St. John’s Hospice

Job Description

Complementary Therapist Reiki Therapist / Spiritual Healer

POST: Complementary Therapist Reiki Therapist / Spiritual Healer

HOURS: 7 hours per week

CONTRACT: Fixed Term 9 months from appointment

ACCOUNTABLE TO: Head of Nursing & Quality

REPORTS TO: Day Therapy Clinical Lead

RESPONSIBLE FOR:

- Responsibility for patient care / analysis & judgement
- Complementary Therapy Team

JOB PURPOSE

- To deliver Reiki / Spiritual Healing, under guidance and supervision in the clinical setting of St John’s Hospice.
- To deliver high quality, personalised holistic treatment programmes in accordance with the policies and procedures of St John’s Hospice.
- To liaise with medical staff, nursing staff, therapists and members of the multi discipline team.
- To promote and support patient’s rights by promoting individual choice, respecting beliefs and ensuring privacy and dignity at all times. Providing a high standard of complementary therapy service to inpatients and specialist outpatient clinics within St John’s Hospice.

MAIN DUTIES

- Work with patients in any location at St John’s Hospice and see a minimum of six patients per 7 hour shift.
- Complete the assessment and treatment of patients for complementary therapy in agreed patient records
- Undertake all necessary verbal and written communication required for patient care

CLINICAL

- Gain valid, informed consent and will have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment.
- Carry out complex standardised and non-standardised complementary therapy assessments, liaising with senior staff as required for highly complex patients.
- Monitor, review and modify treatment where appropriate.
- Prioritise own patient caseload and develop individualised treatment interventions within resource constraints.
• Work with complex patients who require specialised, skilled complementary interventions. This may include, but is not limited to patients who have a life-shortening illness. Treatments may be one-to-one or in a group setting.
• Work in a variety of settings in each venue.
• Provide support and complementary therapy.
• Utilise an empathetic, client-centred approach that focuses on the strengths and the needs of the patient.
• Follow confidentiality and data protection principles at all times. Care may include handling sensitive information regarding the patient’s health or social situation.
• Attend and participate in relevant multi-disciplinary team (MDT) meetings.
• Discuss and make decisions in conjunction with the MDT with regard to patient care and treatment plans, with guidance from complementary team manager.
• Hold a patient caseload varied in number dependent upon the service needs.
• Respect the individuality, values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to their needs.
• Apply relevant aspects of national clinical guidelines and legislation, relating to health and social care, as directed by the Head of Nursing Services and complementary team at St John’s Hospice.

COMMUNICATION
• Ensure that written or electronic patient records are updated as required and statistical activity data records are maintained in accordance with professional and departmental standards.
• Liaise with other MDT professionals as appropriate.
• Communicate effectively with the relevant line manager and other therapists in the department.
• Be responsible for providing proficient communication with patients and others in challenging situations which may include dealing with.
  o Patients with complex needs, e.g. patients with communication difficulties caused by illness.
  o Patients from different cultural/ethnic backgrounds where English is not the primary language.
  o Sensitive confidential patient information, such as discussing limitations associated with diagnosis/procedures/prognosis.

PLANNING AND ORGANISATION
• Flexibly plan and organise own time, in order to prioritise patient caseload with administrative duties, meetings, and responding to an unpredictable workload, working conditions and frequent interruptions.
• Assist senior clinical staff to delegate, organise and deliver service.
• Assist the senior clinical staff in ensuring an efficient system for the organisation and management of waiting lists for patients who will be referred to the therapist.

RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT IMPLEMENTATION
• Support departmental policies and procedures regarding Clinical Governance issues.
• Evaluate own work and current practices through the use of audit or outcome measures, as directed by the complementary team manager and Head of Nursing Services.
• Ensure a good working knowledge of national and local standards, policies and procedures.
• Actively assist in the implementation of new policies and procedures in current practice in the department.
• Be responsible for the safe and competent use of all equipment used in the course of the patients’ complementary therapy treatments.

RESPONSIBILITY FOR HUMAN RESOURCES (HR)
• Participate in the teaching programme for complementary therapy for staff including formal group session’s and one-to one teaching.
• Assist in the induction of students on placement to the role of complementary therapy.
• Contribute to the education of some MDT groups, patients and family carers as appropriate.
RESPONSIBILITY FOR AUDIT AND DEVELOPMENT

- Be responsible for and actively record evidence of own professional development and maintain a CPD portfolio which reflects the same.
- Maintain and develop current knowledge of evidence-based practice in complementary therapy.
- Develop knowledge of relevant conditions and diseases.
- Participate in a staff appraisal scheme as an appraisee and be responsible for own personal development plan and meeting competencies.

OTHER

- Have basic IT skills in order to input relevant patient data to electronic patient records.

VALUES

- Understand the Hospice ethos

GENERAL

- To act on instructions from line manager, senior management from St John's Hospice or shop directors.
- Follow all St John's Hospice policies and procedures.
- Attend meetings as required by line manager. Set up meetings for training where appropriate with staff and volunteers.
- To fulfil any additional duties as requested from senior management and directors.
- To act appropriately and in a professional manner following the values of St John's Hospice at all times.
- Be professionally and legally accountable for all aspects of their work as an autonomous practitioner, seeking supervisory control, advice and guidance from senior staff, departmental procedures, practises and policies, professional codes of conduct or ethical guidelines set by the profession at St John's Hospice.

This list is not exhaustive and the post holder will be expected to undertake other duties within the remit of the job requested by the relevant line manager.

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Enhanced disclosure

DUTIES AND RESPONSIBILITIES TO ST. JOHN'S HOSPICE

1. Confidentiality

   Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John’s Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety
Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. **External Interests**

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John’s Hospice and their obligations under the Working Time Directive.

4. **Statutory Training**

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. **Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John’s Hospice to achieve its corporate goals and objectives.

6. **Safeguarding**

Each member of St John’s Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. **Disclosure and Barring**

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member’s ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member’s supervisor so that any impact on ability to work in post can be assessed.

8. **Equality and Inclusion**

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. **Volunteers**

The role of volunteers is integral with the work of St John’s Hospice and paid staff are required to underpin this in their attitude and actions.