

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION

<b>JOB TITLE</b>	Therapies Assistant
<b>GRADE</b>	Band 3
<b>HOURS OF DUTY</b>	15
<b>REPORTS TO</b>	Therapies Manager
<b>KEY RELATIONSHIPS</b>	The Therapies Manager, the Therapy Teams, the multi-disciplinary team and all other hospice staff and volunteers, patients, relatives, carers and external health and social care teams
<b>RESPONSIBLE FOR</b>	N/A

### JOB SUMMARY

To work as part of the Therapies team, assisting with the delivery of therapy services to people with life-limiting illness who are supported by Saint Francis Hospice.

To work with the Therapies Manager and other staff to assist with providing a comprehensive service to inpatients, outpatients and patients living in the community.

### MAIN DUTIES AND RESPONSIBILITIES

- To maintain the highest standards of clinical record keeping including electronic data entry and recording
- To assist with home visits to assess individuals needs and deliver and fit equipment under the direction of the Therapists
- To assist with the maintenance, collection and cleaning of equipment
- To drive the hospice van to collect and deliver equipment within the community
- To assist with the provision of various Therapeutic Groups
- To ensure materials are stored in accordance with Health and Safety regulations (e.g. COSHH), ensuring store rooms are kept tidy and stock levels maintained
- To report any relevant information or observations relating to a patient's condition to the Therapists
- To report any concerns about the provision of the Therapy Services to

the Therapies Manager

- To maintain and develop skills and knowledge by participating in relevant internal and external training opportunities
- To attend all mandatory training in accordance with hospice policies
- Confer with the Therapies Manager to plan annual leave and study leave to ensure continuity of service
- To undertake projects and achieve objectives in agreement with the Therapies Manager during Appraisal

#### **PROFESSIONAL RESPONSIBILITIES**

- To participate in Appraisal in consultation with the Therapies Manager
- To have an understanding of the importance of Multi-Professional team working and the ability to promote it within the organisation
- To have an understanding and awareness of behaviours and interpersonal skills that are vital to effective team working and practice them at all times
- To take responsibility for own professional and personal development which will be monitored in Supervision sessions and in Appraisal

#### **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of

training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

**REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

**SAINT FRANCIS HOSPICE**

**PERSON SPECIFICATION**

**THERAPIES ASSISTANT**

<b>E = ESSENTIAL</b>	<b>D = DESIRABLE</b>
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<b>Demonstrating the Hospice Values – Compassionate, Collaborative and Creative.</b>		
<p><b>Compassionate</b> – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.</p> <p><b>Collaborative</b> – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.</p> <p><b>Creative</b> – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.</p>	<b>E</b>	

<b>Qualifications &amp; Training</b>	<b>E</b>	<b>D</b>
<input type="checkbox"/> General school qualifications i.e. GCE/GCSE Maths and English		<b>D</b>
<b>Skills/Abilities/Knowledge</b>		
<input type="checkbox"/> Possess excellent communication skills	<b>E</b>	
<input type="checkbox"/> Have the ability to work within a Multi-Professional team	<b>E</b>	
<input type="checkbox"/> Possess a keen interest and understanding in Therapies, including Occupational Therapy, Physiotherapy, Complementary Therapy	<b>E</b>	
<input type="checkbox"/> Ability to maintain confidentiality	<b>E</b>	
<input type="checkbox"/> Ability to work flexibly if required	<b>E</b>	
<input type="checkbox"/> Have a positive approach to problem solving	<b>E</b>	
<input type="checkbox"/> Be approachable and possess a sense of humour	<b>E</b>	
<b>Experience</b>		
<input type="checkbox"/> Experience of working within Specialist Palliative Care		<b>D</b>
<input type="checkbox"/> Experience of working with a Therapies Team or equivalent and appropriate experience	<b>E</b>	

<input type="checkbox"/> Experience of supporting Therapeutic Groups	<b>E</b>	
<input type="checkbox"/> Experience of working with people with life-limiting illness and their families/carers		<b>D</b>
<input type="checkbox"/> Experience as a trusted assessor		<b>D</b>
<input type="checkbox"/>		
<b>Other Requirement</b>		
<input type="checkbox"/> Must hold a current British Driving Licence and have ability to drive Hospice vans		<b>D</b>