



Occupational Therapist

Inspected and rated

Outstanding ☆



Employer of the Year - 2022

OCCUPATIONAL THERAPIST: 22.5 hrs per week

Salary: £19,244 (newly qualified)
 £20,786 (without palliative care qualification)
 £22,966 (with palliative care qualification)

Thank you for your interest in the position of **Occupational Therapist** within the Health, Wellbeing and Rehabilitation Team at Pendleside Hospice. We hope this recruitment pack provides everything you need to help you decide whether this rewarding and influential role is the right opportunity for you.

Due to a member of the team retiring we are delighted to offer an exciting opportunity for a motivated and forward-thinking Occupational Therapist (HCPC registered) to join our Health, Wellbeing and Rehabilitation Team. This is a pivotal role within Pendleside, delivering consistently high-quality, safe and compassionate palliative care.

Working as part of the Health, Well-Being and Rehabilitation Multi-Disciplinary Team, partner organisations and community services, you will use your specialist occupational therapy knowledge and skills to deliver holistic, person-centred assessment, intervention and support for patients with palliative and life-limiting conditions.

You will provide Occupational Therapy interventions across Pendleside's Health, Wellbeing and Rehabilitation Services, supporting patients within the Inpatient Unit, Day services and community settings. Through a focus on enablement and rehabilitation you will empower patients to maintain independence, maximise function, adapt to changing needs and engage in activities that are meaningful to them.

Working collaboratively with patients, families, carers and colleagues, you will deliver responsive, person-centred care that promotes independence, wellbeing, dignity and choice. We welcome compassionate, adaptable Occupational Therapists with an interest in palliative and end-of-life care who will champion Pendleside's values, learning and continuous improvement.

Employees joining us from the NHS may continue with their NHS pension.

By joining #TeamPendleside, you will become part of a caring, collaborative and committed team focused on delivering exceptional experiences for the patients, families and communities we serve.

This job role is a crucial one for the Hospice and we want to be sure of finding the right person. However, we recognise it is probably also a big step for you, so if you wish to know more, I encourage you to attend one of the informal visits to the Hospice. You can do that by emailing: Jennifer.sagar@pendleside.org.uk

Informal Visit Day: Thursday 15th October 11-12am

Closing Date: Sunday 18th October 10pm

Interview Date: Monday 2nd November 2026

Jennifer Sagar, Health, Wellbeing and Rehabilitation Manager

ABOUT US

Pendleside Hospice was founded as a charity in 1988 and is one of the principal providers of palliative and end of life care services to adults in Burnley and Pendle. Pendleside is widely known throughout the area of Burnley and Pendle and is held in deep affection by the local community. It is truly a privilege to work here.

All our care is free of charge to the patients and their families/carers but, of course, it isn't free to provide and most of it is funded through the generosity of the local community in which we serve. It costs over £6.5 million to run Pendleside Hospice of which over £5 million needs to be raised through voluntary donations.

OUR MISSION:

Pendleside exists to enhance the quality of life for people living in our community with advancing long term and life limiting illnesses, through to end of life and in bereavement.

OUR VISION:

Every adult with advancing long term and life limiting illnesses and those most important to them within our community will receive timely and equitable access to high quality services, delivered by appropriately trained staff and volunteers.

PHILOSOPHY OF CARE:

Pendleside endeavours to promote and enhance quality of life for people with advancing long term and life limiting illnesses and those important to them. It does this by delivering specialist and holistic palliative and end of life care, which addresses each person's individually assessed physical, psychological, social and spiritual needs.

Our care is planned and continually monitored to ensure appropriateness as needs may change. Effective communication with the people we serve is fundamental to our relationship with them. Their confidentiality, privacy, dignity and choice are respected at all times.

Our multi-disciplinary approach facilitates integrated support in our inpatient, outpatient, day service, community and family support services.

Care is underpinned by relevant research, best practice guidance and professional codes of practice.

OUR AIM:

To provide the highest quality services possible to our local community, which are easily accessible to all who need them.

To achieve this through the five pillars of Pendleside: -

- **Proud to be Pendleside:** our people identify Pendleside as a good place to work/volunteer and we are the health care organisation of choice to work/volunteer for
- **Community collaboration:** to build a compassionate community involving, influencing and working in partnership with all stakeholders to enhance palliative and end of life care
- **Care delivery:** to reach out to as many people as possible who need our care
- **Governance:** the Hospice meets its regulatory requirements and manages risk effectively
- **Sustainability:** services are sustainable in the changing external environment

OUR VALUES:

Our values underpin everything that we do:

- **Care**

We ensure a professional standard of high quality care provision delivered with kindness, dignity and respect

- **Compassion**

We ensure that a compassionate and a non-judgemental approach remains central to the delivery of our services

- **Support**

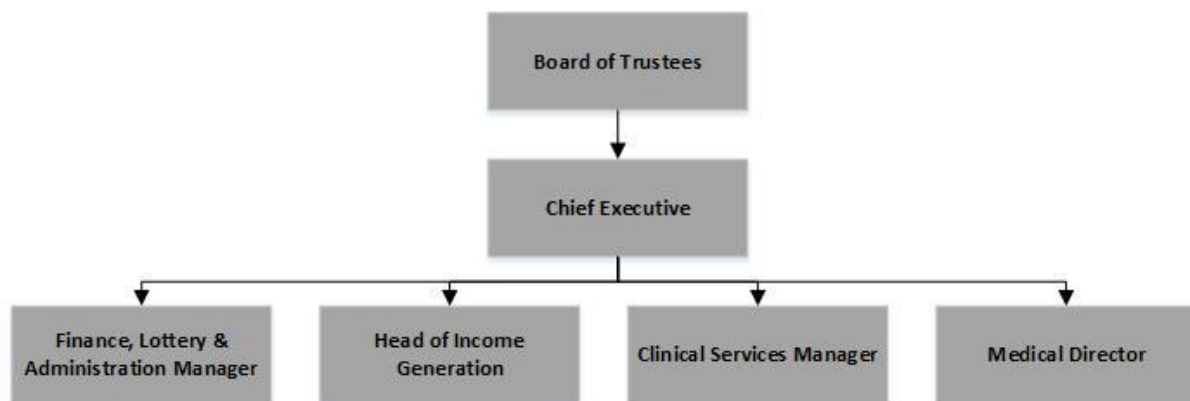
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

OUR PEOPLE:

Pendleside is governed by a Trustee Board that takes overall responsibility for its work and managed by a Senior Management Team.

The Board of Trustees is made up of volunteers with particular skills and expertise in a variety of fields and led by a Chairman.

The Senior Management Team is led by the Chief Executive and has four other members with specific responsibilities including this role.



Pendleside currently has 140 employees across the organisation which equates to approximately 90 whole time equivalent (WTE). In addition, we have several staff work under a practising privileges agreement and the Hospice has a Bank of Registered Nurses and Healthcare Assistants.

Volunteers are an integral part of the Hospice Team with over 400 active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

OUR SERVICES:

Pendleside cares for over 2000 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home

- Health, Wellbeing and Rehabilitation Services
- Outpatients
- Family support
- Spiritual Care
- Rehabilitation
- Complementary therapy
- Psychological support
- Bereavement support

Clinical services are available to adults, 18 years and over. In exceptional circumstances patients between the age of 17 and 18 will be allowed to access Hospice services. This will be assessed on an individual basis and only agreed when access to external children's services is not appropriate.

The Family Support and Bereavement service provide support to children, adolescents and adults.

Services are supported by Pendleside's Catering and Domestic, Maintenance, Finance and Administration, Fundraising and Retail teams.

Description of Hospice Services

- **Inpatient Unit** – Pendleside Hospice has a 10 bedded inpatient unit for the short term assessment of patients for symptom management, end of life care and rehabilitative for those with palliative care needs. The IPU provides care for patients residing in Burnley, Pendle and Rossendale. The unit is supported by a multi-disciplinary team and holds daily medical handovers, weekly discharge planning and MDT meetings. The unit accepts planned weekday admissions and crisis admissions 7 days per week. In 25/26, the IPU admitted 165 patients of which 92% had a cancer diagnosis. The medical team is currently supported by Consultants in Palliative Medicine employed by East Lancashire Hospitals Trust and the following employed staff in addition to the Medical Director role:
 - Medical Director
 - Hospice Physicians
 - Advanced Clinical Practitioners
 - On call Hospice Physician
 - GP Trainee (6 month rotation)
 - FY1/2 (4 month rotation)
- **Hospice at Home** – The service is one of the largest Hospice at Home services in the NW region, with a caseload of c. 130 patients and approx. 700 referrals per year. The team consists of specially trained Registered nurses and Health Care Assistants who provide palliative and end of life care to patients residing in Burnley and Pendle localities. Services include specialist Nursing assessment, emotional support, respite care, night sits and extended service (24hr care for patients in the last days of life who's preferred place of care is home). The H@H service is also the single point of access for the co-ordination of District Nurse fast track applications.
- **Health, Wellbeing and Rehabilitation** – The multidisciplinary team provides support to patients with palliative and rehabilitative needs. Services are offered either within the community, as an outpatient or by attending group sessions within the Day Services unit. Groups include Living with Dementia, Breathlessness, Fatigue Management, Exercise sessions, creative therapies, peer support, specialist palliative sessions. Complementary Therapy treatments are also available for patients and their carers.

- **Family Support** – The Family Support team provide pre and post bereavement counselling to adults and Children residing in the Burnley and Pendle localities. Sessions are either individual or through specialist groups.
- **Consultant led Medical Outpatient Clinics** – these are currently delivered twice a week by Palliative Care Consultants employed by East Lancashire Hospitals Trust

JOB DESCRIPTION

JOB TITLE: Occupational Therapist
REPORTS TO: HWR Team Leader
ACCOUNTABLE TO: HWR Team Leader

MAIN RESPONSIBILITIES

- Provide a high standard of holistic, skilled, patient-centred, palliative care across all areas of the Hospice including one to one, community and group settings.
- Work flexibly as part of a rehabilitation team in providing an occupational therapy service to patients with palliative care needs.
- Promote the benefits of occupational therapy to all who access Hospice services and staff and volunteers within the Hospice.
- Work as an autonomous practitioner, managing a complex caseload and using clinical reasoning to assess, plan, implement and evaluate care.
- Support patients to maximise independence, participation, comfort and quality of life through engagement in meaningful occupations.
- Assess and respond to the physical, psychological, social and environmental impact of life-limiting illness on patients and those important to them.
- Support families and carers to adapt to changing needs and maintain their wellbeing throughout the patient's journey.
- Support and supervise the work of rehabilitation assistants, Assistant Practitioner, students and volunteers.
- To act as clinical lead on a regular basis.

CORE TASKS

Clinical

- Undertake occupational therapy assessments of patients with palliative and end-of-life care needs across the Inpatient Unit, Community and Health, Well-Being and Rehabilitation services.
- Assess physical, psychological, social, cognitive, spiritual and environmental factors affecting occupational performance, independence and quality of life.
- Develop, implement, monitor and evaluate person-centred occupational therapy treatment plans.
- Deliver evidence-based occupational therapy interventions on both an individual and group basis for patients and families in collaboration with other members of the Multi-Disciplinary Team.
- To have in-depth knowledge in specialist palliative care and act as a knowledge base / resource for others including staff and patients.
- Support patients to maximise independence, function, participation and engagement in meaningful occupations.
- Provide interventions including fatigue management, energy conservation, breathlessness management, adaptive techniques and symptom management strategies.
- Assess for and provide specialist equipment and environmental adaptations to support safety, comfort and independence.
- Support patients to achieve their preferred place of care wherever possible through effective discharge planning and liaison with community services.
- Provide education, support and practical advice to families and carers.

- Ensure that all clinical policies, procedures and guidelines are adhered to.
- To ensure that patient documentation is completed accurately and fully in line with HCPC guidance on documentation.

Management and Leadership

- Work autonomously within professional scope of practice, taking responsibility for clinical decision-making and caseload management.
- Contribute to the leadership and development of Occupational Therapy services within the Hospice.
- Act as a specialist resource for Occupational Therapy and rehabilitation within the multidisciplinary team.
- Support the supervision and delegation of work to assistants, volunteers and students as appropriate.
- Contribute to service planning and development initiatives that improve patient outcomes and experience.
- Promote the role and value of Occupational Therapy throughout the organisation and wider healthcare community.
- Manage and maintain a safe clinical environment utilising allocated resources safely and effectively.
- Be aware of and always adhere to the Hospice policies and procedures and act within the HCPC standards, Code of Conduct and Guidelines.
- To undertake appraisal, one to one's and competency assessments of Rehabilitation Assistants.
- To participate in and support the development of organisational and departmental objectives.
- Commit to attendance at team meetings, contributing positively and constructively.

Communication Skills

- Lead daily huddle and attend MDT/DC planning meeting.
- Establish effective therapeutic relationships with patients, families and carers.
- Communicate sensitively with individuals facing life-limiting illness, deterioration, loss and bereavement.
- Communicate effectively with patients and families ensuring they contribute and consent to treatment plans.
- Communicate information to distressed and /or bereaved people in a sensitive manner.
- Manage situations where people are distressed or angry in an effective, safe manner.
- Be able to communicate effectively with people exhibiting challenging behaviours, ensuring they are respected but expectations are made as clear as possible.
- Manage complaints in a sensitive manner ensuring the Hospice policy and procedure is adhered to.
- Work collaboratively with members of the multidisciplinary team to ensure coordinated care.
- Foster good working relationships with all Hospice departments and members of the multidisciplinary team.
- Liaise effectively with community health and social care professionals, statutory agencies and voluntary organisations.
- Advocate for service users ensuring their views are known to the team including supporting advanced care planning discussions and documentation.
- Maintain accurate, timely and legally compliant patient records.
- Present information clearly through written reports, assessments and verbal handovers.
- Deliver education, training and presentations to patients, volunteers and staff as required.

Personal and People Development

- Maintain HCPC registration and professional competency.
- Participate in appraisal, clinical supervision and reflective practice.
- Undertake and be responsible for continuing professional development and maintain a portfolio of evidence to maintain relevant knowledge and skills
- Keep up to date with developments in occupational therapy, rehabilitation, palliative care and end-of-life care.
- Support the learning and development of colleagues, students and volunteers.
- Actively contribute to a culture of learning, education and professional excellence.
- Attend mandatory training and any other essential training relevant to the job role.

Quality and Service Improvement

- Support the implementation of evidence-based practice across Occupational Therapy.
- Be aware of organisational strategic direction and futures issues pertaining to the provision of specialist palliative and supportive care and contribute to and participate in organisational service development.
- Contribute to the identification of practices that could improve service delivery outcomes and participate in the development of appropriate action plans through:
 - Audit/Research/Evaluation/Education +Training/User Involvement.
- Participate in the implementation and review of subsequent action plans. Take an active role in meetings, highlighting areas requiring quality improvement. Use and maintain resources efficiently and effectively and encourage others to do so.

Health, Safety & Security

- Identify risks as they arise and carry out risk assessments, taking immediate remedial action as required and updating risk assessments regularly.
- Adhere to the adverse and serious incident reporting policy and take appropriate further action.
- Be familiar with and support implementation of safeguarding policies, the Mental Capacity Act and Deprivation of Liberty Safeguards.
- Promote an environment that supports infection prevention and control policies and procedures, ensuring staff practice accordingly.
- Use equipment safely and in accordance with instructions and departmental procedures, reporting faults as necessary.
- Adhere to lone-working procedures when undertaking community visits.

Governance

- Ensure that Hospice policies, procedures and standards are adhered to at all times with particular regard to those concerning confidentiality, information governance, health and safety, prevention and control infection.

- Ensure the effective utilisation of the Hospice's computer-based patient record system, promoting the use of information technology for recording patient information, communication and information sharing; implementing procedural change as necessary.
- Contribute to the Care Quality Commission inspection process.
- Practice in accordance with HCPC Standards of Proficiency and the Royal College of Occupational Therapists Code of Ethics and Professional Conduct.
- Maintain accurate and contemporaneous clinical records in line with legal and organisational requirements.
- Participate in clinical governance activities and maintain accountability for professional practice.
- Contribute to maintaining high standards of clinical effectiveness, patient experience and professional practice.

This document is intended to convey an outline of the post and the post-holders responsibilities. You may be asked to carry out other duties relevant to your job role.

PERSONAL SPECIFICATION

Attributes	Essential	Desirable	How assessed
Experience	• Experience of undertaking holistic assessments and delivering person-centred interventions. • Experience of working within a multidisciplinary team. • Experience of equipment assessment and provision. • Experience of caseload management and prioritisation • Experience of maintaining accurate clinical records. • Experience of providing interventions on an individual basis.	• Post-registration Occupational Therapy experience • Experience working within specialist palliative care, hospice, oncology, neurology or rehabilitation services. • Experience delivering group interventions and therapeutic programmes. • Experience of discharge planning and community-based working. • Experience of student supervision, mentorship or volunteer support. • Experience of audit, quality improvement or service development initiatives.	• Application form • Interview
Education, Qualifications & Training	• Degree/Diploma in Occupational Therapy. • Current HCPC Registration. • Evidence of ongoing Continuing Professional Development (CPD). • Evidence of mandatory and statutory training relevant to practice.	• Membership of the Royal College of Occupational Therapists (RCOT). • Practice Educator Qualification. • Postgraduate study or specialist training in Palliative Care, Oncology, Rehabilitation, Long-Term Conditions or related field •	• Application form • Registration confirmation • Certificates • CPD file / portfolio

Practical & intellectual skills (<i>including any specialist knowledge</i>)	• Ability to undertake comprehensive occupational therapy assessment and clinical reasoning. • Knowledge of Occupational Therapy theory and evidence-based practice. • Ability to formulate, implement and evaluate treatment plans. • Knowledge of risk assessment and risk management. • Ability to assess for and prescribe equipment safely. • Excellent organisational and time management skills. • Good IT skills including electronic patient records and Microsoft Office systems. • Ability to work autonomously and make sound clinical decisions. • Knowledge of safeguarding responsibilities and professional standards. • Understanding and sensitivity to the needs of patients with a life limiting illness/families and carers. • Liaison with other agencies and professionals. • Good communication skills.	• Knowledge of specialist palliative and end-of-life care. • Knowledge of fatigue management, energy conservation and breathlessness management. • Knowledge of vocational rehabilitation approaches. • Knowledge of community services, equipment services and housing adaptations. • Experience of service evaluation, audit and research activity.	• Application form • Interview •
Disposition / attitude / adjustment	• Demonstrates compassion, empathy and professionalism. • Commitment to person-centred and holistic care. • Flexible and adaptable approach to changing service needs. • Ability to work effectively as part of a multidisciplinary team. • Ability to relate positively to colleagues and members of the MDT. • Self-motivated with the ability to work independently. • Commitment to maintaining professional standards and lifelong learning. • Excellent interpersonal skills.	• Understanding of hospice philosophy and values. • Experience of working within a charitable organisation. • Passion for developing and promoting Occupational Therapy services within specialist palliative care. •	• Application form • Interview

	• Demonstrates integrity, accountability and resilience. • Positive attitude to change and flexible working practices. • Ability to work sensitively with patients and families experiencing life-limiting illness. • Demonstrate an understanding of confidentiality and information governance.		
Health & Physical	• Ability to carry out moving and handling activities in accordance with risk assessments and training. • Ability to meet the physical demands of the role, including equipment assessment and demonstration. • Emotional resilience to work with patients and families facing advanced illness, deterioration, loss and bereavement. • Satisfactory Employee Health clearance. • Vaccination appropriate to role.	• Experience of working in emotionally demanding healthcare settings. •	• Application form • Interview • References
Circumstances	• Must be a car driver with full UK driving licence and access to own vehicle • Willing and able to work flexibly across the week, including occasional evenings or weekends. • Able to undertake regular independent community-based work off-site • Work flexibly according to the needs of the service. • Enhanced DBS clearance.	•	• Application form • Interview
Equal Opportunities	• To have an understanding or, and an ability to promote and implement equal opportunities. • Demonstrates respect for individual differences and promotes a culture of fairness and dignity. • Respects the rights, dignity, values and beliefs of patients, carers, colleagues, and volunteers. • Demonstrates an understanding of how to provide equitable, inclusive, and culturally sensitive care.	•	• Application form • Interview

	• Commitment to upholding Hospice values and behaviors. • Commitment to client-centered, non-discriminatory practice.		
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MAIN BENEFITS TERMS AND CONDITIONS

Annual leave: the annual leave entitlement for a 37.5 hour a week post is 262.5 hours (27 days plus 8 public holidays)

DBS: appointment is subject to an enhanced disclosure and barring check

Healthcare Scheme: all staff are eligible to access the Benenden Healthcare Scheme
www.benenden.co.uk

Meals and drinks: all employees and volunteers based at Pendleside Hospice can access subsidised meals if working over a meal time

Notice period: 1 month

Parking: all employees and volunteers can park for free at Pendleside Hospice

Pension: Pendleside Hospice has a stakeholder pension scheme; the Hospice will match contribute up to 5% of an employee's salary into the pension scheme.

Employees joining Pendleside Hospice from the NHS may continue with their NHS pension

Sick pay: if the employee is unable to attend work because of sickness or some other health-related incapacity, the Hospice will pay full salary net of any statutory sick pay entitlement, subject to the following conditions:

During probationary period (first 3-6 months)	No Hospice sick pay, but will receive Statutory Sick Pay (if appropriate)
From completion of probation up to 12 months service	Two months sick pay at half-pay
From 12 months service	A maximum of 13 weeks full sick pay followed by 13 weeks at half-pay

HOW TO APPLY

If you are interested in this position, either complete the application form on the NHS Jobs website <https://www.jobs.nhs.uk/> or the on line form on Pendleside Hospice website www.pendleside.org.uk/jobs, referring to the job description and person specification.