



*Being there for you
and your family*

JOB DESCRIPTION

JOB TITLE: Occupational Therapist

RESPONSIBLE TO: Enablement team Therapy lead

HOURS OF WORK: 37.5 (full time)

LOCATION: LOROS Hospice, Groby Road, Leicester

SUMMARY OF POST:

The Occupational Therapist will work as an experienced member of the Enablement Therapy team.

Clinically responsible for the delivery and coordination of bespoke Occupational Therapy intervention to provide timely Holistic, palliative care assessments across the inpatient, day Therapy and outpatient services for the Leicestershire and Rutland Hospice working jointly on therapeutic goals and interventions with the Enablement Physiotherapists and Senior Therapy Assistant.

They will participate in the on-going development of these services, alongside active participation in the provision of education and clinical supervision of staff and students. Support and Clinical Supervision will be provided by the Enablement Team therapy lead.

JOB PURPOSE:

1. Within the team, be responsible for a defined caseload, providing effective Occupational Therapy / joint therapy interventions, within scope of practice, to people experiencing difficulties with occupational, functional performance. Together with the physiotherapists assessing patient's needs, agree goals, implement intervention plans and evaluate progress.
2. To be responsible for organising and prioritising designated caseload, demonstrating effective clinical reasoning.
3. To participate in the operational management and clinical leadership of the Enablement Therapy Service in conjunction with the Enablement team Clinical lead Therapist
4. To delegate aspects of intervention plans to Therapy Assistants, occupational therapists, Physiotherapists and administrator, whilst maintaining overall responsibility for the patient's care.

5. To provide supportive and sensitive communication, written and verbal advice to clients, carers and staff, whilst demonstrating an understanding of the nature and effects of some information and of barriers to effective communication, e.g. sensory problems.
6. To be responsible for own administration tasks, including prompt and accurate completion of clinical and statistical records to RCOT, HCPC, organisational and departmental guidelines.
7. To adhere to the standards, policies and procedures of the Trust and Department and the Royal College of Occupational Therapists, Health Care Professions Council: Code of Ethics and Professional Conduct and associated legislation, e.g. Health and Safety at Work Act, Information Governance.
8. To contribute to departmental routine including housekeeping and clerical tasks.
9. To undertake and delegate appropriately, any other suitable and additional duties, as required by the needs of the service.

DUTIES AND RESPONSIBILITIES:

1. PROFESSIONAL:

- 1.1 Together with the multi-disciplinary team, promote and maintain the independence of patients at the hospice.
- 1.2 To assess, plan and implement therapeutic interventions and treatment plans for patients referred.
- 1.3 To work collaboratively with the MDT to plan and carry out access and home assessments as individual needs dictate in order to affect a smooth safe discharge from the hospice.
- 1.4 To liaise with Social Services and other external agencies with regard to the provision of equipment and support for discharge.
- 1.5 To contribute to decision making related to patient care through active participation in case conferences and multi-disciplinary team meetings as required, and any other communication networks.
- 1.6 To provide written reports of assessments/treatment carried out as necessary.
- 1.7 To introduce, promote and develop new techniques, ideas and regimes within the service area, for the on-going development of the service.
- 1.8 To attend regular MDT meetings representing enablement (therapy plan updates / goals) liaise with members of the multi-disciplinary team.
- 1.9 To be aware of current trends in treatment media and protocols and to maintain a sound theoretical knowledge base.

- 1.10 To be prepared to contribute towards education and workshops provided by LOROS, as required.
- 1.11 To assist in the promotion of the role and value of the Occupational Therapy and Enablement Therapy team service to patients, carers other healthcare professionals and visitors within the Hospice.
- 1.12 To carry out all professional duties in accordance with the Royal College of Occupational Therapists code of Professional conduct.

2. ADMINISTRATIVE:

- 2.1 To organise own patient workload.
- 2.2 To ensure Senior therapy assistant, junior members of the team, students are actively supported to organise and manage their own clinical and non-clinical workload duties.
- 2.3 To maintain patient records and any data collection required by LOROS.
- 2.4 To assist in the maintenance of stock records and care of equipment.
- 2.5 To ensure administration tasks involving Enablement team rota, Human Resources team systems, clinical letters and duties are completed in a timely efficient manner and delegated appropriately.

3. MANAGERIAL:

- 3.1 To assist in reviewing and updating policies and procedures when requested.
- 3.2 To assist in incident report writing, reviews and investigations under the request and direction of line manager or senior management.
- 3.3 To promote good working relationships and communication with members of the multi-disciplinary team and ensure other staff do likewise.
- 3.4 To maintain high, professional standards of verbal and written communication for themselves and the staff for whom they are responsible.
- 3.5 To exercise and maintain good communication links with clinicians to whom there is responsibility.
- 3.6 To actively participate and contribute to audits and service development initiatives when requested.
- 3.7 To conduct departmental Performance & Development Review programme with junior members of staff.
- 3.8 To support and co-ordinate induction of students, Volunteers and New Starters within the team.

- 3.9 Supervise allocated students and assist with work experience student placements.

4. HEALTH AND SAFETY:

- 4.1 To ensure as far as is reasonable practicable the health, safety and welfare at work of herself/himself and other staff in the work location.
- 4.2 To ensure as is reasonably practicable that those who are not employees, but who are affected by the undertaking of the Occupational Therapy department, are not exposed to risk of their Health and Safety.
- 4.3 To share responsibility for departmental tidiness.
- 4.4 To be aware of and ensure that current working practices conform to the requirements of the Health and Safety at Work Act 1974 and other legislation.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

To observe the hospices Equality, Diversity & Inclusion Policy and Statement which states our commitment to treating everyone with dignity and respect, irrespective of their protected characteristic.

- Promote equality, diversity and inclusion in working practices by developing and maintaining positive working relationships that ensure colleagues are treated fairly and have a voice by contributing to the development of fair and equitable working practices.
- Ensure that colleagues are treated fairly. Staff must ensure their behaviour does not constitute to discrimination and have a voice to challenge others behaving inappropriately and not in line with the hospice's values. Be supportive of colleagues or service users who wish to raise concerns about inappropriate practice's or experiences.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

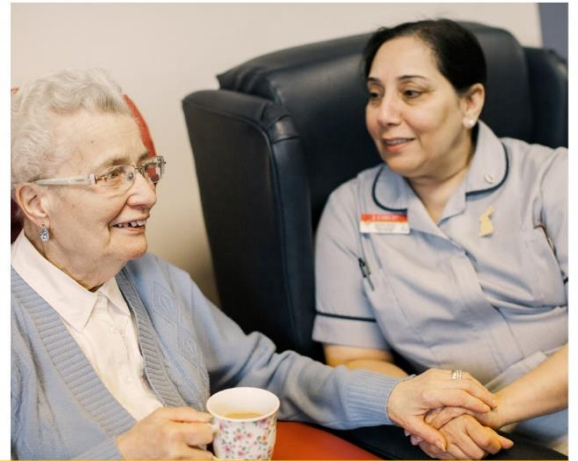
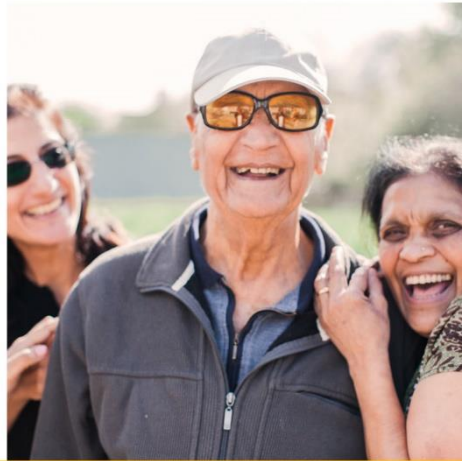
All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....
Postholder

Signed..... Date

Line Manager



Our vision and mission



Vision

(Our long term aspiration for our society)

Everyone with an incurable illness has the right to excellent care. This should value and respect their uniqueness and their own choices. People should be enabled to live and die with dignity and with appropriate and compassionate support for themselves and their loved ones.



Mission

(Our goals and activities in working towards our Vision)

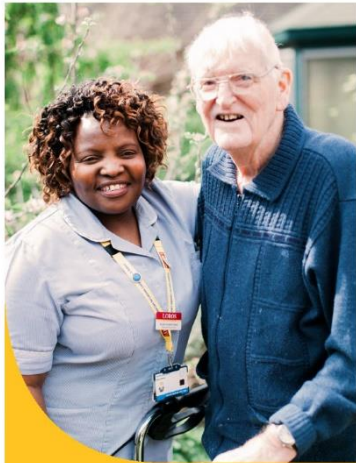
LOROS is a charity whose aim is to enhance the quality of life of adult patients with cancer, progressive neurological conditions and end-stage organ failure for whom curative treatment is no longer possible. Patients are treated at the Hospice and in the community based upon clinical need, regardless of background and the ability to pay.

LOROS specialises in holistic, multidisciplinary care, focused on the whole person and including family and carers. The care given takes into account the patients' physical, psychological, social and spiritual needs as well as their own choices. Family members are supported in adjusting to loss and bereavement.

LOROS contributes to the education and training of its own and other health and social care professionals and of volunteers. The charity is also committed to research in order to improve the understanding and practice of palliative care.

LOROS

Hospice Care for Leicester, Leicestershire & Rutland



Our values and behaviours



Professional

Showing respect to patients and families, as well as members of our community, staff and volunteers.



Focused

On exceptional quality service and support for patients and families whilst listening, learning and adapting to their diverse needs.



Collaborative

Working together as colleagues and with local, regional and national partners to grow meaningful relationships and achieve sustainability.



Compassionate

Showing kindness, discretion and sensitivity as we care for our patients, families, our community, staff and volunteers.



Trustworthy

Be honest, reliable and consistent, showing respect and dignity in everything that we do.



Accountable

To our patients, their families, our community, staff, volunteers and external organisations/bodies.

LOROS

Hospice Care for Leicester, Leicestershire & Rutland

LOROS KEY FACTS

SEPTEMBER 2018

LOROS Hospice is a registered charity and also a company limited by guarantee which is governed by a Board of up to 15 unpaid voluntary Trustees. It is regulated by the Charity Commission, Companies House and the Care Quality Commission.



>2,500

No. of individuals receiving patient care from LOROS per year



Of whom
665

admitted to Inpatient Ward



31

beds in Inpatient Ward



343

employees

1,500

regular volunteers



Average length of stay

14 days



£560

Cost per bed/day including overheads



Cost per attendance for Day Therapy **£305**

Day therapy now offers support to patients by a much wider range of professionals including physio, occupational and complementary therapists, doctors and chaplaincy.

Cost per hour of running the charity

£8.2M

Expenditure on patient care per year

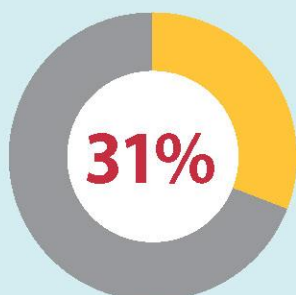
£6.0M

Minimum amount of income to be raised per year

Excludes the activity of LOROS Education, which is a self-funding service.



£932



31%

Portion of expenditure covered by NHS



90%

Portion of charity costs directed to care services

2,165

participants in LOROS educational activities per year



24,950

LOROS Lottery numbers



29

LOROS Shops

All money raised is spent locally in Leicester, Leicestershire and Rutland.