Complementary Therapist

Primary Work location:	Warwick (may need to cover other sites, Coventry and Rugby)
Job title	Complementary Therapy
Reports to:	Therapy Services Lead
Department:	Patient, Family & Carer Support Service

The Myton Hospices Values



Role purpose:

To assist and support the Therapy Services Lead to help develop, deliver and maintain a safe, high quality complementary therapy service to patients that reflects the Hospice philosophy, values and behaviours and supports the Myton Strategy.

Main Duties & Responsibilities

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 as directed by the Therapy Services Lead, 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 EMIS.

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 help support the therapy service lead in supervision of the complementary therapy service volunteers ensuring equitable cover across the 3 hospice sites as appropriate identifying gaps in service provision.

2. Help in 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 with input, around budget setting 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 Therapy Service Lead 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, 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 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.