



Bicton Heath, Shrewsbury, SY3 8HS

Re : Occupational Therapist Specialist

Thank you for your request for further information for the above mentioned post. Please find attached the following :

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address below, to arrive no later than **29th March 2019**. Interviews to take place 15th April 2019.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.

**Severn Hospice
Occupational Therapist Specialist
INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The salary for this post is £13.59 - £18.42 per hour (excluding premia) depending on experience. This is Band 6 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

You will be contracted to work 22 hours (4 weekdays)

7. HOLIDAY

Full time holiday entitlement is 7 weeks per annum including bank holidays.

8. PENSION

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
- Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
- Heterosexual / Straight Bisexual Gay / Lesbian
- Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
- Baha'i Buddhist Christian Hindu Jain Jewish
- Muslim None Pagan Sikh Zoroastrian
- Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
- Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
- Any other mixed background – please specify.....

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
- Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
- Any other Black, Caribbean, African background – please specify.....

Other ethnic group

- Arab
- Any other ethnic group – please specify.....

• **Disability**

- Do you have a physical impairment? Yes No
- Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

(please tick appropriate box)

Thank you for completing this form

**SEVERN HOSPICE
JOB DESCRIPTION**

TITLE OF POST	Occupational Therapist Specialist
REPORTS TO	Matron for Community Services (MCS)
SUPERVISED BY	Lead Therapist

PURPOSE OF THE JOB

Working across both sites and in the community, to deliver a high standard, responsive and holistic specialist occupational therapy service for patients in a palliative care setting. To be responsible for the assessment and management of those patients in line with Hospice procedures, recognised OT best practice and the Living Well concept.

PROFESSIONAL RESPONSIBILITIES

To maintain membership of Professional Bodies. To attend specific training to further develop and extend knowledge base

To be responsible for individual Continuing Professional Development (CPD), maintaining and continually developing an evidence based skilled knowledge base

MAIN AREAS OF RESPONSIBILITY

To utilise a rehabilitative approach with goal setting principles to motivate and engage patients

To be responsible to the MCS and take part in the organisation and co-ordination of an efficient and effective provision of Occupational Therapy service, including support and direction of staff to deliver treatment plans

To be responsible for referrals received for inpatients and patients using any of the Hospice community services

To work from evidence / skills base in order to deliver timely and appropriate interventions

To undertake specialised OT assessment, develop individual treatment plans and provide specialist equipment for complex patients with progressive and life threatening diseases as an autonomous practitioner. This includes using analytical skills, clinical reasoning and use of appropriate outcome measures to maximise independence and quality of life for patients ensuring fast access where necessary, demonstrating a broad knowledge of available equipment and new technologies plus competence to use such equipment and provide training to ensure the safe use of equipment by others.

To be aware of financial and availability constraints of sourcing specialist equipment and the impact this has on the timeliness of individual treatment plans

To be aware of other sources of charitable funding to support individuals required or desired

equipment needs and support applications for such as appropriate

To maintain and manage a stock of specified standard equipment at Hospice sites

Be highly skilled in communication with all facets of the interdisciplinary team both formal and informal to ensure effective client care, continuity and discharge. Be highly skilled in communication with clients in emotionally charged situations using tact and empathy to communicate difficult and challenging information.

To help facilitate the smooth transition of patient management between agencies eg. acute to primary care / social services.

To assess and carry out Home Visits when appropriate. To be sensitively aware of, and respond to, the needs of the patient and other family members when working in their own home.

To support and advise individuals in lifestyle changes that may be required to facilitate safe and independent living

To manage and prioritise a patient caseload as a competent and effective sole practitioner.

To be able to provide emotional and psychological support to patients and carers.

To work collaboratively with the wider Therapy team in order to identify potential areas for service delivery improvements and to implement any such improvements in a timely manner

To monitor, evaluate and modify treatment as necessary in order to ensure effectiveness of the intervention from point of referral to end stage.

To instruct and liaise with patients, their relatives, carers and health / social care professionals in the use of equipment including health and safety and manual handling aspects of its use.

To act as a source of expert advice regarding patient home access

To act as a source of expert advice to, and integral member of, the multidisciplinary team to promote a rehabilitative approach in a palliative care setting within the concept of Living Well. To plan and facilitate activities and programmes of occupational therapy intervention to educate and support individuals or groups within the Living Well service to assist to alleviate symptoms in a holistic manner

ADMINISTRATION

To be responsible for requesting, organising and issuing specialist equipment from the various agencies involved eg. Community Equipment Stores, Social Services

To keep accurate patient records

To complete all necessary mandatory training.

To attend relevant updates essential for continuing good practice.

PLANNING AND DEVELOPMENT OF SERVICE

Participates in the clinical audit processes.

Contributes to statistical activity and project reports as required.

To contribute to and support the development and evaluation of the OT service in collaboration with the Lead Therapist and MCS.

To act as a representative of Severn Hospice to be aware of its charitable status to actively support and promote its development as an organisation and charity

Responsibilities and duties may include other tasks as determined by the MCS

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

Supplementary Information and Requirements

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

*Last updated
May 2018 BR / GT*

Person Specification: Occupational Therapist

	Essential	Desirable
<p><u>Qualifications and Training</u> Level of education necessary Professional and post basic qualifications Specialised training required for post</p>	Diploma/degree in Occupational Therapy Membership of relevant professional bodies (RCOT, HCPC) Evidence of Continued Professional Development (CPD)	Evidence of further study in palliative care Member of OPC specialist section of RCOT
<p><u>Experience</u> Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	Broad OT experience at band 5 level or above Knowledge of current oncology and palliative carer guidelines Experience of multi-professional team-working and the ability to promote it within the organisation Understands the role of OT in a palliative care setting Demonstrates good working knowledge of chronic illness and rehabilitation in palliative care	Experience in palliative care Experience of teaching others Relevant post graduate / study and related practical experience Experience of project work e.g. audit, research
<p><u>Skills & Knowledge</u> Range and level of skills Depth and extent of knowledge required</p>	An understanding of team effectiveness Ability to work flexibly and autonomously. An understanding of the role of the service within the wider context of palliative care service provision. Ability to communicate clearly, succinctly, sensitively, and appropriately using variable styles. Computer literacy Excellent reasoning and problem solving skills. Able to reflect, evaluate and re-evaluate Caseload management experience	Knowledge of audit procedures Up to date knowledge of Hospice Services Up to date knowledge of specialist OT equipment
<p><u>Aptitudes & Attributes Required</u></p>	Ability to work under own initiative Calm and reassuring Sensitive Team player Good sense of humour To be positive and enthusiastic To be self-aware and intuitive with others. Ability to maintain and recognize professional boundaries Ability to embrace change and support colleagues through the process Organised Emotionally resilient	

Other Requirements

Enhanced DBS disclosure
Willingness to undergo further training as required
Car driver with current licence
Flexible approach to work and working location