JOB DESCRIPTION: COMPLEMENTARY/WELLBEING THERAPIST

RESPONSIBLE TO: THERAPY TEAM MANAGER
ACCOUNTABLE TO: DIRECTOR OF PATIENT SERVICES
BASED AT: ST ELIZABETH HOSPICE

JOB SUMMARY
To work within the multi-disciplinary team providing a wide range of Complementary Therapy and wellbeing services to patients with a palliative care diagnosis as well as carers and families members.

Working mainly within an outpatient clinic as well as within the inpatient unit, day services and within patients’ homes.

The role will also be responsible for supporting volunteer complementary therapists.

PROFESSIONAL RESPONSIBILITIES
• To be responsible for the accurate complementary therapy assessment, treatment and management of patients across all Hospice services e.g. inpatient unit, day services, clinic and community
• To maintain accurate, timely documentation using iCare (electronic patient documentation system)
• To maintain high standards of practice and to be professionally and legally accountable for all aspects of work
• To work without scope of own practice
• To keep knowledge up-to-date performing best practice and to be pro-active in developing the complementary therapy/wellbeing service to meet service demand
• To liaise where appropriately with relevant internal and external professionals regarding patient care
• To work closely with the multidisciplinary team, joint working as necessary
• Demonstrate an understanding of illness and the potential complications and side effects of treatments being offered e.g. regarding the contraindications of oils used
• To act as a clinical resource for the multi-professional team
• To maintain safely the equipment within the Hospice and maintain appropriate stock levels
• To comply with policies and procedures e.g. relating to the administration and storage of essential oils ensuring they meet requirements
• To use effective, professional communication with administration support services to manage referrals

MANAGEMENT RESPONSIBILITIES
• To collect and provide statistical information as required by the Hospice
• To be responsible for stock control, ensuring that orders are placed within a timely manner
- To prioritise the workload to meet the changing needs of the service and allow time for administration
- To attend relevant meetings, providing effective communication to ensure continuity of patient care
- To participate in the development of clinical standards and clinical audit
- In conjunction with the Therapy Team Manager, to plan and evaluate the complementary therapy/wellbeing service implementing changes as appropriate
- To facilitate good communication between all therapists

PERSONNEL RESPONSIBILITIES
- To recognise indications of staff stress and to facilitate staff support
- To participate in the recruitment of volunteers
- To supervise and participate in the induction of new staff
- As requested, to participate in professional placements and lay person visits to the Hospice
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate

EDUCATIONAL RESPONSIBILITIES
- To maintain awareness of research and work towards this being applied to practice
- To participate in education programmes as required
- To give feedback from attended education programmes/study days to the multi-disciplinary team
- To provide support and appropriate training for the complementary therapy volunteers
- To work with the Therapy Team Manager and Education department in planning, providing and evaluating complementary therapy education study days

PROFESSIONAL DEVELOPMENT
- To devise with the Therapy Team Manager a personal development plan in line with the Hospice objectives and personal needs
- To maintain and increase personal clinical skills
- To play an active role in service development where required

ORGANISATIONAL RESPONSIBILITIES
1. To work at all times within the policies and guidelines of the Hospice and act within professional guidelines at all times
2. To ensure effective use of resources
3. To play an active part in the development and maintenance of good relationships with all who have business with the Hospice
4. To respect at all times the confidentiality of information covering patients, staff and volunteers
5. To promote the Hospice philosophy of care towards patients, relatives and visitors.

In the future we hope to expand our services to provide 7 days services, and so the expectation of this post may be to work some weekend shifts at times.

Because of the special nature of the Hospice and its work the postholder may on occasion be asked to undertake other duties to help maintain our high standard of care.

This job description is not necessarily exhaustive and may be subject to review by the Therapy Team Manager in conjunction with the postholder.