

Job Description

Job Title:	Assistant Practitioner (Therapy)
Band:	4
Responsible to:	Specialist Practitioner
Department:	Neighbourhood Team
Directorate:	Older People and Adult Community

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

- To work autonomously under the direction of a registered practitioner within the integrated multi-professional team, neighbourhood teams.
- To be responsible for assessing, interpreting, planning and implementing therapy interventions for specific groups of patients.
- To use clinical judgement to evaluate patient progress, including the recording of objective and subjective measurements.
- To provide advice to patients and carers.
- To keep the patient at the centre of care, ensuring patient and carer participation in decision making.
- To provide a high standard of care.

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- To work in various community settings, this includes lone working, with access to Specialist and Advanced Practitioners when required.
- Our mission is to put people in control of their care. We will maximise opportunities for individuals and their families by enabling them to look beyond their limitations to achieve their goals and aspirations. In other words: "To offer people the best help to do the best for themselves."
- We are committed to the core NHS values which we underpin in all that we do - Working Together for Patients Compassion Respect & Dignity Everyone Counts Improving Lives Commitment to Quality of Care

Key Responsibilities

Clinical / Service Specific

1. To assess for, plan and implement therapy interventions, such as exercise programmes (group or individual), provision of mobility aids, measuring and fitting adaptive equipment, minor and major adaptations.
2. To evaluate therapy interventions and prepare discharge summary for supervised patient discharge.
3. To identify when patients need interventions from other services and initiate timely onward referral as indicated.
4. To effectively communicate verbally with patients, carers and colleagues using tact and persuasive skills. This may involve using skills where patients have difficulties in communication, e.g. hearing loss, diminished sight, depression, speech problems, cognitive impairment, behavioural problems and pain.
5. Establish and maintain appropriate working relationships with colleagues, patients, carers and other health care professionals.
6. Be responsible for ensuring equipment is used safely, following relevant training, and that it is maintained appropriately.
7. To assess patient understanding of treatment proposals, gain valid informed consent and to work within a legal framework with patients who lack capacity to consent to treatment.
8. To attend relevant external and internal courses to extend knowledge or gain relevant skills to improve clinical practice as identified as part of the Appraisal process.
9. Will be occasionally be exposed to bodily fluids, infected material, blood products, therefore must utilise universal precautions and adhere to infection control policies.
10. To work effectively within the neighbourhood team structure and liaise appropriately with members of the MDT and other agencies by attending MDT meetings, case reviews.
11. To inform/update all members of the multi-disciplinary team, service users and appropriate others, of changes involving current care plans, patients progress and other relevant matters that pertain to the care of the patient.
12. To promote independence and wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure those patients receive the appropriate care in the most appropriate setting.

13. Contribute to maintaining a safe, comfortable and dignified environment for all patients/clients and carers.
14. To maintain appropriate and timely documentation of each patient contact (ensuring these are recorded on SystmOne within 24hours), including the recording of objective and subjective measurements

Research & Service Evaluation

1. Participate in annual audit plans for the neighbourhood teams and annual staff and patient surveys.

Information Technology

1. Maintain confidentiality in accordance with the Data Protection Act To ensure that accurate and timely written records are kept on S1 which comply with the Trust policy and HCPC guidance, reporting on any issues as appropriate
2. To ensure that all patient care is documented on to S1 and that all Face to face activity is documented

Financial Responsibility

1. All staff will support their managers to make efficient and effective use of resources.
2. All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so
- To take every reasonable opportunity to maintain and improve professional knowledge and keep up-to-date in new developments in patient care.
- Take advantage of in-service training programmes provided by the Trust, in accordance with a personal development plan. To participate in training and orientation programmes as requested.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.

- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.

- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Department:	Neighbourhood Team

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> NVQ Level 3 or equivalent level of knowledge and experience, Plus knowledge of specific patient conditions forms of therapy acquired through training and experience. Good general education up to GCSE equivalent. Willingness to undertake training to meet competency framework. Evidence of relevant short course and in-service training. 	<ul style="list-style-type: none"> NVQ Level 3 Care Award (certificate & portfolio) Chair based and OTAGO exercise training, or willingness to undertake. Member of professional body, e.g. COT or CSP.
Experience	<ul style="list-style-type: none"> Clinical experience in rehabilitation/re-ablement or a therapy environment. 	<ul style="list-style-type: none"> Community experience Knowledge of falls prevention Equipment provision Minor and major adaptations
Skills & Abilities	<ul style="list-style-type: none"> Able to demonstrate commitment to high quality care and service provision Ability to work flexibly as part of a team. Good communication skills Good report writing 	<ul style="list-style-type: none"> Understanding of clinical supervision

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	<ul style="list-style-type: none"> • Able to assess plan and implement care • Support Integrated Care Workers. • Standard keyboard skills and ability to communicate through IT using packages such as Word, • Time Management and prioritisation Skills. 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Accepts responsibility for own workload. • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principles of confidentiality 	<ul style="list-style-type: none"> • Demonstrates professional curiosity • SystemOne • Relevant outcome measures
Physical Requirements	<ul style="list-style-type: none"> • Kneel and bend and work in cramped environments • Move and manoeuvre people and equipment • Manoeuvre patients using moving and handling aids • Travel around work base locality 	
Other	<ul style="list-style-type: none"> • Demonstrates empathy for the concerns of others • Listens to and understands directly and indirectly expressed feelings. • Manages strong emotions and responds constructively to the source of problems • Shows respect for others' feelings, views and circumstances • In highly stressful situations keeps own feelings in check, takes constructive action and calms others down. • Has a range of mechanisms for dealing with stress, can recognise when to use them and does so 	

	<ul style="list-style-type: none"> • Positive approach to older people • Recognise peoples right to privacy and dignity, treating every person with respect • Willingness to embrace integrated model and new ways of working. • Willingness to be flexible in approach and attitude 	
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.