

Job Description

Job Title:	Generic Therapy Assistant		
Band:	3		
Department:	AHP Psych & Medicine		
Care Group:	Surgery		
Reports To:	Team Manager		
Accountable To:	Operational Manager		
Professionally Accountable To:	Professional Lead		
Responsible For:			
Main Base/ Site:	York Hospital		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

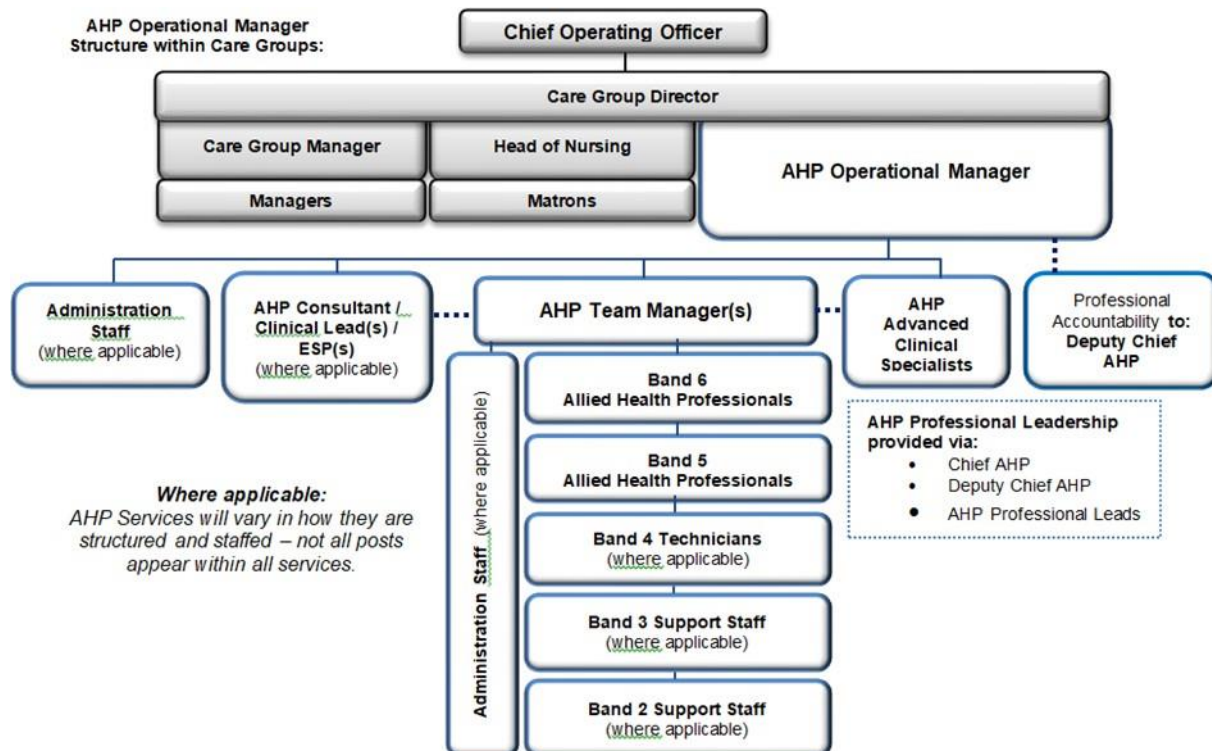
To carry out clinical duties delegated by qualified Allied Health Professionals; Physiotherapists and Occupational Therapists. This will include implementation of treatment programmes and activities' and supervision and direction of clients and their carers or relatives in relation to their treatment programme. Access to advice and support from qualified staff is routinely provided but may not be immediately available. Clinical work is routinely evaluated, supervision takes the form of regular formal and informal training, clinical reasoning sessions and case conferences.

To administer appropriate equipment and aids.

To support patients when practicing therapeutic/ rehabilitation activities as delegated by clinical staff.

To undertake administrative and cleaning duties as appropriate for the identified clinical area.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Multidisciplinary Team
- Patient, family members, carers
- Community services and providers

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- To communicate rehabilitation related information effectively with patients and carers, tact, and reassurance will be required. Informed consent must be gained prior to treatment.
- There is a requirement to maintain appropriate and meaningful treatment documentation in accordance with Trust and professional guidelines.
- Barriers to effective communication will regularly be evident. These will include cognitive impairment, altered perception as well as physical impairments related to condition or age. Appropriate solutions to address the issues should be explored. Support with difficult communication issues will be available from clinical staff.

2. Analytical Skills

- Analysis and judgement will be involved in evaluating the patients' condition and judging their response to treatment. Future treatment planning will be based on clients' response to activity and good observation skills are important. Treatment planning will be directed by qualified staff. There will also be a responsibility to observe any deterioration or unexpected change in the clients' condition and report this back to qualified staff in a timely and appropriate manner.
- The post holder will have awareness of their own capability and capacity and the limitations of their role. This may include advising others that they do not have the necessary skills or training to undertake a delegated task.

3. Planning and Organisational Skills

- To plan and organise own caseload, organise groups, classes and activities for designated group of patients.
- To be an active member as appropriate of any in-service training programme by attendance and presentation at staff meetings, tutorials, and training sessions,

4. Physical Skills

- Dexterity and co-ordination for patient re-education in fine motor activities including equipment usage, keyboard skills sensory and motor re-education equipment.
- Driving required for community activities.

RESPONSIBILITIES

5. Responsibilities for Patient/ Client Care

- To contribute to discussions regarding service development, quality initiatives and clinical service practices.
- To implement Occupational Therapy, Physiotherapy treatment programmes and activities.
- To take responsibility for delegated client activities and safety.
- To evaluate the patients' understanding in order to gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

6. Responsibilities for Policy and Service Development

- To ensure implementation of policy within own area.
- To contribute to discussions regarding service development, quality initiatives and clinical service practices.

7. Responsibilities for Financial and Physical Resources

- To be responsible for ensuring the effective selection and safe use of equipment and aids.
- To check mobility and other equipment for safety and signs of deterioration and where appropriate take responsibility for arranging replacement equipment.
- To monitor stock and order supplies.

8. Responsibilities for Staff/ HR/ Leadership/ Training

- To demonstrate own activities to other staff students and visitors; may need to provide practical training to other less experienced staff.
- To actively participate in the staff appraisal scheme and personal development plan (PDP).

9. Responsibilities for Information Resources

- To maintain accurate, comprehensive and up to date documentation, in line with legal and service requirements.
- To contribute to the collection of business related information in order to inform service development and priorities.
- To take responsibility for storage and preparation of any relevant patient related information.

10. Responsibilities for Research and Development

- To contribute to relevant service, professional or trust wide audits and research projects within appropriate clinical services.
- To be actively involved in the collection of appropriate data and statistics for departmental purposes.
- To maintain own continuous personal development (CPD) by undertaking relevant training and competency activities

11. Freedom to Act

- To follow departmental procedures and treatment plans; to work within established guidelines, supervision will be available from Therapy or Nursing colleagues.

EFFORT AND ENVIRONMENT

12. Physical Effort

- To deliver rehabilitation activities for a diverse group of patients activities will include manual handling for rehabilitation, exercise demonstration etc.

13. Mental Effort

- To maintain concentration and focus during all activities

14. Emotional Effort

- There will be occasional distressing and contentious situations, there is a responsibility to seek supervision and support in order to maintain personal wellbeing and resilience.

15. Working Conditions

- Acute Wards
- Outpatient departments

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;

AfC Reference:

- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	
Recruiting Manager (PRINT NAME)	
Recruiting Manager (SIGNATURE)	
Date	

Person Specification

Generic Therapy Assistant

Criteria	Essential	Desirable
Education, Qualifications and Training	<p>Educated to GCSE Level or equivalent. Maths and English at C or above – or equivalent qualification/demonstrable experience</p> <p>Willingness to undertake relevant departmental training in order to achieve required clinical competencies</p>	Educated to NVQ 3 Level
Experience and Knowledge Required	<p>Practical knowledge through a combination of in-house training attendance on short courses, completion of local competency objectives to NVQ 3. level in relevant area</p> <p>Detailed understanding of the role of a Therapy Assistant Awareness of what is important to a patient, Experience of contribution to rehabilitation of patients with physical or psychological dysfunction.</p> <p>Practical awareness of issues affecting patient safety and risk Basic understanding of Health & wellbeing Proficient in computer use and IT skills</p>	<p>Experience in a care setting</p> <p>Experience of responsibility for decision making</p> <p>Experience of working as part of a health or social care team or other multi disciplinary team</p>
Skills and Attributes	<p>Possess a range of communication skills, both written and verbal Ability to keep accurate and legible patient notes or other relevant documentation Understand of the legal responsibilities of the post and the</p>	

	<p>professional guidelines associated with clinical duties</p> <p>Willingness to undertake departmental training in order to achieve required clinical competencies.</p> <p>Ability to organise, prioritise and take responsibility for own workload Excellent interpersonal skills Ability to problem solve</p>	
Aptitude and Personal Qualities	<p>Team player Caring, compassionate and sympathetic Practical Tolerant and professional Polite and friendly Honest and reliable Flexible Resilient Committed to the role</p>	
Values & Behaviours	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none"> • We are Kind. • We are Open. • We pursue Excellence. 	

