
JOB DESCRIPTION:	SENIOR OCCUPATIONAL THERAPIST
REPORTS TO:	THERAPY TEAM MANAGER
ACCOUNTABLE TO:	DIRECTOR OF PATIENT SERVICES
BASED AT:	GREAT YARMOUTH-WAVENEY FACILITIES

JOB SUMMARY

To provide an Occupational Therapy service in the palliative care speciality. To work within the multi-professional team and actively participate in decision making, as appropriate.

PROFESSIONAL RESPONSIBILITIES

1. To be responsible for the accurate assessment and appropriate treatment of Hospice patients.
2. To maintain high standards of Occupational Therapy practice and correct medical ethics, behaving in a professional manner at all times.
3. To set appropriate goals with patients and their carers for short, medium and long term achievement and to be prepared to teach patients/carers treatment techniques.
4. To liaise at all times with GPs, consultants and other relevant professionals.
5. To be proactive in discharge planning, assisting the patient, carers and members of the multi-professional team.
7. To be proactive in providing palliative rehabilitation in various settings - inpatient, day services, out-patient clinics and community visits.
8. To provide instruction and supervision to junior staff, students and volunteers.
9. To maintain safely the equipment within the Hospice, removing and reporting any that is defective.
10. To perform home assessments as required.
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12. To be active in patient group work
13. To work closely with the MDT, joint working as necessary.

MANAGEMENT RESPONSIBILITIES

1. To maintain up to date and comprehensive treatment records.
2. To collect and provide statistical information as required by the Hospice.
3. To prioritise the workload to meet the changing needs of the service and allow time for administration.
4. To attend relevant meetings, providing effective communication to ensure continuity of patient care.
5. To facilitate good communication between all therapists attend and chair regular meetings.
6. To participate in the development of clinical standards policies and audit, working within the Clinical Governance framework of the Hospice.
8. To be responsible for stock control of medical and surgical items and equipment required for treatment, ensuring that orders are placed in a timely manner
9. In conjunction with the Therapy Team Manager, to plan and evaluate Occupational Therapy services implementing changes as appropriate.

PERSONNEL RESPONSIBILITIES

1. To recognise indications of staff stress and to facilitate staff support.
2. To participate in the recruitment of staff and volunteers as requested.
3. To supervise and participate in the induction of new staff and volunteers
4. To take on a mentor role to new staff, as requested.
5. As requested, to participate in professional placements and lay person visits to the Hospice.
6. To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

EDUCATIONAL RESPONSIBILITIES

1. To maintain an awareness of research and relevant findings and in conjunction with the multi-disciplinary team, work towards this being applied to practice.
2. To participate in education programmes as required, particularly manual handling.
3. To give feedback from attended education programmes/study days to the multi-disciplinary team.
4. To provide support and appropriate training for student Occupational Therapists on placement at the Hospice

PROFESSIONAL DEVELOPMENT

1. To devise with the Therapy Team Manager a personal development plan in line with the hospice objectives and personal needs.
2. To maintain and increase personal clinical skills.
3. To play an active role in service development where required.

ORGANISATIONAL RESPONSIBILITIES

1. To work at all times within the policies and guidelines of the Hospice and act within professional guidelines at all times.
2. To ensure effective use of resources.
3. To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
4. To actively participate in relevant local forums, Central Equipment Stores (CES) and OT Clinical Governance group, to represent the hospice in local policy and service development.
5. To respect at all times the confidentiality of information covering patients, staff and volunteers.
6. To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE THERAPY TEAM LEADER IN CONJUNCTION WITH THE POSTHOLDER.