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| **Job Details**  Job Title: Complementary Therapist.  Reports to: Sunflower Centre Manager. |

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| **Job Purpose**  To provide a high-quality complementary therapy service for inpatients, daycare patients, outpatients and staff at East Cheshire Hospice. |

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| **Duties**  Main duties and key responsibilities include:   * To assess patients and carers for complementary therapy and offer treatments. * To record and maintain accurate patient records in compliance with current hospice documentation. * To take responsibility for the maintenance of a safe environment for patients, visitors and staff. * Adhere to appropriate Professional Codes of Practice. * To work as part of a multi-disciplinary team within the hospice to ensure the best possible care for patients and carers. * To raise awareness of the complementary therapy service amongst hospice staff and offer general well-being advice and complementary therapies as appropriate. * To be responsible for managing own caseload in order to meet service and patient needs.   Education delivery, training and development:   * To deliver education sessions on the benefits of complementary therapy to patients, carers, volunteers and staff. * To lead peer support sessions for volunteer therapists, focusing on best practice and the development of relevant skills within a palliative care setting. * To attend relevant courses for professional development and consider the implications for delivery of care at East Cheshire Hospice. * To continue to develop and move the complementary therapy service forward by keeping up to date with current initiatives. * To maintain established links with other local hospices and continue to share ideas for best practice.   **Control of Infection**  Prevention and management of infection is the responsibility of all members of staff and volunteers working at East Cheshire Hospice and forms an integral element of patient safety programmes. Where control of infection regimes are in force they are to be complied with at all times and staff are reminded of the importance of maintaining a high standard of personal and environmental hygiene and to follow local protocols. |

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| **Person Specification** | Essential | Desirable |
|  | Qualified to Vocational Training and Charitable Trust (VTCT) Level 3 or equivalent in reflexology or Swedish massage.  Member of a relevant professional body e.g. Federation of Holistic Therapists (FHT) or Complementary and Natural Healthcare Council (CNHC).  IT literate.  Ability to work effectively as part of a multi-disciplinary team.  High standard of oral and written communication skills.  Excellent organisational skills.  Ability to work flexibly and adapt to a constantly-changing working environment. | Experience of managing both paid and voluntary members of staff.  Experience of using EMIS Web.  Experience of using PowerPoint.  Experience of delivering education sessions.  Experience of working in a palliative care setting. |

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| **We are inclusive**  We believe that equality of opportunity and freedom from discrimination is a fundamental right for everyone, and that diversity within our organisation and our community is a strength to be valued, promoted and developed.  Being a part of and supporting such a diverse community, it is vital that our staff team represents the community in which we work. We welcome applications from people from all walks of life and backgrounds irrespective of people’s age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.  We understand that people perform better when they can be themselves and that by creating an environment that includes everyone, our staff will perform to their full potential.  We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.    **Safeguarding Statement**  At East Cheshire Hospice we are committed to creating and maintaining a safe and secure environment for all individuals. Safeguarding is a top priority for us, and we expect every staff member to share this responsibility and be aware of their role in protecting vulnerable individuals.  All employees must adhere to our safeguarding policies and procedures, which are designed to prevent harm, abuse, or neglect to individuals within our care and those who work for the organisation. We expect our staff to be vigilant, take immediate action when concerns arise, and report any safeguarding issues promptly to the designated Safeguarding lead.    **Commitment to Sustainability**  East Cheshire Hospice are committed to act responsibly, consider the wider implications of our actions, and strive to better our practices to minimise waste, energy and our carbon footprint whilst achieving the charity's service objectives and ensuring patient care is not adversely impacted.  **Confidentiality**  East Cheshire Hospice are committed to protecting the privacy and security of data. All ECH workforce must treat confidentiality and processing of data in accordance with UK GDPR and the Data Protection Act 2018.  In the course of your duties, you will have access to confidential material about patients, members of staff or other hospice business.  On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and or/treatment of the patient.  If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.  Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.  All ECH workforce are bound by East Cheshire Hospice's Data Protection & Confidentiality policy. |