

JOB DESCRIPTION



Job title:	Bank Occupational Therapist
Department:	Therapy
Responsible to:	Therapy Lead
Grade:	SMH Band 6

Job Purpose

To work as part of the St. Michael's Hospice Therapy team to deliver a high-quality occupational therapy service to patients requiring Specialist Palliative Care, diagnosed with a life-limiting illness. To assess patients holistically to manage their symptoms better, optimise their independence, and quality of life.

You will extend this service to patients/ families/carers within the In-Patient Unit, Outpatient Clinics, Living Well services and as part of the Hospice Community Palliative Care Team.

Main Duties and Responsibilities

Clinical

With the support of senior members of the therapies team, the post holder will:

- Liaise with other key people in the multi-professional team and other agencies, such as Hampshire Equipment Service, Wheelchair Services, other charities, community therapy teams and acute trusts.
- Undertake a comprehensive assessment of patients who may be an in-patient, out-patient, attending living well services or a home visit in the community setting.
- Therapy assessments and treatment should be with attention to individual patient needs and their preferences.
- Therapy provision will involve goal setting and implementing plans that have been agreed with the patient and their main carer.
- Participate in patient case conferences and Multi-Disciplinary Team meetings, as required.
- Produce documentation to support and record the Occupational Therapy intervention according to professional standards and codes of practice, local policies and procedures.
- The outcomes of any assessment must be agreed upon with the patient and their main carer and documented clearly. Specific patient outcome measures must be used for this clinical speciality.
- Review and evaluate outcomes of interventions and adapt as needed.
- Demonstrate patient advocacy through all aspects of care.
- Completion of access visits to assess home environments prior to discharge planning from the inpatient unit.
- Therapeutic handling of patients for assessment of functional activities, such as personal care, toileting, dealing with incontinence and handling of body fluids, wound fluids and hand hygiene.
- Be a source of physiotherapy expertise across the interdisciplinary team, providing advice on managing patients' functional ability and guiding discharge planning as relevant.
- Accept responsibility for the patient within their own home when lone working.

JOB DESCRIPTION



Prescription of mobility equipment:

- Give advice, instruction and visual documentation on its safe use.
- Explain the use of and teach moving and handling techniques with equipment.

Communication

- Demonstrate competence when communicating sensitive information within the clinical setting which is frequently required, for instance setting realistic goals with patients/their carers'.
- Participate in all relevant discussions regarding patient care across the Multidisciplinary Team.
- Liaise with clinical team members regarding discharge planning from the Hospice inpatient unit.
- Work in partnership with health and social care professionals in the wider health community to provide advice and education as required.
- Communicate respectfully in an open, accurate, straightforward and confidential way with colleagues across the organisation.
- Communicate any urgent or sensitive matters to the therapy team lead.
- Proactively share information to identify and reduce risk to patients and staff.
- Keep timely and accurate clinical records and identify any risk or problems that have arisen with details on responses taken.
- Display a good level of competency in using computer software for record keeping, report writing and communicating.
- Ensure adherence to data protection and confidentiality requirements.

Management & Leadership

- To be a role model in your practice
- Identify risk and escalate accordingly.
- Effective time and workload management, prioritising patient caseload.
- Delegate tasks effectively and appropriately to Therapy Assistants and Clinical Admin.

Learning & Development

- Bring specialist OT knowledge and skills to the wider MDT.
- Participate in training and mentoring staff, students and other learners, and in line with hospice policy to maintain standards and good working practice.
- Promote the role of the Physiotherapy service to all colleagues, students from other professional backgrounds and those interested in physiotherapy as a career.
- Ensure compliance with St. Michael's Hospice mandatory training.
- Maintain and develop your specialist skills and knowledge, ensuring you remain up to date with relevant professional training and development.

Resource Management

- Awareness of the budgetary limitations.
- To use the clinical resources in a timely and effective manner
- As appropriate, ensure accurate collection of activity data.
- To ensure safe and effective use of equipment.
- Able to order equipment from a range of sources in line with patient need.

Clinical Governance

Contribute to and participate in:

- Audit and clinical governance to ensure continuous service and care quality improvement.
- Research and practice development.

JOB DESCRIPTION



- Promote current evidence-based practice.

Professional

- Maintain membership of HCPC and adhere to their code of professional conduct.
- Comply with all SMH policies, procedures, protocols, guidance, Health and Safety and other mandatory requirements.
- Be responsible for developing own self-awareness through reflective practice, demonstrating a commitment to disseminating information and sharing experiences.
- Contribute to a climate where team members openly discuss and challenge standards of individual practice and where decision making can be ratified as a team.
- Take responsibility for day-to-day prevention, reporting and monitoring of risks, incidents, accidents and near misses to minimise risk to patients, families, carers, visitors and staff.
- Practice and always promote patient confidentiality.
- Demonstrate efficient time management and a flexible attitude to working patterns.
- Work within the limits of your own competency and responsibility and refer areas that are outside of your competency to your line manager.

General Responsibilities

- Work to maintain the values, vision and aims of St. Michael's Hospice.
- Additional Duties – In discussion with the line manager to undertake work, as and when required, in support of St. Michael's Hospice as an organisation.
- Public Relations – To represent St. Michael's Hospice in the community and public domain, including social media, appropriately.
- Undertake all statutory and mandatory training as required.
- To be conversant with and adhere to all St. Michael's Hospice Policies and Procedures.
- Be responsible for upholding and promoting St. Michael's Hospice safeguarding policies, ensuring the safety and well-being of all individuals, and promptly reporting any concerns or incidents in accordance with established procedures.
- This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.
- Take responsibility for own personal safety and of others whilst at work. You will take appropriate action or report any concerns to address any health and safety issues that you or members of your team may be aware of.
- This job description is an outline of the role and responsibilities. From time to time, due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

JOB DESCRIPTION



Reviewed by:	Karen Drake, Clinical Director	Date:	11-2024
Signed by employee:		Date:	