**Job Description**

**Hospice Occupational Therapist**

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| **Reports to:** | **Head of Clinical Services** |
| **Responsible for:** | **Therapies Assistant** |
| **Location:** | **Primrose Hospice, St Godwald’s Road, Bromsgrove B60 3BW** |
| **Hours:** | **15 hours per week** |
| **Salary:** | **£12,852 Actual / £32,130 FTE** |

**Purpose:**

To deliver palliative rehabilitation occupational therapy support to patients and families.

The Occupational Therapist role will be instrumental in ensuring Primrose Hospice meets this increasing demand from its community. The post holder will: -

* Manage a clinical caseload of palliative patients
* Lead and develop empowering patient focused therapeutic groups
* Support palliative rehabilitation practice as part of the wider patient/carer support team
* Contribute to the development of the expert patient and carer model being developed by the hospice to support the needs of its community.

**Job Role:**

Key responsibilities:

**Clinical**

* To be predominantly hospice based, however able to undertake home visits as required
* Act as a role model demonstrating the highest standards of enabling palliative rehabilitative care
* Promote a culture that supports self-management independence
* Liaise with referrer and other health care professionals as necessary and appropriate, gathering the clinical information required to support effective working with the patient.
* Undertake triage of patient and carer needs, using a consistent approach, putting plans of care in place where possible, signposting on to alternative / additional services or resources as appropriate. Working closely with statutory and private occupational therapy and physiotherapy services.
* Attend and contribute, showing expertise, to Multidisciplinary Meetings, acting as patient advocate.
* Demonstrate skills in conflict resolution and competent negotiation skills when dealing with difficult or challenging situations such as managing patient and professional unmet expectation.
* Ensure all written and verbal communication is constructive, effective, accurate and documented following Hospice procedures.
* Communicate highly emotive information clearly, sensitively and unambiguously with staff, patients, families and professionals by face to face, telephone and/or electronic means.
* Work effectively and collaboratively with a wide range of multi-disciplinary colleagues, both internally and externally, building strong professional relationships, using creative reasoning and problem-solving.
* Promote patient and public experience feedback to influence innovation and change.
* Attend meetings within the Hospice and externally as required.
* Ensure that equipment is used and maintained in a safe and serviceable condition and that faults are reported promptly.
* Develop new groups aimed at enabling patients and carers.
* Put quality at the heart of practice by delivering evidence-based individualised and personalised care through holistic needs assessment, planning and evaluation of care and all care and palliative rehabilitation-based activities/interventions.

**Education**

* Contribute to and deliver specialist education and training to other professionals involved in patient care. Contribute to the development of patient education, including coaching patients and their families and carers.
* Demonstrate critical thinking and reflection on practice, developing own skills and knowledge, making changes where appropriate.
* Take personal responsibility for life-long learning and personal development through reflective practice, appraisal and actively engages with learning and development opportunities offered by Primrose Hospice including mandatory and statutory training as required by Primrose Hospice and/or your professional bodies.
* Engage in research and quality initiatives, encouraging participation and awareness within the team.
* Implement any learning from audit and research projects.

**Professional**

* Be highly flexible and able to work across all current and future modalities: telephone, face to face and electronic.
* Participate in service review in order to drive service improvement.
* Contribute to the development, management and promotion of the service ensuring the delivery of high-quality rehabilitative palliation.
* Accountable for professional decision making
* Contribute to the development and review of clinical policies and procedures to reflect best practice, professional codes of conduct and The Care Quality Commission Standards.
* Demonstrate a good and developing level of clinical, technical and research skills through breadth and depth of knowledge.
* Participate in group clinical supervision.
* As part of the multidisciplinary team, be responsible for actively identifying areas of risk, reporting incidents and taking immediate action as necessary utilising the appropriate Hospice policies and procedures.
* Contribute to Primrose Hospice clinical governance activities including audit and risk assessments.
* Work with and nurture volunteers.
* Maintain a culture which is open to change, new ideas, concepts and innovation whilst influencing Primrose Hospice strategy and direction.
* Collate and evaluate data to provide evidence of productivity, outcomes and quality.
* Maintain professional indemnity insurance by means of membership of a professional organisation.

**Other duties & responsibilities**

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

# Assistance

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

# Confidentiality

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

# Data Protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

# Health and Safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.

It is expected that you will be committed to the core purpose of the Hospice and will act as an ambassador for the Hospice, actively promoting it throughout your role. It is also hoped that as the Hospice is heavily reliant on charitable donations you will support promotional activities where possible showing support to your colleagues in the spirit of team working.