

JOB DESCRIPTION



Job title:	Senior 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 environments of the In-Patient Unit, Outpatient Clinics, Living Well services and as part of the Hospice Community Palliative Care Team.

Main Duties and Responsibilities

Clinical

- High standards of Professional Practice HCPC code of professional practice.
- To deliver high quality, safe and effective care to patients, their loved ones & relatives.
- To provide holistic OT assessment of patient's needs in all SMH settings.
- Therapeutic handling of patients for assessment of functional activities, such as personal care, toileting, dealing with incontinence and handling of body fluids, wound fluids, hand hygiene.
- Implementing plans and programmes that have been agreed with the patient and, where possible, their main carer.
- Review and evaluate outcomes of interventions and adapt as needed.
- Attend and participate in all clinical meetings as allocated by the Therapy Team Lead
- Plan, organise and prioritise own caseload whilst assisting in managing the priorities of others in the team, such as the Therapy Assistant and students.
- Demonstrate patient advocacy through all aspects of care.
- Ensure accurate and timely documentation to support Occupational Therapy intervention and actions in line with professional standards, local policies, and procedures.
- To work flexibly to meet the needs of the service
- To work closely with the Therapy team to support the highest standards of care is delivered.
- Completion of access visits to assess home environment, prior to discharge planning from the inpatient unit.

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- Outcomes of any assessment must be agreed with the patient and their main carer and documented clearly in patient record.
- Take responsibility for the patient within their own home and when lone working.
- Prescription of equipment, giving advice, instruction, and visual documentation on its safe use.
- Explain the use of and teach, moving and handling techniques, with equipment to patients, relatives, and carers.
- Develop and maintain effective relationships with local equipment services.

Communication

- Demonstrate effective communication with patients, relatives, and carers.
- Able to communicate complex or sensitive information
- Communicate respectfully in an open manner to colleagues and patients.
- To recognise and offer support to colleagues when needed.
- To ensure that you respect the individuals, values and spiritual beliefs of patients and staff.
- Competent in a range of electronic communication systems and external systems such as EPR, CHIE.
- Always maintain patient confidentiality.

Leadership

- To be a role model in your practice
- Identify risk and escalate accordingly.
- Effective time and workload management.
- To supervise junior staff members and students on a daily basis
- Line manage junior staff with support and guidance from the Therapy Team Lead
- Delegate tasks effectively and appropriately to therapy assistant/s and to the clinical admin team.
- Participate in annual appraisal and supervisions with line manager

Education and training

- Bring specialist OT knowledge and skills to the wider MDT.
- Maintain and develop own specialist skills and knowledge.
- To demonstrate current evidence-based practice and to share this knowledge to ensure delivery of high-quality care.
- To contribute to the in-house education and training programme, including student placements and multi-professional education sessions.
- Take an active part in case reviews.
- Be responsible for developing self-awareness through reflective practice and participation in clinical supervision.

Resource Management

- Awareness of the budgetary considerations.
- To use the clinical resources in a timely and effective manner

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- As appropriate ensure accurate collection of activity data.
- To ensure safe and effective use of equipment.
- Where appropriate support recruitment and retention of staff.
- Able to order equipment from a range of sources in line with patient need.

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 which could occasionally be out of working hours.
- 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.

Reviewed by:	Emma Green Therapy Lead	Date:	03-2025
Signed by employee:		Date:	