



*St. Francis Hospice Dublin*

**JOB DESCRIPTION**

**SENIOR OCCUPATIONAL THERAPIST**

**PERMANENT (WTE 1)**

**Job Reference: 2018 - 052  
Issue Date: December 2018**

---

## Section

---

1. **JOB PURPOSE**
2. **ACCOUNTABILITY**
3. **KEY DIMENSIONS**
4. **OPERATING ENVIRONMENT**
5. **SALARY SCALE & ANNUAL LEAVE**
6. **QUALIFICATIONS, EXPERIENCE & COMPETENCIES**
7. **OUTLINE OF JOB DUTIES & RESPONSIBILITIES**

## **1. JOB PURPOSE**

The Senior Occupational Therapist will be responsible for the provision of a high standard of specialist palliative care Occupational Therapy Service to St. Francis Hospice Dublin and will carry out clinical and educational duties as assigned by the Occupational Therapy Manager.

The Senior Occupational Therapist will work in conjunction with the Occupational Therapy Manager in ensuring the co-ordination, development and delivery of a quality, person-centred Occupational Therapy Service to meet the needs of the service users and the objectives of the organisation. The successful candidate will work as part of a multi-disciplinary team.

## **2. ACCOUNTABILITY**

The position reports to and is accountable to the Occupational Therapist Manager or other designated officer in all matters relating to the job.

## **3. KEY DIMENSIONS**

Direct reporting to the Occupational Therapist Manager

Key relationships that will influence the success of the role: Multidisciplinary Team Members and Occupational Therapy Team members.

## **4. OPERATING ENVIRONMENT**

**Contractual Hours:** 37 hours per week

**Hours of work:** Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

**Location:** The role of Senior Occupational Therapist may necessitate rotating through all the service areas within the Hospice i.e. Hospice Day Care, Out Patients, the Inpatient Unit and community. This includes change of site, Raheny or Blanchardstown, depending on the needs of the service. The Occupational Therapy Manager manages and directs the rotation, flexibility is expected.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made

## **5. SALARY SCALES & ANNUAL LEAVE**

**Salary Scale:** Department of Health & Children Consolidated Salary Scale (1<sup>st</sup> October 2018)  
Occupational Therapist Senior - €52,162 to €61,418

**Annual Leave:** 29 days annual leave

## 6. QUALIFICATIONS, EXPERIENCE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<p>Be registered on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.</p> <p>Or</p> <p>Applicants who satisfy the conditions set out in <b>Section 91*</b> of the Health and Social Care Professionals Act 2005, must submit proof of application for registration with the Occupational Therapists Registration Board at CORU. The acceptable proof is correspondence from the Occupational Therapists Registration Board at CORU confirming their application for registration as Section 91 applicant.</p> <p><i>*Section 91 applicants are individuals who qualified before the 31<sup>st</sup> March 2015 and have engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years full time (or an aggregate of 2 years fulltime), between 31<sup>st</sup> March 2010 and 30<sup>th</sup> March 2015.</i></p>	<p>Membership of Association of Occupational Therapists Ireland or equivalent occupational therapy professional body.</p> <p>Membership of AOTI Palliative Care and Oncology Advisory Group.</p> <p>Post graduate training/ qualifications in palliative care.</p>
<b>Experience</b>	<p>Have three years full time (or an aggregate of three years full time) post qualification experience.</p> <p>Clinical experience in an acute hospital setting and/ or primary care.</p> <p>Clinical experience with Palliative Care or Oncology patients.</p> <p>Evidence of continuing professional development, relevant to palliative care.</p> <p>Have proven clinical, communication and leadership skills</p> <p>Have excellent interpersonal skills and proven written and verbal communication abilities.</p> <p>Have proven organisational skills with the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.</p> <p>Be able to identify potential difficulties and formulate solutions.</p> <p>Competent and proficient IT skills.</p>	<p>Experience delivering supervision to staff grade occupational therapists, occupational therapy students and/ or occupational therapy assistants.</p> <p>Experience in research.</p> <p>Experience in teaching.</p> <p>Experience in Symptom management education.</p>

### CORE COMPETENCIES

#### **Quality Service**

- Adopts a patient/family centred approach at all times.
- Seeks opportunities and leads initiatives for improving services.
- Demonstrate a commitment to assuring high quality standards of service delivery.
- Demonstrate an understanding of the impact and implication of current wider healthcare developments and changes on the delivery of services within the organisation.
- Demonstrate an understanding of the application of the core values of St. Francis Hospice Dublin.

#### **Continuous Learning and Development**

- Engage in continuous improvement and learning.

- Provides and supports learning opportunities for staff.
- Utilise information provided from professional bodies to improve knowledge and resources available to staff and other colleagues.
- Has appropriate specialist knowledge in the clinical area(s).
- Demonstrate self-awareness of own strengths and areas for development.

### **Professional Knowledge & Skills**

- Demonstrates a high level of Occupational Therapy Knowledge and evidence based clinical practice to carry out the duties and responsibilities for the role.
- Demonstrates a willingness to further develop skills relevant to the role.
- Demonstrates and encourages a strong work ethic.
- Acts as an advocate for the organisation by projecting a professional image and making respectful representations.
- Acts as a role-model for others.
- Has an open and transparent approach to work.
- Adheres to organisational standards and professional codes of practice.

### **Planning & Organisation**

- Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care.
- Demonstrate an ability to manage and develop self and others in a busy working environment.
- Demonstrates the ability to plan, organise and manage time effectively.
- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment.

### **Communication**

- Demonstrate sufficient verbal and written to effectively carry out the duties and responsibilities of the role.
- Demonstrate the ability to use a variety of strategies to engage in skilled, compassionate, individualised and timely communication with individuals with life limiting conditions, families, carers and members of the multidisciplinary team.
- Display awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.
- Demonstrate ability to utilise supervision effectively.

### **Team Player**

- Promotes a culture of diversity.
- Demonstrate effective team skills including the ability to work as a member of a multi-disciplinary team.
- Demonstrate a team-based, collaborative and flexible approach.

### **Leadership**

- Demonstrate the skills and knowledge to supervise staff and interact with management as required.
- Be able to lead in the day-to-day running of the OT service in Palliative Care in collaboration with Occupational Therapy team members and the Occupational Therapist Manager.
- Demonstrate the ability to work in a pressured environment with a high level of responsibility.

### **Change Management & Innovation**

- Demonstrate the ability to lead in the on-going development & continuous improvement of Occupational Therapy services.
- Demonstrate the ability to bring new ideas/ initiatives to completion.

- When required, introduces innovative solutions and/support the manager in adopting and implementing a new initiative/process/practice.
- Understands and utilises technology to improve work processes.

### **Problem Solving & Decision Making**

- Demonstrate the ability to effectively evaluate information and make appropriate decisions.
- Recognises and identifies patterns and trends when assessing data
- Anticipates potential issues and opportunities and reacts to same
- Considers the impact of decisions, both short term and long term
- Makes decisions through weighing up the cost-benefit and risk implications
- Provides specialist authorities advice to others, as required, to enable them to make decisions
- Be able to apply expert knowledge and understanding of complex symptoms associated with progressive disease & declining health in order to recognise and address current and prospective clinical issues and support adaptive coping to changing levels of occupational performance.

## **7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES**

The role of the Senior Occupational Therapist includes but is not limited to:

### **Professional / clinical**

- Carry a clinical caseload appropriate to the post to the areas assigned to you e.g. In-patient, Community Palliative Care, Day care, Outpatient
- Be responsible for client assessment, planning, implementation and evaluation of individualised treatment/intervention plans that are client centred and in line with best practice.
- The range of therapeutic interventions provided by the Occupational Therapist include but are not limited to:
  - I. Activities of daily living assessments. Provision of assistive equipment or advice on alternative techniques to promote or maintain independence.
  - II. Undertaking symptom management programmes including:
    - Fatigue management.
    - Anxiety management.
    - Breathlessness management.
    - Pain management.
  - III. Assessment of cognitive/perceptual function.
  - IV. Seating assessments and advice on positioning for comfort, function and tissue trauma prevention.
  - V. Home Assessments and advice on housing modifications and safety.
  - VI. Prescribed therapeutic group work / individual activity designed to achieve specific aims e.g. to raise self-esteem enabling skills, to increase self-awareness, provide opportunity for creative expression and reflection.
- Be responsible for the co-ordination and delivery of a quality service, in line with best practice and in co-operation with other peers e.g. Senior Occupational Therapists and the multi-disciplinary team.
- Be responsible for the development, planning, implementation and evaluation of group education /therapeutic programmes that are client centred and in line with evidenced based practice.
- To review patients' progress, record information and report to the multidisciplinary team through clinical meetings and written reports.
- To liaise with other members of the multidisciplinary treatment teams as appropriate, including Community Services, Acute Hospitals and Voluntary Agencies.

- Collaborate with clients, family, carers and other staff in treatment planning /intervention to ensure that an optimum service is provided for all service users.
- Communicate and work in co-operation with other team members in providing an integrated quality service, taking a Lead Occupational Therapist role as required.
- Actively engage in effective therapeutic and professional relationships with service users, carers, colleagues and other agencies.
- Participate and take a lead role as appropriate in review meetings, case conferences, ward rounds etc.
- Develop and promote quality standards of practice, participating in quality assurance programmes and clinical audit.
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance.
- Promote the delivery of a holistic, patient - centred approach, which encompasses a multi-professional perspective.
- Operate within the scope of practice of the Association of Occupational Therapist of Ireland and the Framework for Registration Boards Continuing Professional Development Standard and Requirements (e.g. CORU).

#### **Management/Administrative Duties**

- In consultation with the Occupational Therapist Manager to be responsible for the development of the Occupational Therapy Service for St. Francis Hospice and contribute to the service planning process and the achievement of the objectives of the different services.
- To participate in policy development under the direction of the Occupational Therapist Manager , to ensure adherence to best practice in Occupational Therapy and to ensure legal compliance with new and existing legislation .
- Contribute to and oversee the upkeep of accurate records in line with best practice.
- Collate and maintain accurate statistics and render reports as required.
- Take responsibility, in conjunction with the Occupational Therapist Manager, for the control and ordering of Occupational Therapy equipment and stock and be accountable for budget monitoring (if required and appropriate).
- To take responsibility for the maintenance and replacement of equipment and stock, liaising with the Occupational Therapist Manager about costs/resources
- Make the most efficient and effective use of developments in information technology for the Occupational Therapist role, in a manner that integrates well with systems throughout the organisation.
- Provide support, mentoring and supervision for assigned staff, students and volunteers ensuring that good working practice and professional standards are maintained
- Deputise for the Occupational Therapist Manager as required.

#### **Education & Training**

- Take responsibility for, and keep up to date with Occupational Therapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc.
- Participate in mandatory training programmes.
- To take part, as required, in teaching/training of staff/students.
- Continuously develop a knowledge base at an advanced level to improve the quality and standard of therapy outcomes and service delivery in Palliative Care.
- Monitor and keep up-to-date with developments in the practice of Occupational Therapy and all other relevant healthcare matters to ensure maintenance of knowledge and skill base in order to facilitate contemporary professional practice.
- Be responsible for the induction and clinical supervision of Occupational Therapist staff.

- Co-ordinate and deliver clinical placements in partnership with the OT Practice Tutor, universities and clinical educators.
- Participate in educational presentations for Patients, families, St. Francis Hospice staff and external groups as required e.g. attending conferences etc.

**Research and Development**

- To initiate and participate in research opportunities relevant to the post.

**Health & Safety**

- To ensure a safe environment and work in a safe manner with due care and attention to the safety of self and others.
- Comply with the policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s) in line with internal procedures.
- Be aware of risk management issues, identify risks and take appropriate action.
- Comply with department procedures with regard to assessment, recommendation and / or manufacturing of all assistive devices.

**General**

- Comply with the Mission Statement, Ethos and values of St Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contributing to and complying fully with the St. Francis Hospice Safety Statement including safe working practice as laid down by the Health & Safety Act.
- Complying with the St. Francis Hospice policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhering to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or designated Officer</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>