

# Job description and specification



## Rehabilitation Assistant Band 3



## JOB DESCRIPTION

**JOB TITLE:** Rehabilitation Assistant

**BAND:** Band 3

**RESPONSIBLE TO:** B7 Specialist Occupational Therapist or Band 7 Specialist Physiotherapist

**KEY RELATIONSHIPS:** Multi-disciplinary team

Internal	External
Own Team Line Manager Deputy Managing Director Service Director of Specialist Services and Integrated Community Teams Operational Lead Head of Integrated Community Teams Clinical Lead Unplanned Care Specialist Services Teams Integrated Community Teams Patient Experience Team Transformation Team Infection Prevention Control Team Safeguarding Adults Team	GP Social Services Acute Hospital Voluntary Organisations CCG Patient / Service Users Strategic Health Authority Service User Group

## CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

To assist the therapy team to deliver individualised therapy treatments to patients and to work with the multi-disciplinary team to aid patients recovery.

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality



- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by

- Working as part of the ward multidisciplinary team to provide care to patients in the inpatient setting.
- Their work and that of others within a broad framework
- Carrying out and monitoring treatment programmes as directed
- Providing rehabilitation to patients who have a wide range of physical disabilities as well as cognitive, perceptual and mental health problems. They may have acute or chronic conditions and will be treated individually or in group settings.
- Forming part of an interdependent multi-disciplinary team helping to ensure that the input is integrated in to the patients overall care & treatment plans
- Supporting the Trust Mission and Trust Vision by incorporating the Trust's values and Staff Charter into their day to day role.

The Trusts Values are:

- |   |  |
|---|--|
| • Valuing and Respecting Individuals          | • Effective communication                        |
| • Listen to the views of others               | • Service users at the heart of everything we do |
| • Individual Care                             | • Embracing Diversity                            |
| • Choice and socially inclusive opportunities | • Empowerment and Choice                         |

**Six / Seven day working is not in place presently but is under consideration.**

### **Key Responsibilities:**

### **Specific Tasks directly related to the post:**

- Provide comprehensive patient focused rehabilitation programmes under the supervision of a qualified therapist.
- Carry out home assessment with and without patients if required
- Provide feedback and information to family and team meetings.
- Have experience of different treatment modalities
- Generate accurate comprehensive documentation
- Have an awareness of MCA/DOLS
- Awareness of preventative measures related to falls and pressure care
- Dementia awareness and related issues
- Knowledge around a variety of conditions ranging from orthopaedic to neurological conditions.

### **Management:**

- You will be expected to produce work to a high standard and to promote quality at all times



- To have an awareness of financial issues and ensure that work is carried out with respect these. To keep the area and department in which you work tidy, ensuring equipment you use is put away when not in use,
- Ensure safe and efficient use of stock and equipment. Ensure equipment is checked appropriately and any damaged equipment it taken out of use. Report any equipment defects to the line manager.
- Demonstrate and instruct the use of equipment to ensure safety.
- Understand and apply the eligibility criteria for services.
- Contribute to any research and development being carried out in the area, collecting information and evidence as requested by the therapist.
- To identify opportunities to improve and develop the Therapy Service in order to provide the highest standards of patient care within resources available.
- Form professional relationships with clients and communicate with them in a way that respects their views, autonomy and culture.
- Constructively manage barriers to effective communication and understanding.

### **Leadership:**

- To represent self and service in a professional manner at all times.
- To supervise and co-ordinate students and assistant staff caseload as necessary.
- To be responsible for the induction, supervision and co-ordination of students and Assistants as appropriate.
- To assess and contribute to the performance, assessment and appraisal of staff, as appropriate.
- To act as a role model to other staff and students
- To provide advice and training on a range of therapy initiatives

### **Clinical skills:**

- Implement, evaluate and modify therapy intervention as directed by the therapist
- Be responsible for a delegated caseload following initial assessment by the registered therapist, carrying out interventions, including goal setting, outcomes, risk assessment & discharge.
- Recognise the need for further advice, guidance and support as appropriate
- Monitor patient's progress, taking account of their environment and adjust own clinical interventions and feeding back to the therapist accordingly.
- Inform patients of facts using empathy, understanding and reassurance, adjusting communication style to the needs of the patient.
- Follow the treatment plan and feedback on the patient's progress and highlight need for re-assessment when needed.
- Demonstrate an understanding of therapy and apply this using specific knowledge and skills
- Develop clinical skills using competency framework.
- Assess risk, and manage it effectively within the workplace.
- Develop knowledge of therapy techniques appropriate to the setting and to patients with a wide range of conditions.
- Instruct and guide individuals/groups of patients in therapeutic programmes and activities.





- Plan site visits and case conferences as directed
- Measure patients for equipment. Fit and adjust equipment as appropriate.
- Therapeutic handling of patients (e.g. positioning, stair practice) often with the need for prolonged physical effort.
- The post holder is expected to comply with Trust infection control policies
- It is expected that the staff member will work collaboratively with children's services teams. Ensuring robust communication and liaison where relevant information relating to a child or young person (0-19) is obtained during the course of their work.
- To involve patients, relatives and carers as appropriate in the rehabilitation process.
- Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.
- To be professionally and legally accountable for all aspects of own work including the management of patients in your care.
- To be aware of local and national guidelines which affect practice and to monitor and adjust own practice accordingly.

## **Computer/Administration**

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. Maintain accurate and complete patient records.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.
4. To be competent in IT systems used within the Trust (Healthroster and SystemOne)

## **Training**

1. To undertake, and assist, in the planning of own mandatory training and workshops.
2. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
3. To support new staff and their integration within the team.
4. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.
5. To ensure own development by reviewing and evaluating practice, increasing theoretical knowledge and skills base, thus improving standards.





## **Additional Information**

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

### **Safeguarding Children and vulnerable adults**

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the



Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

## **Codes of Conduct**

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

## **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

## **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldecott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.





Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



## **Equality and Diversity**

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

## **Key Performance Indicators (KPI)**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

## **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

## **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
<b>Qualifications</b>			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Relevant experience in a healthcare setting and base level of theoretic knowledge	✓		Application Form Interview
<b>Experience</b>			
Experience of relevant therapy techniques	✓		Application Form Interview / Assessment
Recent experience of working in the NHS.		✓	Application Form Interview / Assessment
Experience of working as part of a multi-disciplinary team.	✓		Application Form Interview / Assessment
Experience of group work	✓		Application Form Interview / Assessment
<b>Knowledge</b>			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview / Assessment
Knowledge of patient client conditions relevant to the community setting	✓		Application Form Interview
Health, safety and risk awareness	✓		Application Form Interview
<b>Skills</b>			



Good knowledge of IT skills	✓		Application Form Interview / Assessment
Effective verbal and written communication skills, including writing patient notes and provision of accurate and legible reports.	✓		Application Form Interview / Assessment
Good written and spoken English including accurate spelling and grammar	✓		Application Form Interview / Assessment
Ability to work both alone and in a multi-disciplinary team.	✓		Application Form Interview / Assessment
Ability to reflect and critically appraise own performance.	✓		Application Form Interview / Assessment
Effective organisational and time management skills.	✓		Application Form Interview / Assessment
Proven judgement and analytical skills in assessment and clinical reasoning using Evidence Based Practise	✓		Application Form Interview / Assessment
Leadership skills.		✓	Application Form Interview / Assessment
Able to organise, prioritise, delegate and manage own case load with flexibility	✓		Application Form Interview / Assessment
Good interpersonal skills.	✓		Application Form Interview / Assessment
Ability to teach technical skills and life skills to patients	✓		Application Form
Ability to contribute to the training of other staff/students	✓		Interview / Assessment
<b>Other</b>			
To be aware and demonstrate the Trust Values	✓		Application Form Interview / Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview / Assessment
Willing to work flexibly	✓		Application Form Interview / Assessment
Able to carry out moderate physical exercise throughout the day and carry out concurrent activities.	✓		Application Form Interview / Assessment
Ability to work in a stressful environment and with sometimes emotional patient and / or relatives	✓		Application Form Interview / Assessment



