

JOB DESCRIPTION

1452

1. Job Details

Job Holder:	
Job title:	Generic Therapy Assistant
Job grade:	Band 3
Hours:	Flexible: Full time or part time available
Reports to:	Therapy Team Leader
Professional Accountability to:	Therapy Operational Manager for Community Services
Line Manager:	Therapy Operational Manager for Community Services
Division:	Diagnostics and Outpatients
Department/Area:	Therapy Services
Location:	Newark Hospital

2. Job Purpose

To provide support, to the senior Physiotherapy and Occupational Therapy clinicians, within the teams at Newark Hospital.

To contribute to a high quality therapy service, by assisting qualified senior staff in the implementation of treatment programmes and evaluation in conjunction with other members of the MDT. Also taking a responsibility in reviewing patients and progressing interventions within level of competence both within the departments and in the community.

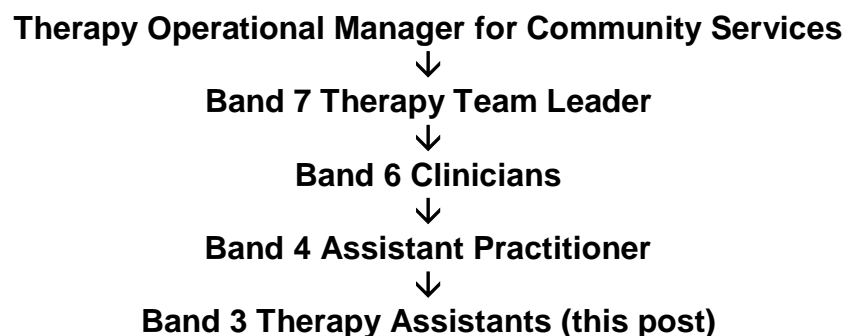
To support patients/clients to improve or maintain their level of function and quality of life and advise how they can continue this in their own environment.

To promote an understanding of healthy lifestyle in the wider health community and in Social Care, and to promote an understanding of when patients need to access therapy services and when other health and social care services may be required.

3. Role of the Department

- To provide a high quality service as part of a dedicated specialist team
 - Maximise independence and active lifestyle, and minimise disability
 - Being proactive in facilitating independent living in the community wherever possible, by working with patients and their carers and other members of the team by setting realistic goals and evaluating their outcomes
 - To liaise with other health and social care services facilitating the provision of a seamless service for the patient
 - Training and education of physiotherapy, occupational therapy, medical, nursing and other professional staff/students as required.
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4. Organisational Chart



5. Key Result Areas

5.1 Interpersonal Skills and Communication

- To work effectively as a multidisciplinary team member
- To communicate effectively and work in collaboration with patients, carers, other Health Care Professionals, including staff from ours and other Trusts and adult health and social care.
- To ensure good working relationships and communication with all members of the multidisciplinary team and other agencies.
- To be involved in the development of the service with the supervision and guidance of senior team members
- To respect patients' privacy and dignity and their rights as individuals

5.2 Record Keeping

- To maintain accurate and contemporaneous multidisciplinary documentation both in an electronic and paper format
- To ensure documentation complies with Trust standards
- To be personally accountable for maintaining skill, knowledge and competence in the use of the SystmOne
- To be involved in audits as part of quality and service standards maintenance
- To be aware of the Data Protection Act to ensure appropriate action is taken to ensure confidentiality and the protection of patient information, both written and electronic

5.3 Knowledge, Training and Experience

- To have previous experience of working as a therapy assistant and a good knowledge and understanding of neurological conditions requiring rehabilitation.
- To demonstrate good clinical and practical abilities supported by qualified staff
- To work in agreed areas of practice without direct supervision but knowing boundaries of practice and where professional assistance must be sought
- To demonstrate the ability to adhere to and work within policies, procedures and guidelines
- To undertake training and learning in line with Trust policies and the appraisal process
- To update clinical knowledge and skills, including all mandatory updates
- To be involved in planning, organising and implementing own Continual Professional development and document accordingly with the support of qualified staff
- To be involved in own reflective practice, learning and maintaining levels of competence

5.4 Responsibility for patient care

- To ensure that consent has been obtained on assessment and before any intervention is implemented
- To act as patient advocate as appropriate
- To act at all times in accordance with the Trust standards
- To be proactive in the planning of safe timely discharges and communicate information to enable on going care management of the patient with the support and guidance of senior professional staff
- To provide care in appropriate location, convenient for the patient needs, could be within the rehab department or other community setting.
- To carry out preparation and implementation of individual and group treatment sessions as required
- To maintain tidiness of work and storage areas

6. Physical and Mental Skills

6.1 Analytical and Judgemental Skills

- To understand the client population needs and be involved in implementing therapy plans with agreement of professional staff
- To actively participate in clinical audit with supervision and guidance from senior team members
- To support patients on treatment programmes with appropriate direction of qualified staff
- To progress treatment regimes within specified limits as agreed with senior staff
- To ensure any information relevant to the patient's management is discussed with senior staff
- To support senior staff with student and work experience placements

6.2 Planning and Organisational Skills

- To manage time and resources effectively
- To prioritise workload and be flexible in response to urgent needs with the support of qualified staff
- To manage own caseload with minimal support from qualified staff and plan diary appointments efficiently
- To be proactive in the planning of the rehabilitation programme of individual patients in agreement with professional staff
- To order, manage and maintain stock items in a safe condition
- To organise the collection and delivery of patient equipment
- To work unsupervised in the community setting

6.3 Health and Safety

- To work within all Health and Safety guidelines and policies being aware of infection control, manual handling, lone worker, personal safety and risk management
- To report all incidents and near misses appropriately as identified in the Trust policy
- To be responsible for ensuring attendance on yearly updates locally in Health and Safety and Mandatory training requirements
- To have due regard for all aspects of Health and Safety personally and for others in the working environment

7. Responsibilities of the Post Holder

7.1 Follows departmental and Trust's policies while occasionally proposing changes in working practice

7.2 Contributes to discussion on service/policy development and provides comments on proposals

- 7.3 Has a personal duty of care and a responsibility for equipment/materials used by self in the treatment of patients
 - 7.4 Maintain own case records, contributes to patient notes
 - 7.5 Participates in the supervision of work experience students as required
 - 7.6 Records and collates own activity through SystemOne.
 - 7.7 Regular participation in the relevant in-service sessions.
 - 7.8 Utilisation of opportunities to develop personal and professional skills
 - 7.9 All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection prevention and control practice and to ensure adherence to the requirements in the Infection Control Manual.
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8. Freedom to Act

- 8.1 Accountable for own professional actions and works within the professional standards and code of conduct as laid down by Trust policy
 - 8.2 Opportunity to discuss and review the treatment modalities and outcome with a senior colleague who is available for reference and support.
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9. Physical, Mental and Emotional Effort Required

- 9.1 The post holder is required to exert moderate physical effort frequently for several short and long periods when manually handling patients and moving equipment throughout the working day
 - 9.2 The work requires predictable periods of concentration during patient interventions
 - 9.3 The post holder can be frequently exposed to distressing or emotional circumstances and occasionally to traumatic circumstances and required to communicate unwelcome news regarding treatment prospects to patients
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10. Outline of Working Conditions

- 10.1 The nature of outpatient/community therapy work requires the post holder to be in sometimes cramped conditions and exposure to patients' body odour, chest infection, infected wounds and body fluids such as phlegm, sweat and urine may be expected
- 10.2 There are occasions when the post holder is subject to verbal aggression and abuse from patients of a volatile nature
- 10.3 The post holder will make routine use of the VDU
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Job Description Agreement

Job Holder's Signature Date

Line Manager's Signature Date

Sherwood Forest Hospitals NHS Trust
Person Specification
Post of: Band 3 Generic Therapy Assistant

Job Related Criteria	Essential	Weighting	Desirable	Weighting
Qualifications (Academic/ Professional)	Relevant NVQ 3 or equivalent qualification in health related subject, or studying for this		Validated courses in relevant subjects	
Previous Experience (Nature & Level)	Working as a member of a multidisciplinary team Experience of working as an assistant in treating adults with rehabilitation needs backed up with relevant ongoing CPD and portfolio NHS Experience		Working with patients in a group setting Sound knowledge and skills in Physiotherapy and Occupational Therapy rehabilitation	
Evidence of - Knowledge - Skills - Aptitudes	Flexible approach to team working Excellent adaptive communication skills Good organisational skills Knowledge of other professional roles IT skills Ability to prioritise workload of own caseload Reliable Motivated		Knowledge of specialist equipment Knowledge of acute, community and Primary Care pathways Evidence of involvement in service development Awareness of need to maintain competencies appropriate to role	
Physical Requirements -Mobility -Lifting/Carrying -Manual Dexterity -Sight -Hearing -Speech	Physically able to carry out role Well-developed handling and observational skills		Evidence of manual handling training and demonstrable patient handling skills	
Special and contractual requirements -Unsociable Hours	Working across site as role demands 7 day working Ability to work flexibility as service requires			
Travelling -Driving Licence -Vehicle Owner	Ability to travel between trust sites			

