

Job Description

Title:	COMPLEMENTARY THERAPIST
Hours of Work:	20 hours per week (Mon – Thurs) to suit the needs of the service
Hospice Grade:	Band 4, pts 11 - 15
Responsible to:	Psychological & Supportive Care Manager
Accountable to:	Director of Clinical Services
Minimal qualifications:	Level 3 Diploma in Aromatherapy and Reflexology
Further requirements:	Minimum 3 years of practice of delivering a range of complementary therapies

Aim:

To work as part of the clinical team, delivering complementary therapies to Hospice patients and their relatives/carers in Day Therapies, the Inpatient Unit, and outpatients.

Main Duties:

1. To provide appropriate complementary therapies to patients and carers in accordance with the Springhill Hospice Complementary Therapy policy and evidence-based practice.
2. To assess client's needs and identify appropriate treatments approved for use by the Hospice and be able to modify the treatment within agreed level of competence.
3. To monitor and review patients progress within their treatment programme.
4. Maintain client privacy and dignity at all times.
5. To maintain a high standard of documentation demonstrating the patient's consent to treatment, and a record of each treatment session, by paper and iCare database as appropriate.
6. To ensure close communication, liaison, and joint working with other members of the clinical team within the Hospice.
7. To attend internal MDT meetings where appropriate.
8. To maintain patient confidentiality at all times, unless the concern is a safeguarding, or risk issue, then you must inform the nurse in charge or line manager.
9. Inform appropriate staff of any changes in the patient's condition, or of any concerns with the patient's consent if possible.
10. To maintain a safe working environment for patients, carers, and other staff.
11. To ensure a high standard of hygiene and cleanliness of therapy rooms in line with infection control policy.
12. To monitor, maintain, store, use and dispose of equipment in accordance with health and safety procedures.
13. Ensure COSHH safety data sheets for all products are updated regularly.
14. Monitor the quality and effectiveness of aromatherapy oils. Ensure essential oils are stored safely and correctly. To liaise with line manager re supply of essential oils and carrier oils, ensuring adequate stock supplies.
15. Ensure risk assessments are up to date, and reviewed on an annual basis.
16. To participate in audit and research, and in service development.
17. Review and update patient information accordingly e.g., leaflets, website.
18. To recruit, provide an induction, mentor, and coordinate a team of volunteer complementary therapists.
19. To coordinate day therapy carers pamper days when required.
20. To network with GM Hospices Complementary Therapists.

Education:

1. To ensure attendance at all mandatory training and development sessions required by Springhill Hospice.
2. To take responsibility for identifying own personal and professional development requirements and communicating these to the line manager.

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3. To maintain an active role in self-development and continuing education by attending planned educational sessions and development training
4. To participate in teaching sessions where appropriate

General:

1. To attend, and participate in, all relevant meetings both within the Hospice and externally as appropriate
2. To ensure continued support and encouragement to colleagues within the clinical team and the wider hospice team at all times
3. To participate in annual appraisal
4. To maintain registration with appropriate professional body e.g. FHT/CNHC/GRCCT
5. Read, understand and comply with all Hospice policies and procedures, applying the principles appropriate to the role.
6. To be aware of individual specific responsibilities in respect of the Safeguarding of Vulnerable Adults, in relation to the role.

This Job Description may be reviewed in conjunction with the post-holder in conjunction with the development of the organisation.

Springhill Hospice is a registered charity. All staff members are expected to contribute to fundraising activities for the benefit of the Hospice.

Springhill Hospice is an equal opportunities employer and has a No Smoking Policy.

Some posts are subject to a Disclosure & Barring Service/POVA check. If you require more information on this please refer to www.homeoffice.gov.uk/dbs

For internal use only:

The contents of this Job Description have been discussed and agreed with my Line Manager.

Name of Postholder: _____

Signature of Postholder: _____ Date: _____

Signature of Line Manager: _____ Date: _____