

The Myton Hospices

Job Description

Job Title:	Complementary Therapist
Department:	Complementary Therapy
Responsible to:	Complementary Therapy Lead
Accountable to:	Director of Nursing

Summary of Role: To assist and support the Complementary Therapist Manager to develop, deliver and maintain a safe, high quality complementary therapy service to patients that reflects the Hospice philosophy, values and supports the Myton Strategy.

Primary Work Base:

NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.

Myton Core Values

Our *Core Values* underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

Please list the main duties and responsibilities below.

Clinical Responsibilities

1. As a Complementary Therapist, facilitate a holistic approach to service users, encompassing all aspects of assessment, planning, delivery and evaluation of complementary therapy programmes across the organisation.

2. To attend Hospice site MDT Meetings to strengthen effective working relationships, communication and to ensure the service is represented and resourced appropriately providing greater equity to patient referrals.
3. Provide advice and guidance to referrers and service users about the different types of complementary therapies that are available across the organisation as appropriate.
4. To review referrals to the complementary therapy service regarding any potential clinical risk to service users and therapists and implement measures to mitigate any potential harm. Escalate risks to line manager and ensure Myton's risk management policies are adhered to.
5. Ensure that all documentation is completed correctly and appropriately by members of the complementary therapy team in line with national and local guidance including the use of crosscare.
6. To participate in clinical audit as required within the organisation to contribute to the wider clinical governance framework.
7. To provide advice and guidance to referrers and service users about the different types of complementary therapies available across the organisation and their appropriateness of use.
8. Regularly attend and participate in the Complementary Therapy Team Meetings.
9. To promote and participate in the efficient control, supply, storage and waste management of complementary therapy resources
10. Be responsible for own continued professional development to maintain up to date knowledge across complementary therapy practice.
11. To deliver hands on Complementary Therapy keeping practice and skills up to date and maintaining professional credibility
12. To abide by the policies and procedures of Myton Hospices, and the regulations and standards of the Care Quality Commission and Cancer Peer Review
13. Ensure the therapy rooms are clean and tidy and that all staff and volunteers adhere and comply with the Hospices Infection Control Policy, dress code and all other Hospice Policies and Guidance.
14. In collaboration, develop, review and update patient information as required for the complementary therapy service ensuring information is formatted appropriately.
15. Ensure all staff and volunteers work in accordance with Myton Hospice policies, guidelines and procedures, and undertake mandatory training as required.

Professional

1. To take responsibility for the day to day supervision of the complementary therapy service volunteers ensuring equitable cover across the 3 hospice sites as appropriate identifying gaps in service provision.
2. To take responsibility for supporting the volunteers ensuring two way effective communication is cascaded as appropriate.
3. Participate in the development of information resources e.g patient information relating to complementary therapies
4. Participate in budget setting and business planning as required within the Hospice and utilise resources effectively and efficiently.

5. Act as a good role model for others to aspire to, leading by example and espousing the Myton Values.
6. Exercise excellent communication with all professionals, patients, relatives and all disciplines within the wider multi disciplinary team.
7. Provide a service that promotes patients and users as partners in care and treatment.
8. Ensure the Service continually improves to meet the demands and changing needs of the service users. Contribute to the active seeking and acting upon feedback from service users to aid service development
9. Participate in the Annual Appraisal and review process and provide an agreed Personal Development Plan as part of the Appraisal Process to support own professional development. Contribute to own Annual Appraisal and Personal Development Plan to support own professional development.
10. To promote up to date evidence based practice in complementary therapy
11. Support the Complementary Therapist Manager with the recruitment and development of the therapy volunteers who provide complementary therapy in accordance with agreed standards.
12. To ensure sufficient supply, storage and waste management of complementary therapy resources.
13. In accordance with the Data Protection Act maintain store and update information for patients and the complementary therapy team working within the organisation and ensure all staff adheres to Myton Hospices guidelines for record keeping.
14. Participate in education and training as required contributing to development, delivery and evaluation of a robust training and development programme for therapist and volunteer support therapists.
15. Assess competences of volunteers trained in approved therapeutic techniques
16. Represent Myton as required at local and National Complementary Therapy Practices Meetings and feedback as required. Participate in internal and external training and educational activities as required.
17. To monitor and promote a safe working environment by supporting and undertaking risk assessments in liaison with the DDN. Under the Health and Safety at work Act (1974), ensure health and safety of staff, patients and visitors by complying with appropriate standards including, decontamination, infection control, COSHH, Medical Devices and the safe administration of medicines standards.
18. Ensure the timely completion of all documentation such as clinical adverse events and contribute to the investigation of all clinical incidents and complaints as required.
19. Undertake occasional activities to represent the hospice to external groups and the general public.
20. Be professionally accountable for own complementary therapy practice and adhere to code of practice and professional conduct in association with any relevant governing body, professional association.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed April 2017