



Milford Care Centre

(Under the auspices of Little Company of Mary)

Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

Job Description

Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values:-

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

JOB TITLE and GRADE	STAFF GRADE MUSIC THERAPIST
LOCATION	Milford Care Centre
REPORTING TO	Occupational Therapist Manager Senior Music Therapist (s)
PURPOSE OF THE POST	To work in conjunction with the OT Manager and Senior Music Therapist(s) in ensuring the co-ordination, development and delivery of a quality, client centred Music Therapy Service to meet the needs of the service user group and the objectives of the organisation. The Staff Grade Music Therapist will be responsible for the provision of an effective, efficient, person-centred service that is evidence-based and in line with standards of Music Therapy practice in a designated area and will carry out clinical and educational duties as assigned by the OT Manager & Senior Music Therapist(s).
GENERAL PURPOSE OF THE POST	The post holder will contribute to the effective delivery of the full range of services to all client groups in Milford Care Centre and their carers, in conjunction with departmental colleagues, members of the multidisciplinary team and community services.



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Principal Duties and Responsibilities

Professional Clinical

The Staff Grade Music Therapist will:

- Ensure that clinical practice is in line with Milford Care Centre admission and discharge policies
- Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of treatment programmes for service users according to service standards
- Collaborate with service users, family, carers and other staff in treatment planning/implementation to ensure that an optimum services is provided for all service users
- Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service and professional standards
- Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in accordance with service policy
- Actively participate in an effective therapeutic and professional manner in teams, communicating and working in co-operation with other team members within Milford care centre, community services and voluntary agencies in providing an integrated quality service for the service user
- Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team
- Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by OT Manager and Senior Music Therapist(s)
- Be responsible for adhering to existing standards and protocols and for the development and maintenance of standards / strategies for quality improvement and outcome measurement
- Seek advice and assistance with any assigned duties in line with principles of evidence based practice and clinical governance from the OT Manager or the appropriate Senior Music Therapist
- Operate within the scope of Music Therapy practice in accordance with evidence based practice and within local guidelines.
- Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation
- Have a working knowledge of the General Data Protection Regulations (GDPR) as they apply to the practice of Music Therapy.



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Administrative The Staff Grade Music Therapist will:

- In collaboration with OT Manager and the appropriate Senior Music Therapist(s) be responsible for the co-ordination and delivery of service with the multi-disciplinary team in designated area(s) in line with best practice
- In collaboration with OT Manager and the appropriate Senior OT (s) review and allocate resources within the designated area
- Promote, monitor good working practice and uniformity of standards of best practice
- Identify and prioritise the development of the Music Therapy Service in response to the changing needs of the service users across the centre identifying opportunities to improve services
- Contribute to the development and implementation of service / business plans, annual reports, quality control and assurance initiatives, clinical audits and research etc. and report on outcomes in collaboration with the OT Manager and Senior Music Therapist(s)
- Record, collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, Data Protection and render reports and other information / statistics as required
- Assist in the development of policies and procedures for the Music Therapy department to ensure adherence to best practice in Music Therapy and to ensure legal compliance with new and existing legislation and to review and update, as appropriate
- Undertakes to regularly appraise oneself of the Music Therapy Departmental and Milford care centre policies, procedures and standards
- Represent the department / team at meetings and conferences as appropriate
- Liaise with the OT Manager regarding the needs, interests and views of Music Therapy staff
- Promote good team working, and a culture that values diversity
- Be accountable for efficient use of Music Therapy resources as appropriate
- Engage in IT developments as they apply to service user and service administration



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Education and Training

The Staff Grade Music Therapist will:

- Participate in mandatory training programmes
- Take responsibility for and keeps up to date with Music Therapy practice and the wider Healthcare matters by participating in continued professional development such as reflective practice, self-directed learning, in-service training, etc.
- Participate in continuing professional development including attending and presenting at conferences / courses relevant to practice, clinical audit, contributing to research etc. as agreed by the OT Manager & Senior Music Therapist(s) to ensure own clinical competence
- Continuously develops a knowledge base to improve the quality and standard of therapy outcomes and service delivery in Palliative Care and Older Persons care as appropriate to area of practice
- Keep up to date with developments within the organisation and the Irish Health Service
- Engages in support / supervision with designated Senior Music Therapist(s) / OT Manager and participate in performance review
- Take part in teaching / training / supervision of other Music Therapy and non-Music Therapy staff / students and attend practice educator courses as appropriate
- Provide support, mentoring and supervision for students and volunteers ensuring that good working practice and professional standards are maintained

Health & Safety

The Staff Grade Music Therapist will:

- Promote a safe working environment in accordance with Health and Safety legislation, in particular the Safety, Health and Welfare at Work Act 2005
- Adhere to policies as per Health and Safety Statement and be proactive in this regard.
- Ensure the safety of self and others, and the maintenance of safe environments and any equipment used in the Music Therapy department in accordance with legislation
- Actively participate in risk management issues, identify risks and take responsibility for appropriate action
- Report any adverse incidents or near misses in accordance with organisational guidelines to the OT Manager
- Instruct assigned staff/students/volunteers in safe working practices



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Staff Member's sign off sheet

I have read, fully understand, and accept the criteria and guidelines laid down in this Job Description for the position of t Staff Grade Music Therapist in Milford Care Centre. I accept that there is a requirement to be completely flexible in the role and that the role will be evolving considering developments and changes within the broader Health services and Milford Care Centre

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

SIGNED: _____
(Staff Member)

DATE: _____

SIGNED: _____
(On behalf of Milford Care Centre)

DATE: _____