

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Macmillan Advanced Practice Occupational Therapist
<b>Reports to</b>	Macmillan Clinical Psychologist
<b>Band</b>	7
<b>Hours</b>	32
<b>Department/Directorate</b>	Cancer Services/ Clinical Support and Specialist Services
<b>Main base</b>	Northern Devon District Hospital (NDDH), Raleigh Heights, Barnstaple, EX31 4JB.

JOB PURPOSE
<p>The overarching aims of this role, over the 18-month pilot, are to undertake a comprehensive scoping review of cancer services within the Northern services of the Royal Devon University Healthcare NHS Foundation Trust and ascertain where highly specialist Occupational Therapy advice and input is indicated and would be beneficial for those with a suspected or diagnosed cancer on any pathway and at any stage.</p> <p>The post holder will identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised highly specialist Occupational Therapy assessment, intervention and education and support to those with cancer known to the Northern services, and their carers, in a variety of settings.</p> <p>The post holder will work as part of the newly funded Macmillan AHP team to enhance the provision of personalised care for those with cancer known to Royal Devon Northern site and be actively involved in service evaluation, the outcome of which will be used to support future business cases with the hope of substantive funding from the trust.</p> <p>The post has been supported and funded by Macmillan who will be key stakeholders with the development of this team.</p>
PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To undertake a comprehensive scoping exercise across cancer services and identify areas where highly specialist Occupational Therapy intervention would be beneficial to those patients known to Cancer Services in the northern sites, and provide feedback on the above to members of the Cancer Services team and Macmillan.</li> <li>To identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised assessment, advice and support.</li> <li>Take an active involvement in a full evaluation of the service and highlight any areas for future investment.</li> </ul>

- To be lead clinician for the delivery of a comprehensive highly specialist Occupational Therapy service to patients with diverse healthcare needs known to cancer services at NDDH.
- To independently manage a highly specialist clinical caseload of patients using evidence based, patient centred principles to assess, plan, implement and evaluate Occupational Therapy interventions in both an inpatient and outpatient setting. This could include reviewing patients on the Seamoor unit (the Chemotherapy and Day treatment unit at NDDH) when they attend for their oncology treatment.
- To work autonomously to provide expert advice and therapeutic support to patients, carers and other health care professionals within cancer services teams.
- To work alongside patients and their carers to complete Holistic Needs Assessments as appropriate, and to coproduce care plans associated with this.
- To be the lead Occupational Therapist for cancer services including contributing to multi-disciplinary team meetings, case conferences, case audits, ward rounds and to clinical governance as appropriate.
- To be responsible for the development, provision, evaluation and continuous development of a clinically effective Occupational Therapy service for patients known to cancer services at the Royal Devon Northern site.
- To offer clinical expert advice and education to the wider cancer MDT as well as junior Occupational Therapists on the role of Occupational Therapy within cancer care.

## KEY WORKING RELATIONSHIPS

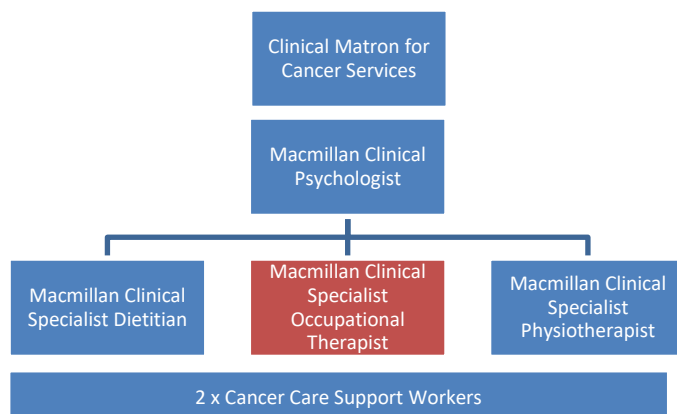
The post holder is required to work closely with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. They will also act as an expert for staff within local and regional multidisciplinary teams relevant to cancer services, in order to develop and implement high quality, integrated patient care and establish effective communication amongst all staff involved in the care of those known to cancer services at the northern services of Royal Devon trust, thus creating conditions conducive to excellent patient care.

To work collaboratively with all including:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Allied Health Professionals (AHPs) working within Cancer services.</li> <li>• Macmillan Cancer Care Support workers (part of the new Macmillan AHP team)</li> <li>• Members of the senior Cancer Services team</li> <li>• Clinical Nurse Specialist teams and ACP/Nurse consultants</li> <li>• Consultants and medical teams</li> <li>• Seamoor unit staff</li> <li>• AHPs working within the Trust in other specialty areas</li> <li>• Ward teams</li> <li>• Administrative staff</li> <li>• Counselling team at the Fern Centre</li> <li>• Living with and beyond cancer team</li> <li>• Primary and Secondary Care staff at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, relatives and carers</li> <li>• Allied Health Professionals and others who work in Cancer Service teams based in other centres, especially tertiary centres.</li> <li>• Primary care colleagues</li> <li>• Community teams</li> <li>• Hospice teams</li> <li>• Macmillan team members</li> <li>• Commissioners of care</li> <li>• Local, Regional and National charities</li> </ul>

## ORGANISATIONAL CHART

This post will sit within the cancer services team as part of the Clinical Support and Specialist Services division and will be based predominantly at North Devon District Hospital (NDDH).



## FREEDOM TO ACT

- To work autonomously to provide expert advice and therapeutic support to patients, carers and other health care professionals within and known to cancer services at the northern services of the Royal Devon University Healthcare NHS Foundation Trust.
- To have overall accountability for all aspects of your own work, including the planning and management of a highly complex and specialist caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To lead the development of Occupational Therapy departmental evidence-based policies, procedures and patient information for cancer services at NDDH and those who access it.
- To adhere to Professional standards and 'codes of conduct' at all times and to comply with organisational and departmental policies and procedures.

## COMMUNICATION/RELATIONSHIP SKILLS

- To use advanced communication skills with patients/carers to gain informed consent to assessment and treatment and to co-produce holistic realistic patient centred treatment outcomes.
- To be able to communicate appropriately at all levels and in a sensitive manner, with the patient and all those involved in their care, including communication with those who have complex speech and language problems, cognitive or behavioural problems.
- Have the understanding and the ability to translate sensitive and complex information into practical everyday terms for patients, staff and professional colleagues of all levels.
- To build and maintain good working relationships at all times.
- To work closely with local and regional specialist multidisciplinary teams, as appropriate, in order to develop and implement high quality, integrated patient care.
- To communicate accurate and up to date highly specialist assessment and treatment results, including information regarding a patient's condition and functional performance, to the appropriate disciplines both verbally and in the form of reports and letters – as per professional and legal requirements.

- To work with patients, carers and colleagues from diverse cultural and ethnic groups and respect personal beliefs and identity of individuals, promote individual rights and choice, and promote anti-discriminatory practice.
- To work collaboratively with the Living with And Beyond team, based at the Fern Centre at NDDH, to develop and implement education sessions/programmes for patients known to cancer services, their carers and families. This will include supporting Health and Wellbeing events. This will require using a wide range of teaching strategies and presentation aids as appropriate to support patient education, tailoring as required to patient need.

## **ANALYTICAL/ORGANISATIONAL SKILLS**

- Undertake comprehensive, holistic highly specialist clinical assessment and treatment of patients presenting to cancer services which may involve using advanced analytical and investigative skills and expert clinical reasoning to decide appropriate treatment plan and approach, especially for those with highly complex multifactorial problems.
- Interpret highly complex information e.g. medical notes and clinical findings and provide advanced specialist advice accordingly
- As a reflective practitioner, identify own training needs and Continuing Professional Development (CPD) requirements to meet HCPC and professional standards of performance and ensure that Health and Care Professions Council registration is maintained.
- Lead clinical changes that contribute to the development of patient Occupational Therapy pathways in line with local and national guidelines and evidence-based practice.

## **PLANNING AND ORGANISING**

- To be able to effectively prioritise caseload, data collection, education sessions, and service delivery projects effectively and efficiently.
- To plan, prioritise and take responsibility for own caseload of highly complex patients and guide the work of the cancer care support workers as appropriate.
- To co-ordinate patient appointments, including organising follow-up arrangements according to agreed guidelines and procedures.
- To exercise good personal time management, punctuality and consistent, reliable attendance.
- To be involved in longer term strategic planning of cancer rehabilitation within the Trust.

## **PATIENT CARE**

- The post holder will have direct contact with patients and will adopt and maintain a flexible approach to patient care, recognising the changing needs of patients throughout their cancer admission or pathway.
- To provide highly specialist holistic assessments and patient centred treatments/advice plans with those on their own patient caseload, which may often consist of individuals that have complex needs and multi-pathologies.
- To undertake comprehensive assessment of patients, taking an evidence-based and reflective practice approach and using advanced clinical reasoning skills to formulate and deliver individual treatment programmes, developed in partnership with patients.

- To deliver a wide range of highly specialised and effective modalities, skills and treatment techniques to maximise patient independence and quality of life throughout their cancer pathway, and modifying these interventions as appropriate.
- To maintain accurate and timely patient records and reports.

## **POLICY/SERVICE DEVELOPMENT**

- To undertake a comprehensive scoping exercise across cancer services and identify areas where highly specialist Occupational Therapy intervention would be beneficial to those patients known to Cancer Services in the northern services of the Royal Devon University Healthcare NHS Foundation Trust, and provide feedback on the above to members of the Cancer Services team.
- To identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised assessment, advice and support.
- To contribute your clinical expertise to the development of future policies and/or strategic documents.
- To work in conjunction with the Cancer Services senior team and Macmillan AHP team in the development of the strategic direction for highly specialist Occupational Therapy input within cancer services within the acute hospital and local community in line with Trust/directorate strategic aims and objectives and Long-Term planning.
- To lead in the development of patient resources and teaching materials within the specialist area of cancer education, to educate patients, carers and staff.
- To report and address where appropriate any incidents, accidents and near misses in accordance with the Trust Incident Policy.
- To attend all Mandatory Training with regard to fire, health and safety, manual handling and control of infection.

## **FINANCIAL/PHYSICAL RESOURCES**

- To ensure safe, efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.
- Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- To be responsible for the equipment used in carrying out Occupational Therapy duties, and to adhere to departmental policy, to ensure the safe and appropriate use of equipment by others through teaching, training and supervision of practice.

## **HUMAN RESOURCES**

- To develop, implement and monitor the Occupational Therapy element of the training programme for the cancer care support workers within the Macmillan AHP team, including regular supervision.
- To effectively delegate and take responsibility for the work undertaken by the cancer care support workers within the Macmillan AHP team.
- To provide advice, clinical supervision and mentoring as appropriate, to other Occupational Therapy colleagues and within the cancer MDTs, both internally and externally.

- To identify training needs, develop and implement education training programmes for health professionals across cancer services and develop resources for the multi-disciplinary team, on aspects of Occupational Therapy within cancer care, including the role and benefits.

## **INFORMATION RESOURCES**

- To keep and maintain accurate, timely, and comprehensive patient records concerning the condition and care of the patient in accordance with Health and Care Professions Council (HCPC) Standards of Conduct, Performance and Ethics, professional standards of Record Keeping, departmental standards, policies and procedures in compliance with the Data Protection Act.
- To maintain strict confidentiality of patient information in accordance with Clinical and Information Governance.
- To be professionally and legally accountable for all aspects of your professional and clinical work including maintaining accurate and timely patient records.
- Possess competent keyboard, Word processing, Excel spread sheet and PowerPoint skills to maintain patient records, write reports and correspondence, produce educational resources, collect patient evaluation and outcome data, design and develop presentations, and create other documents related to the post.
- To develop and lead on the collection and collation of appropriate data and the interpretation and reporting of the findings.

## **RESEARCH AND DEVELOPMENT**

- To regularly audit and evaluate clinical practice and the delivery model of the Occupational Therapy cancer service developed as part of this pilot.
- To actively engage in the wider Macmillan AHP team service review.
- Be aware of, and critically evaluate, current developments in cancer care, disseminating new evidence-based practices within the Macmillan AHP team, Occupational Therapy department and wider MDT as appropriate.

## **PHYSICAL SKILLS**

- Assess, prescribe and demonstrate the safe use of equipment, e.g. wheelchairs, in a variety of settings including the patient's home.
- Therapeutic handling of patients demonstrating dexterity, and coordination skills often with the need for prolonged physical effort. This will include patients with complex and specialist needs.
- Computer skills to maintain patient records, clinical audit, support clinical practice, e mail, presentations and order equipment etc.
- Car driver with regular access to a car.

## **PHYSICAL EFFORT**

- Frequent sitting at a desk, at a computer, in clinic, or in meetings.
- Frequent standing during group sessions or ward-based activities.

- Manually handling equipment and furniture e.g. wheelchairs on a frequent basis, following ergonomic risk assessment as per statutory training and service risk assessments.
- Manual therapeutic handling of patients in relation to assessment, treatment and rehabilitation may require frequent working in restricted positions or limited space.
- Ability to travel to other locations as required, meeting time constraints.

## **MENTAL EFFORT**

- Frequently manage competing demands of providing services on a daily basis.
- Manage a complex, varied and unpredictable workload requiring concurrent concentration.
- Frequently deal with interruptions to workload e.g. telephone enquiries, which may require an immediate change in planned activity.
- Frequent requirement for concentration through providing assessment and treatment programmes.
- Frequently read, decipher and interpret patient information.
- Read, decipher and interpret lengthy documents e.g. national guidance, regional or national service specifications, summarising for other staff as appropriate.
- Regular long periods of concentration required, including when using a visual display unit.

## **EMOTIONAL EFFORT**

- The post holder may frequently experience exposure to distressing or emotional circumstances and occasional challenging behaviours.

## **WORKING CONDITIONS**

- Work with patients with a wide range of conditions, which may include contact with body fluids such as urine, blood, sputum.
- Potential exposure to verbal aggression.
- Work in a variety of settings according to patient need, the environment of which can be noisy and involve being subject to interruptions.

## **OTHER RESPONSIBILITIES**

- The post holder will fulfil all tasks and work as part of the Macmillan AHP team. This includes taking responsibility for delegated tasks, which do not fall within the work outlined, as reasonably requested by the Cancer Services Team and/or Therapy Service Manager. The post holder will be ring-fenced to work only with those known to cancer services and will not be asked to provide cross cover to other services.
- Minimise risk to self and others by understanding, and complying with, Trust-wide Health and Safety procedures and protocols, including those related to Systemic Anti-Cancer Therapies (SACT).
- The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.
- Take part in regular performance appraisal.

- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
- You must also take responsibility for your workplace health and wellbeing:
  - When required, gain support from Occupational Health, Human Resources or other sources.
  - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
  - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
  - Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## GENERAL

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements. This procedure is jointly conducted by each manager in consultation with the post holder. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust developed our long-standing partnership and became a single integrated organisation across Eastern and Northern Devon in April 2022. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.



# PERSON SPECIFICATION

<b>Job Title</b>	Macmillan Advanced Practice Occupational Therapist
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Degree or equivalent, or post-graduate qualification in Occupational Therapy	√	
Current Health and Care Professions Council (HCPC) registration as an Occupational Therapist.	√	
Comply with and adhere to Standards of Conduct, Proficiency, Performance and Ethics identified by the HCPC.	√	
Specialist relevant training and experience to post graduate diploma or higher level.	√	
Attendance at relevant accredited training, courses and/or conferences.	√	
Member of the Royal College of Occupational Therapists (RCOT)		√
Working towards an MSc/have a relevant higher-level qualification or equivalent experiences.		√
Membership of specialist interest group.		√
Evidence of research involvement.		√
<b>SKILLS &amp; KNOWLEDGE</b>		
In depth knowledge of the role and benefit of Occupational Therapy involvement and cancer rehabilitation throughout the clinical pathway for those with suspected/confirmed cancer.	√	
Ability to demonstrate specialist skills within the field of cancer rehabilitation.	√	
Advanced communication skills including the ability to communicate highly complex sensitive information to a wide range of people.	√	
Advanced clinical reasoning skills.	√	
Effective organisational and time management skills.	√	
Ability to work autonomously and in a Multidisciplinary team.	√	
Highly developed analytical and critical appraisal skills.	√	
Good negotiation and influencing skills.	√	
Ability to keep accurate and legible patient records and statistical information, compliant with professional standards.	√	

Effective presentation skills using a variety of teaching methods.	√	
Highly developed analytical and critical appraisal skills.	√	
Audit and Research skills.	√	
Competent IMT skills.	√	
<b>EXPERIENCE</b>		
Significant post registration experience working as an Occupational Therapist at a senior level, across a variety of clinical settings.	√	
Broad range of post registration experience in an Occupational Therapy position relevant to role and cancer pathways, oncology and/or palliative care.	√	
Experience leading on audit/research project.	√	
Experience of service development.	√	
Experience of providing clinical supervision.	√	
Experience of teaching other disciplines and presenting to a range of audiences.	√	
Previous experience of managing complexity including complex discharge planning.	√	
Evidence of embedding evidence based practice.	√	
Experience of working within specialist cancer MDT(s).		√
Published work.		√
Evidence of leading service development/service planning.		√
Experience of setting up and/or the development of a new clinical service/role.		√
Worked in networks across organisations and professions.		√
<b>PERSONAL ATTRIBUTES</b>		
Ability to motivate self and others	√	
Enthusiastic	√	
Reliable	√	
Professional caring manner	√	
Friendly and approachable	√	
Ability to work independently and on own initiative	√	
Ability to respond and adapt to unpredictable work patterns and meet deadlines	√	

<b>OTHER REQUIREMENTS</b>		
Ability to travel flexibly to meet the requirements of the job	√	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	√	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y		√		
Contact with patients	Y				√
Exposure Prone Procedures	N				
Blood/body fluids	Y		√		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			√	
Animals	N				
Cytotoxic drugs	Y		√		
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				√
Heavy manual handling (>10kg)	Y			√	
Driving	Y		√		
Night working	N				
Electrical work	N				
Physical Effort	Y				√
Mental Effort	Y				√
Emotional Effort	Y				√
Working in isolation	Y		√		
Challenging behaviour	Y		√		