

JOB DESCRIPTION :

| 1. JOB IDENTIFICATION | | |
|---|---|--------|
| Job Title: | Palliative Care Physiotherapist/ Occupational Therapist | |
| Band/Grade: | 7 | |
| Hours of Work: | 37.5 | |
| Accountable to: | Head of Therapies | |
| Responsible: | Hospice Therapy Team Lead | |
| Department: | Hospice | |
| Job Reference: | | |
| Last Update (insert Date): | Aug 2023 | |
| Disclosure and Barring(DB) Check Required: | Yes | Level: |

| 2. JOB PURPOSE |
|--|
| <ul style="list-style-type: none"> To take a leadership role in providing a high quality, specialist physiotherapy service to Hospice Inpatient, Day Services and Community patients. To autonomously manage a complex patient caseload with specialist palliative care needs, demonstrating high level clinical reasoning and communication skills. To work collaboratively as part of the specialist multi-disciplinary team to lead on patient centred, holistic care with an emphasis on palliative rehabilitation, symptom control, enabling independence, self management strategies and optimising quality of life. To actively participate and represent Therapies in the Hospice, contributing to and leading on projects and teaching initiatives across the organisation. |

| 3. ORGANISATIONAL STRUCTURE |
|-----------------------------|
| |

| 4. ROLE OF DEPARTMENT |
|---|
| <p>The Hospice Directorate comprises the Hospice Inpatient Unit, Clinical Day Services, Community Clinical Nurse Specialist Team, Hospice@Home Service, Social Work and Bereavement Team, Therapies Team, Lymphoedema Services and Palliative Care Ambulance Services.</p> |

Our services are underpinned by a respect for human dignity and care for the physical, psychosocial, spiritual and emotional needs of the total person, whatever their age, lifestyle, culture and spiritual belief. Our patients face a range of conditions, including cancer, respiratory disease, heart failure, neurological conditions and HIV.

The post holder is based within the Hospice Therapies Team and will report directly to the Hospice Therapy Team Lead

5. RESPONSIBILITIES OF THE POST

5.1 Clinical Responsibilities

1. To be responsible for the physiotherapy service provided across the Hospice Inpatient Unit, Day Services and Community
2. To work flexibly and be accountable for effective and efficient time management and prioritisation across the physiotherapy service
3. To be a source palliative rehabilitation expertise within the Hospice, embedding a rehabilitative approach to patient care.
4. To take an active role in identifying and implementing development of the Therapies Team.
5. To hold clinical responsibility for autonomously managing a complex patient caseload, undertaking appropriate and comprehensive specialist physiotherapy assessment and intervention for patients with life limiting conditions.
6. To ensure therapy intervention is individualised and patient centred, focused towards what is important to the patient and involving the patient 's significant others throughout.
7. To continually monitor and evaluate therapy intervention, modifying as indicated to support patients and their significant others to set realistic goals appropriate to their disease trajectory and to ensure their changing needs are met.
8. To have excellent communication skills and to be able to adapt communication style to the situation, with the ability to communicate sensitive and challenging information effectively and with empathy.
9. To have a thorough understanding of the complexities of working with patients with deteriorating conditions
10. To advise on and implement therapeutic interventions aimed at optimising self management of symptoms, ensuring involvement of the patient, their significant others and the Multi-disciplinary team
11. To lead on and implement group sessions as identified in partnership with the MDT
12. To independently identify scope of practice and to seek support as required to ensure high quality, optimal patient care
13. To work closely and collaboratively with the Multi-disciplinary team, both in terms of patient care and peer support
14. To lead on and promote understanding of the role of Palliative Care Therapists and Rehabilitative Palliative Care within the Hospice and with external agencies

5.2 Communication

1. To be highly skilled in communicating in emotionally charged situations, with the ability to employ tact and empathy to communicate challenging and difficult information
2. To implement highly effective and proactive communication with all appropriate people to ensure optimal patient care, understanding of the situation and forward planning
3. To ensure effective communication and liaison with health and social care professionals across the hospice, community and hospital teams and relevant external agencies
4. To identify and make onward referrals and signpost to appropriate services, as agreed with the patient and their significant others
5. To maintain accurate and up to date patient records in line with professional and local documentation standards
6. To develop links and networking with AHP 's working in Palliative Care

5.3 Management and Clinical Governance

1. To take a lead in ensuring provision of an effective and robust service
2. To provide guidance, supervision and appraisal of Therapy staff as required.
3. To proactively lead on service development and evaluation of the Hospice Therapy Service
4. To represent the Therapy Team within the Hospice Management Team, actively contributing to the Hospice strategic plan and clinical audit
5. To participate in the annual appraisal process, taking a proactive role in setting personal and professional objectives
6. To be actively involved in recruitment of Hospice staff
7. To be professionally and legally responsible and accountable for all aspects of own professional activities in line with the standards of the Hospice, relevant professional body and the Health and Care Professions Council (HCPC).

5.4 Education and Training

1. To take responsibility for own learning needs and appropriate education and training opportunities in line with annual objectives
2. To feed back and disseminate information from educational courses and training as appropriate
3. To participate in the Therapies Team in-service training programme
4. To be actively involved in relevant training initiatives, and to act as a source of clinical expertise and advice and as a resource for other team members
5. To maintain an up to date CPD portfolio which reflects personal and professional development
6. To maintain and appropriately incorporate knowledge of current evidence based practice and developments in palliative care into clinical practice
7. To attendance and complete all mandatory training in line with the Hospice policy and training matrix

5.5 Research and Audit

1. Ensure practice is evidence based with robust clinical reasoning and in line with current and appropriate research.
2. To actively participate in the Hospice Audit Programme
3. To identify and support undertaking of projects pertinent to palliative rehabilitation and the Therapy team

5.6 Other Responsibilities

1. To engage in appropriate Palliative Care specialist interest groups and networks
2. To participate in regular clinical supervisions and identify support mechanisms required to ensure wellbeing is being addressed
3. To maintain registration with the HCPC

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Smoke Free Policy

The Hospital provides a smoke free environment.

6.5 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.6 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.7 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.8 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.9 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

We are committed to safeguarding and protecting all adults at risk, children and young people by implementing robust safer recruitment practices during our selection process. Pre-employment checks are undertaken in accordance with industry standards and regulations, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment policy then please contact a member of our recruitment team

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and

following discussion with the post holder.

PERSON SPECIFICATION

Post Title: Palliative Care Occupational Therapist

| Criteria | | Essential | Desirable | Assessment |
|-----------------------|--|-----------------------|------------------|-------------|
| Qualifications | <ol style="list-style-type: none"> 1. BSc (hons) degree or diploma in relevant specialty 2. Health and Care Professions Council (HCPC) registration 3. Evidence of post graduate professional development 4. Member of relevant specialist interest group | ✓ ✓ ✓ | ✓ | Application |
| Experience | <ol style="list-style-type: none"> 1. Evidence of additional specialist knowledge acquired through relevant post-graduate training. 2. Significant experience of working across a variety of inpatient and rehab specialties e.g. oncology, respiratory, neurology, orthopaedic, medical. 3. Previous experience working in Palliative Care 4. Experience of working in the community setting 5. Significant experience of autonomously assessing and treating patients with complex and life limiting conditions. 6. Proven experience of symptom management of pain, fatigue, breathlessness and anxiety 7. Experience in supervision and appraisal of staff and students 8. Experience of leading group sessions 9. Knowledge and experience of audit and research. 10. Evidence of service development implementation. 11. Robust experience of multidisciplinary team working. 12. Experience of teaching to own professional group and MDT | ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ | A/I |

| | | | | | |
|---------------------------------|-----|--|---|--|-----|
| Skills and Knowledge | 1. | Thorough understanding of Rehabilitation principles in Palliative Care | ✓ | | A/I |
| | 2. | Knowledge and competencies equivalent to demands of the post. | ✓ | | |
| | 3. | Ability to work across a variety of clinical settings and the ability to adapt practice and clinical practice to changing individual needs | ✓ | | |
| | 4. | Evidence of robust clinical reasoning in the autonomous management of highly complex patients with life limiting conditions. | ✓ | | |
| | 5. | Specialist skills of assessment and treatment of patients with complex conditions | ✓ | | |
| | 6. | Understanding of the dying process and the ability to manage the emotional impact of working with the dying and bereaved | ✓ | | |
| | 7. | Able to manage own clinical caseload by prioritising effectively. | ✓ | | |
| | 8. | Ability to reflect and adapt practice to individual situations | ✓ | | |
| | 9. | Clear awareness of own scope of practice and ability to identify and seek appropriate support | ✓ | | |
| | 10. | Excellent knowledge of therapeutic handling skills and manual handling | ✓ | | |
| | 11. | High level of communication skills in complex situations with patients, their significant others and healthcare professionals | ✓ | | |
| | 12. | Evidence of high quality patient centred, holistic patient care | ✓ | | |
| | 13. | Ability to critically evaluate current research and apply it to own practice. | ✓ | | |
| | 14. | A level of English language competency and communication skills necessary to perform this role safely and effectively | ✓ | | |
| | 15. | Ability to manage own time and meet deadlines. | ✓ | | |
| | 16. | Excellent organisational skills. | ✓ | | |
| | 17. | Highly developed written communication skills. | ✓ | | |
| | 18. | Presentation skills. | ✓ | | |
| | 19. | Teaching skills. | ✓ | | |
| | 20. | Computer/IT skills. Understanding and experience of using common software packages e.g. Word, Excel, PowerPoint etc. | ✓ | | |
| Attributes and Qualities | 1. | Motivated and enthusiastic | ✓ | | A/I |
| | 2. | Being flexible with the ability to react and respond quickly as appropriate. | ✓ | | |
| | 3. | Ability to work alone and as part of a team | ✓ | | |
| | 4. | Excellent interpersonal and self awareness skills | ✓ | | |
| | 5. | Able to work in highly stressful situations with the ability to manage distressing and highly emotive situations | ✓ | | |