

## ST MICHAEL'S HOSPICE

**JOB TITLE** Creative and Diversional Therapies Co-ordinator

**DEPARTMENT** Nursing

**Date** March 2010

**Number doing this job:** 1

**Location(s)** St Michael's Hospice

**Band:** 5

**Hours:** 18.75 hours per week flexible working

### **Main purpose:**

To be responsible (under supervision and direction) for the design and implementation of a creative and diversional therapies service for patients, families and other carers.

To provide planned and co-ordinated opportunities for patients, families and their carers with direct regard to their individuality, dignity and privacy. Encourage and stimulate their involvement in creative and/or therapeutic activities as a means of gaining a sense of achievement and/or independence, a sense of self, retaining or learning skills/abilities, creating a gift for others, expressing and releasing feelings or emotions, enjoyment and promoting peer support.

### **Scope of Job – main tasks, duties and responsibilities**

### **Time/Importance**

#### **Planning and Preparation**

**60%**

- To be responsible (under supervision and direction) for designing and implementing a creative and diversional therapies service for patients, families and other carers, optimising a volunteer model, within agreed budgeted resources
- Assess, plan, implement and evaluate individual programmes of therapy. Liaise with other members of the patient care team as appropriate
- To contribute to the strategic planning, future design and further development of the service in conjunction with the Head of departments, manager of out patients services and creative therapies working group
- In conjunction with the Head of Support Services, Facilities and Volunteers and their Deputy, identify recruit, supervise and manage a voluntary workforce, and potential volunteer team leadership, optimising available skills, experiences and qualities to the benefit of programme design
- Set up an appropriate supervisory and development programme for those volunteers, staff or contractors delivering creative and diversional therapies and activities
- To undertake an evaluation of the effectiveness and efficiency of the service in conjunction with users and members of the Multi-disciplinary team
- Monitor that resources are used efficiently and participate in future budget setting with line manager
- Promote a planned programme of therapies, activities and entertainment across Hospice services.
- To identify and order equipment needed for activities within an agreed budget authority.
- To keep the Multi-disciplinary team informed of plans and outcomes.
- To keep up to date records of performed activities, recording user and participant feedback on their value and benefit.
- To participate in the monitoring process associated with service development and delivery

## Co-ordination of Activities

30%

- To manage and provide therapeutic activities for patients and or carers in a group setting and also on a 1:1 basis as required in conjunction with the Multi-disciplinary Team.
- To develop and maintain a directory of activity, entertainment and therapy providers.
- To develop and maintain an overall timetable, a weekly timetable and a timetable for named patients based on individual needs.
- Co-ordinate and administer room booking and staff/volunteer availability
- Co-ordinate planned attendance to activity sessions wherever possible
- To co-ordinate volunteer team leaders or a small team of volunteers to assist with therapeutic activities.
- To act as an internal resource within the Hospice on activities
- To manage the process of acknowledgement and thanks to providers

## Developmental and educational

10%

- Make certain that volunteers continue with their professional development to protect the standard of care they offer and maintain morale and commitment
- Provide support, teaching and advice to all members of the patient care team on the role and availability of creative and diversional therapies to enable them to use the service appropriately
- Participate in staff and volunteer induction and education programmes
- Be actively involved in the orientation of new team members
- Be involved in the provision of professional education as required
- Be aware of current developments in the use of creative and diversional therapies and palliative care and the implications on clinical practice
- To develop and maintain a knowledge of the principles of specialist palliative care.
- To develop knowledge of therapeutic value of patient centred activities
- To develop and maintain knowledge of providers of activity/therapy/entertainment.
- To contribute to the development of hospice service provision.
- To attend mandatory training

## Dimensions and limits of authority/influence

Act as line manager to all creative and diversional therapy volunteers with access to In-Reach Manager as required.

To make sure that comprehensive holistic assessment is made of patients for creative and diversional therapies taking into account their preferences and the influence of their condition and personal circumstances.

Organise the manning of the creative and diversional therapy service – set supervision and professional development for staff, including meetings and act as gatekeeper for the provision of creative and diversional therapies including who to see who, for how long and how often.

Caseload management.

## Skills and activities

## Indicator (A-D)

Excellent Creative Skills	A
Communication Skills	A
Organisation, management and supervision	A
Sensitivity & judgement to individuals needs	A
Education and training	B

Experience of working within Multi-disciplinary Team	B
Knowledge of/experience within palliative care	C
Computer literate	C

### **Decisions/Recommendations**

Gatekeep referrals

Develop creative and diversional therapy service with In-Reach Manager and in line with the development plan

Manage volunteers and meetings and professional development of volunteers

Prioritise and co-ordinate workload of creative and diversional therapists according to needs of patients/carers and skills of therapists

Formulate short and long term plans for development of creative and diversional therapy service

Assist in the development of policies, procedures and clinical care guidelines to be approved by management and the board

### **Communication**

**Internal:** Patients, their families and carers.  
All staff and volunteers within the Hospice Multi-disciplinary Team.  
All other staff and volunteers.

**External:** External speakers/contributors to activities; external providers of entertainment/therapy/digital technology, art, craft and drama schools, colleges, universities, suppliers and contractors, other charitable organisations and groups, other hospices, professionals including therapists.

### **Allocation/Checking of work**

Self defining workload

Day to day decisions and management carried out under supervision and direction

Monthly regular meetings with line manager plus day to day contact

User feedback

Quarterly written report to Creative & Diversional Therapies Group initially

### **Physical effort**

Moderate moving of equipment and necessary supplies

Computer time

### **Working conditions**

Ward environment

Distress of patients and carers

Ability to work flexibly

### **Qualifications and knowledge**

A good general education with appropriate training in arts and crafts

Knowledge of principals of hospice care

Knowledge of creative arts world

### **Experience**

The following experience is desirable rather than essential:

- worked in Health, Social Care or Education
- used or have knowledge of creative activities/skills/arts
- management or supervisory

All transferable experience will be taken into consideration but personal aptitude and qualities will be paramount.

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**Job Title:** ..... **Department** ..... **Date** .....

**Job Description written by:** .....

**Signed:** ..... **Signed:** .....  
(Job holder) (Manager)

**Print name:** ..... **Print name:** .....

**Date:** ..... **Date:** .....