribing the complex wheelchair and specialist seating needs for example paralysis, dystonia, major surgery, extreme fatigue, pressure relief of patients with cancer.
- 2.5 Assessing, designing and fabricating static or dynamic splints specific to the individual patient's needs to enable maintenance and improvement in upper limb functioning.
- 2.6 Liaising with multi professional team within the hospital and community, to achieve optimum rehabilitation outcomes and planned coordinated packages of support across health and social care.
- 2.7 Taking a key role in organising and facilitating discharge planning case conferences where functional independent is paramount.
- 2.8 Teaching patient's specialised strategies aimed towards the management of symptoms related to cancer e.g. relaxation and anxiety management, breathlessness and fatigue management.
- 2.9 Carrying out complex functional and risk assessments required to provide appropriate equipment and to teach patients, carers and staff safe and correct use to maximise safety and independence within the hospital and home environments.
- 2.10 Assessing environmental risks and prescription of equipment and adaptations in the patient's home. This may involve lone working.
- 2.11 Undertaking risk assessment of manual handling issues related to patient's rehabilitation, complying with the Trust's Manual Handling Policy.
- 2.12 Maintaining contemporaneous and high quality patient documentation as well as writing formal reports necessary for the implementation of care packages and home equipment to enable safe discharge and ongoing rehabilitation.
- 2.13 Utilising advanced communication skills to support patients and their families sensitively and empathetically during times of emotional difficulty such as when discussing bad news related to functional deterioration and potentially poor rehabilitation prospects.
- 2.14 Participating in the implementation of appropriate clinical outcome measures in conjunction with the Head Occupational Therapist to enable accurate measurement of the efficacy of the service.
- 2.15 Maintaining awareness of relevant and current research evidence, legislative and government guidance and applying these to advanced clinical practice with the support of senior Occupational Therapy staff.
- 2.16 Supplying and developing written advice and information to supplement therapeutic interventions in accordance with Trust policy.

- 2.17 Providing clinical caseload cover for other Occupational Therapy staff during periods of absence.

### **3. Key Task and Responsibilities**

#### **Education, Research & Management**

- 3.1 Assisting in the collection and collation of data and publication of evidence through approved research and audit, e.g. publishing articles in recognised professional journals.
- 3.2 Preparing and delivering workshops, teaching sessions and lectures to other healthcare professionals and undergraduates on areas of expertise at the Royal Marsden School of Cancer Nursing and Rehabilitation as well as external organisations.
- 3.3 In association with the Department of Professional Development, participating in visitors' programmes.
- 3.4 Supervising undergraduate occupational therapy students in formal structured placements.

#### **Management & Leadership Responsibilities**

- 3.5 Demonstrating a sound understanding of hospital and departmental policies and procedures.
- 3.6 Providing the Head Occupational Therapist with electronic statistical information required by the hospital in the evaluation of its services.
- 3.7 Undertaking stock control of occupational therapy equipment and ensuring the safety of equipment through regular maintenance.
- 3.8 Working autonomously and organising own time to manage a workload comprising complex clinical (inpatients and outpatients) and educational responsibilities.
- 3.9 Assisting in the support and induction process of new staff to the Department.
- 3.10 Developing and maintaining a strong Occupational Therapy profile through effective multi-professional team working and the promotion of rehabilitation within the Trust.

#### **Personal and Team Development Responsibilities**

- 3.11 Participating in the appraisal process and formal supervision with designated supervisor incorporating the agreement of a personal development plan.
- 3.12 Promoting personal and professional development through regular reflective practice.

- 3.13 Ensuring practice is of a high standard through participation in relevant conferences, courses and other professional development events.
- 3.14 Critically appraising relevant literature related to advanced clinical practice and incorporating new ideas and developments from this into service delivery.
- 3.15 Attending and contributing to cross site, departmental meetings to share information and best practice and to plan future service developments.
- 3.16 Contributing to a supportive working environment and maintaining positive working relationships through high standards of communication.
- 3.17 Recognising own emotional needs and accessing staff support as required when working closely with palliative and terminally ill patients who may be experiencing functional evaluation.
- 3.18 Participating in relevant professional bodies to encourage networking and regional and national service developments.
- 3.19 Recording evidence of continuing professional development within a Professional Development Portfolio.

### **Clinical Governance**

- 3.20 Maintaining awareness of current research and developments and applying evidence based practice in the specialised rehabilitation of patients with cancer.
- 3.21 Participating in reflective practice and the use of formal outcome measures to evaluate own practice.
- 3.22 Informing senior colleagues of matters relating to the Occupational Therapy needs of patients with cancer and identifying service development issues required to improve the quality and outcomes of the service.
- 3.23 Promoting and maintaining a safe environment for patients, visitors and staff by adhering to Trust health and safety hospital policies (e.g. manual handling, exposure to bodily fluids, sharps injuries).
- 3.24 Participating in projects and working parties to achieve departmental and Trust wide objectives that have been set in agreement with the Head Occupational Therapist e.g. fatigue and breathlessness management working parties, spinal cord compression guidelines development, falls audit.

## **4. General Data Protection Regulation**

- 4.1 You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to

disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## **5. Safeguarding and Wellbeing of Children and Vulnerable Adults**

- 5.1 The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce. All staff are expected to be aware of national, organisational and departmental policies and procedures on safeguarding and promotion of the wellbeing of children and vulnerable adults and should be able to communicate this to others.

## **6. Health and Safety**

- 6.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

## **7. Customer Service Excellence**

- 7.1 All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

## **8. Emergency Planning**

- 8.1 In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

## **9 Equality and Diversity Policy**

- 9.1 The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

## **10. No Smoking Policy**

- 10.1 There is a no smoking policy at this Trust.

## **11. Review of this Job description**

- 11.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization.

## **12. Employee Specification**

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
<b>Education/Qualifications</b>		
<p>Diploma/Degree in Occupational Therapy recognised by UK College of Occupational Therapists.</p>	E	App form, portfolio
<p>State Registration with Health Care Professions Council for Occupational Therapy.</p>	E	App form, portfolio
<b><u>Experience</u></b>		
<p>At least one year's experience in general physical field.</p>	E	App form, portfolio
<p>Evidence of experience of dealing with oncology patients and their families / carers.</p>	D	App form, portfolio, references
<p>Evidence of experience in clinical supervision and appraisal.</p>	D	App form, portfolio
<p>Evidence of experience of principles and practice in audit, outcomes measurement and clinical governance.</p>	D	App form, portfolio
<b><u>Education</u></b>		
<p>Attended: Accredited wheelchair course.</p>	D	App form, portfolio
<p>Accredited splinting and hand therapy course.</p>	D	App form, portfolio
<b><i>Other Criteria</i></b>		
<p>Membership of British Association of Occupational Therapists.</p>	D	App form, portfolio

<p>Membership of OPC (Occupational Therapists specialist section in Oncology and Palliative Care)</p>	<p>D</p>	<p>Application form, portfolio</p>
<p><b>Skills Abilities/knowledge</b></p>		
<p>Knowledge of functional assessment and treatment techniques for oncology and palliative care patients, including physical, cognitive, psychosocial functional assessments and treatment, as well as specific symptom and lifestyle management techniques (e.g. relaxation, anxiety, breathlessness and fatigue management).</p>	<p>E</p>	<p>Application form, portfolio, interview, references</p>
<p>Risk assessment: Ability to carry out risk assessments concerning patients and staff safety, including Manual Handling.</p>	<p>E</p>	<p>Application form, interview, references</p>
<p>Ability to assess risks associated with lone working, take responsibility for reporting to colleagues and ensuring self and patient are safe at all times.</p>	<p>E</p>	<p>App form, portfolio, interview, references</p>
<p>Ability to assess potential risks with regard to patients' discharge from hospital.</p>	<p>E</p>	<p>Interview, references</p>
<p>Knowledge of group dynamics, planning, facilitating, running and evaluating therapeutic groups.</p>	<p>D</p>	<p>Interview, references</p>
<p>Developed clinical reasoning as well as analytical and creative problems solving skills.</p>	<p>E</p>	<p>Application form, interview, references</p>
<p>Communication skills: Excellent interpersonal and negotiation skills as required in an oncology and palliative care setting. Ability to deal with imparting bad news.</p>	<p>E</p>	<p>App form, portfolio, interview, references          Interview, references</p>
<p>Written and documentation skills: Ability to produce professional reports and records including POMRs, multi-professional care plans, letters, assessments for hospital and external agencies.</p>	<p>E</p>	<p>Interview, references</p>

<p>Reflective Skills: Ability to reflect on clinical practice.</p>	E	Application form, interview, references
<p>Team skills: Ability to work as part of a supportive team.</p>	E	App form, portfolio
<p>Autonomous working: Ability to work in a highly motivated, self directed manner on clinical and departmental activities.</p>	E	Application form, portfolio, interview, references
<p>Organisational skills: Ability to prioritise and manage time effectively.</p>	E	Application form, portfolio
<p>Supervisory skills: Ability to fulfill supervisory role for undergraduate students.</p>	E	Application form, interview
<p>Educational skills: Ability to teach both patients and carers in areas relating to rehabilitation.</p>	E	Application form, interview
<p>Proven ability to prepare and deliver presentations and education sessions to health care colleagues and members of public.</p>	E	Application form, interview
<p>IT skills: Ability to enter data, prepare reports, formal written documentation and multi-media presentations.</p>	E	Application form, interview
<p><b>Other Requirements</b></p>		
<p>Manner: Confident and pleasant.</p>	E	Interview
<p>Assertiveness: Ability to advocate on patients' behalf within the hospital and with community agencies.</p>	E	Interview
<p>Confidence in promoting OT role within the trust and externally.</p>	E	Interview
<p>Motivation: Demonstrated ability to remain self motivated within requirements of role.</p>	E	Interview
<p>Ability to recognise own personal and professional development needs.</p>	E	Interview
<p>Coping strategies: Ability to recognise own emotional needs and utilise coping</p>	E	

strategies in addition to clinical supervision and staff support.  Professionalism: Commitment to maintaining high quality standards of professional conduct & clinical expertise.	E	Application form, interview  Application form
Able to work on both sites and to be flexible to meet the needs of the role	Essential	Interview

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.