

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Creative Therapy and Activities Lead
Responsible to:	Occupational Therapist Lead
Accountable to:	Occupational Therapist Lead
Key working relationships:	Director of Clinical Services, Volunteers, Therapy Team, Ward teams Director of Operations; Chief Executive

1. JOB SUMMARY

The creative therapy and activities lead role is pivotal to the quality of life of our patients, helping them to rebuild their skills, improve their mood and build social connection. As a passionate and dedicated therapy lead or coordinator you will draw on your expert knowledge to develop and deliver a cohesive and integrated approach to our creative and therapeutic program.

The Creative Therapy and Activities Lead will develop a Volunteer Strategy to maximise the contribution of volunteers whilst meeting the needs of the hospital. The postholder will be responsible for overseeing the recruitment and management of the volunteers and ensuring staff/volunteers are competent and up to date with training.

The postholder will have overall responsibility for day to day management of patients' social activities including planning, implementing and facilitating a varied range of social activities which will promote independence, choice and dignity for our patients.

The postholder will focus on helping to make our patients lives as fulfilling as possible and making the hospital an interesting and stimulating place to be. Managerially responsible for the Activities staff and volunteers working across the hospital and/or driving the hospital ambulances.

The postholder will develop close working relationships with patient's families and/or Carers to maximise the therapeutic benefits for the patient.

Additionally, the post holder will work closely with the clinical teams through formal communication to ensure the positive benefits of creative therapy are realized for our patients at Holy Cross Hospital.

The post holder must hold an up to date and valid driver's license as the role includes driving the hospital ambulances as required.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Patient related

- 2.1.1. Design and develop and maintain an inspiring program of therapeutic activities and social events for individuals or groups of patients that will complement occupational and physiotherapy programs

- 2.1.2. Consult with patients or families to identify each patient's interests according to their likes and dislikes focusing on abilities. Document and share these and additional findings with the clinical teams to ensure the patient's interests, likes and dislikes are respected and integrated as part of their care.
- 2.1.3. Lead on and liaise with interested parties e.g. patients, relatives, colleagues and volunteers for ideas for social events
- 2.1.4. Ensure a care plan for social activities is in place for each patient within 2 weeks of admission and reviewed at least every month to ensure it remains relevant and applicable
- 2.1.5. Work with groups of patients planning and facilitating various group activities
- 2.1.6. Encourage and support patients to actively participate in and contribute to activities
- 2.1.7. Work with patients on a one to one basis to complement the work of clinical colleagues
- 2.1.8. In addition to verbal and written communication, identify alternative communication channels to ensure all patients are aware of the planned weekly program of activities,
At least one week in advance produce and advertise the activities program across the hospital. Provide sample programmes for inclusion on the hospital website
- 2.1.9. Develop and support volunteers who act as activity group facilitators (e.g. art) to ensure patients are able to participate in the fullest way possible
- 2.1.11. Ensure and participate in collecting and returning patients to their rooms before and after activities
- 2.1.13. Drive hospital ambulance when needed ensuring wheelchair users are safely secured in accordance with wheelchair policy
- 2.1.15. Report any concerns regarding patients to the senior nurse
- 2.1.16 Provide appropriate support to patients' families
- 2.1.17 Ensure all activities are compliant with Health and Safety and safeguarding policies and procedures.
- 2.1.18 Maintain accurate and confidential records of therapeutic sessions

2.2. Management and leadership

2.2.1. Service development and resource control

- Effective use of staff to ensure delivery of a quality service to patients
- The postholder should have a strong understanding of safeguarding principles (Level 3 training) and ensure volunteers have training to level 2
- Contribute to the planning, setting, reviewing of team objectives and projects in line with hospital business plan
- Assist in the evaluation of achievements against objectives
- Advise Occupational Therapy Lead on resources required to meet objectives
- Oversee the booking, maintenance and use of the ambulances in liaison with maintenance staff
- To participate in any relevant recruitment or open day/evening events as requested by the Management Team

2.2.2. Communication

The post holder will ensure:

- They can work constructively and collaboratively at all times as part of a unified team
- Information is disseminated in accordance with hospital and team briefing procedures
- Information is clear, accurate and presented in a way that is appropriate to the target group
- All written documentation is legible, accurate and meets hospital record-keeping standards
- All verbal communication is delivered with clarity and accuracy
- All communication with outside agencies are conducted in a manner which enhances and promotes the reputation of the hospital
- Conflicts and misunderstandings are handled in a positive manner and a satisfactory resolution is normally achieved
- Consult with clinical colleagues to ensure care plans are relevant and applicable to each individual patient
- Liaise with colleagues, patients and relatives regarding planned activities and outings ensuring comprehensive risk assessments are in place
- Actively participate in the quarterly social activities/ volunteers business meetings
- Participate in weekly multidisciplinary team meetings
- Participate in regular patient reviews

2.1.3. People management

Contribute to raising the profile and developing the activities team by:

- Recognising and valuing contributions from individuals within the team
- Acknowledging equal opportunities for all team members
- Providing support and supervision as needed
- Working with team to define clear individual roles and responsibilities
- Undertaking appraisals, evaluating performance and identifying learning needs of individuals in the team
- Liaising with Director of Clinical Services as necessary
- Provide MIDAS training to all drivers of the ambulances

2.1.4. Recruitment

Work with Human Resources and Occupational Therapy Lead and Volunteer Coordinator in the recruitment and selection of appropriate staff and volunteers by:

- Completion of a Gap analysis for the therapeutic activities area
- A recruitment and retention strategy for area of responsibility
- Short listing and interviewing candidates as volunteers and activities room coordinator
- Induction of new staff

2.1.5. Legislative requirements

Adhere to requirements by:

- Implementing and reviewing policies and procedures ensuring compliance of oneself and the activities team
- Inform Occupational Therapy Lead and Director of Clinical Services of any complaints by patients or family members according to hospital complaints procedure
- Implementing Health and Safety policies and procedures ensuring compliance of oneself and activities team

3. PERSONAL DEVELOPMENT

- 3.1. Participate in the annual hospital appraisal scheme
- 3.2. Take responsibility for own personal development actively seeking learning opportunities as appropriate
- 3.3. Be committed to further development of own skills and knowledge

4. HEALTH AND SAFETY

- 4.1. Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.
- 4.2. Maintain and protect the safety, confidentiality and dignity of patients and families.
- 4.3. Manage and maintain a clean, safe and tidy environment.
Take an active role in the prevention and control of infection.
- 4.4. Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency

5. GENERAL

- 5.1. Attention to detail, including in terms of presentation, punctuality and supporting the maintenance of an attractive environment for therapy & learning
- 5.2. Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment
- 5.3. Act in accordance with the hospital’s Data Protection Policy
- 5.4. Monitor the use of stock items, ordering stock as necessary
- 5.5. Be aware of the Equal Opportunities Act and how it is implemented within Holy Cross Hospital
- 5.6. Adhere to diversity and ethical principles with particular attention to the Race Relations Act (1976), Disability Act (1995) and the Sex Discrimination Act (1975)

Person Specification

		ESSENTIAL (E)	DESIRABLE (D)
Qualification and membership	Degree or Diploma in relatable subject		D
	Member of BACP		
	Kind and compassionate	E	D
	Evidence of continuous development relevant to the field	E	
	Experience of working with patients with Neurological conditions, brain injury, spinal injury, dementia, learning disabilities or relevant environment	E	

Skills	<p>Strong Leadership skills with evidence of motivating individuals</p> <p>The ability to facilitate group work</p> <p>Management of others</p> <p>Manage own workload and determine priorities</p> <p>Excellent communication skills</p> <p>Strong interpersonal skills</p> <p>The ability to reflect and critically appraise own performance</p> <p>Current Clean Driving license</p> <p>Good organizational skills</p> <p>Good IT skills and knowledge of various software packages</p> <p>Creative and practical with ideas on how to engage with people who are apparently unresponsive or who have no formal communication ability</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Experience and Knowledge	<p>Proven experience and understanding of activities coordination or equivalent field</p> <p>Experience of working with diverse age groups, patients with neurological conditions, patients with dementia, learning abilities or patients with mental health</p> <p>Experience of leadership or coaching individuals or team</p> <p>Training and facilitation experience</p> <p>Knowledge of research and audit</p> <p>Understanding of professional ethics and their application</p> <p>Understanding of Safeguarding in adults and children</p> <p>Oliver McGowan training</p> <p>Up to Level 3 Safeguarding training</p> <p>Experience in writing, developing and implementing care plans</p> <p>Experience in writing, developing and implementing strategic plans</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises. It has been checked for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

Signature:.....Print name:.....
Post holder

Date:

Signature:Print name:.....
Director of Clinical Services

Date:.....