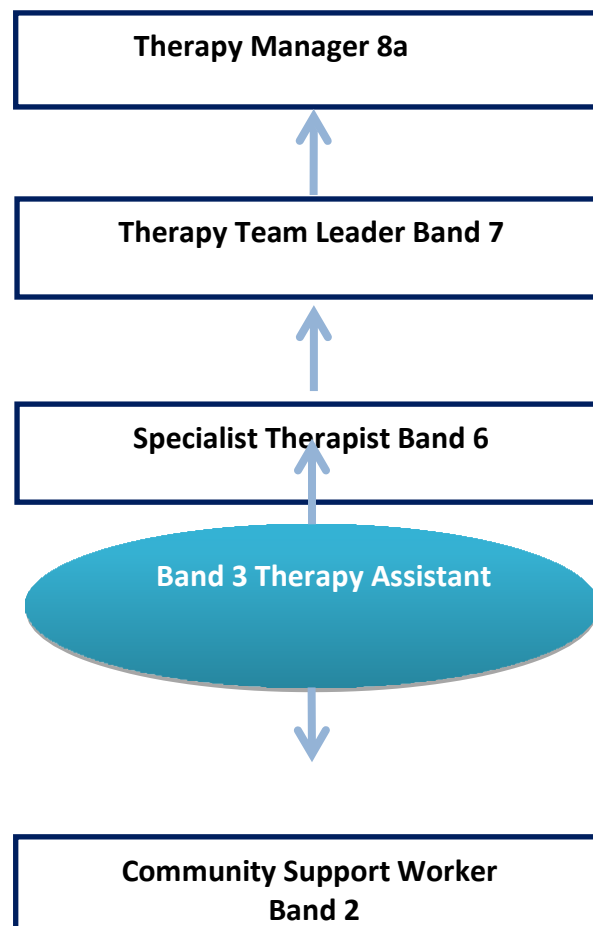


# Welcome to the Countess of Chester Hospital

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## Therapy Assistant Band 3



## Your Opportunity

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To support and assist therapists/nurses to undertake rehabilitation and implement care plans to a designated caseload.

Provide a high quality, effective therapy service to inpatients, outpatients, outreach and community clients.

Provide treatment interventions to patients with diverse clinical presentation as indicated by a qualified therapist.

Report to a qualified therapist and Team Leaders.

The list below is to outline the main duties involved, however, this is subject to change and will vary within the given role. We ask all employees to be flexible in their role, to always ensure we are delivering Safe, Kind and Effective care.

### Clinical Responsibilities

1. To assist with the handling and moving of patients and facilitate with patients daily living tasks on the wards or in the patients home environment, including support with medications.
  2. To treat patients, as instructed, following assessment by the therapist and be responsible for continuing the therapy plans, prioritising as necessary and informing the therapist of progress and change.
  3. To collect referral information, complete patient data base and relevant information from the multidisciplinary team and pass on this information to the therapist/nurse.
  4. To liaise with other healthcare professionals on matters related to mobility, activities of daily living, home circumstances and therapy treatment for patients.
  5. To assist in therapy sessions, nursing interventions, community visits, home visits, patient groups and clinics as required, ensuring smooth running of these sessions and clinics and that all relevant documentation is completed appropriately.
  6. To participate in evening and/or weekend duty rotas as required, providing treatment of patients and provide feedback to medical and nursing staff and other members of the multidisciplinary team with support from a qualified therapist/nurse.
  7. Adheres to Trust Values and Behaviours.
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8. To assist in any other related duties that may be required across Therapy Services and Intermediate Care Settings.

### **Education and Development Responsibilities**

1. To demonstrate own job role to new staff/trainees and work experience students.
2. To undertake further training opportunities, as identified through appraisal and performance monitoring systems.
3. To undertake training as per departmental policy, national guidelines and mandatory training as required by the Trust.
4. To participate in Rehab Assistant in-service training to achieve all competencies as directed and work within department and trust policies and relevant professional body codes of conduct and policy.

### **Clerical Responsibilities**

1. To undertake some clerical duties such as filing, making appointments, taking telephone messages etc. as required.

### **Information Governance Responsibilities**

1. To be responsible for maintaining legal, accurate and comprehensive patient records as delegated. To record electronic data as required.
2. To participate in audits and clinical governance activities as directed by qualified therapy/nursing staff.
3. To comply with departmental and Trusts policy regarding the use of information technology, recording information clearly and accurately and within the Data Protection Act.
4. Ensure confidentiality is maintained at all times both within and outside the Trust.

### **Team Responsibilities**

1. Tidy treatment and work areas to promote professional appearance, safety and efficiency in designated work area and clean the treatment machines and equipment as directed.
2. To monitor and maintain stock levels of equipment. To order equipment from supplies, and book transport for patients as requested by the therapist.

4. All employees of the Trust have a responsibility for their own health and wellbeing to inform their manager and seek timely support via the Trust's Occupational Health and Wellbeing department.
5. All employees of the Trust have the responsibility to comply with the Trusts Infection Prevention and Control policies and procedures at all times. Strict adherence to effective hand hygiene is essential.

## Person Specification

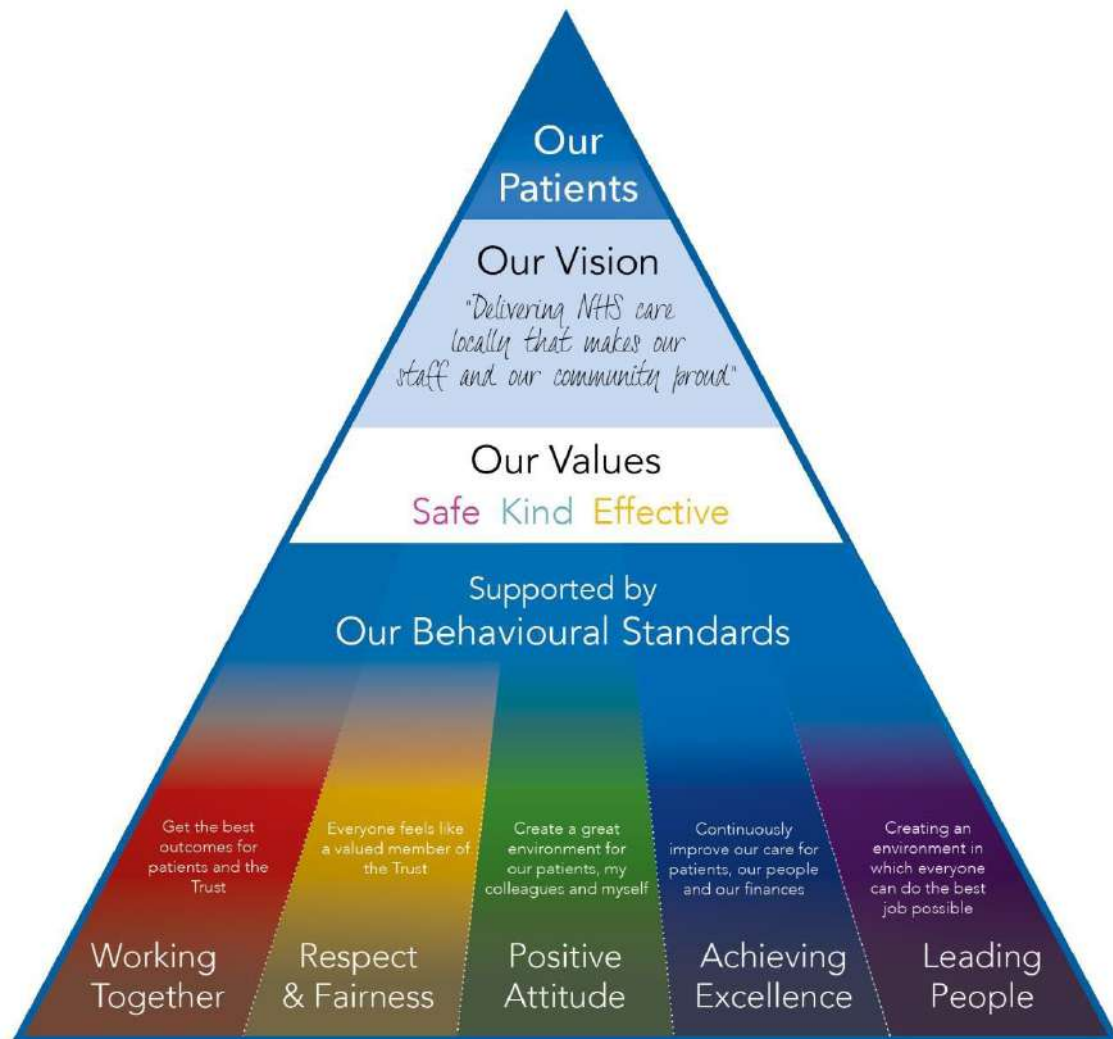
	Essential	Desirable
<b>Qualification</b>	NVQ Level 3 or equivalent or evidence of working towards ECDL or CLAIT qualification or able to demonstrate ability to use basic Microsoft packages such as Word, Excel, PowerPoint	Current full UK driving licence and access to a car with business insurance Evidence of Care Certificate
<b>Knowledge and Experience</b>	Previous working experience of working/volunteering with people in a healthcare/social care setting or being a carer  To be able to show empathy and understanding.  Good organisational and time management skills.  To work as part of a team.	Understanding of professional conduct  Health, safety and risk awareness
<b>Skills and Abilities</b>	Excellent verbal skills  Basic IT skills	Experience of group work  Working knowledge of Meditech system

# Occupational Health

Health Screening	What You Need	Conducted By	Essential
	Paper documentation & Health Assessment	Occupational Health Nurse	Yes
Immunity Required	Measles Rubella (German Measles) Varicella (Chicken Pox) Tuberculosis Hepatitis B	Occupational Health Nurse	Yes - Vaccination recommended
<b>EPP: Exposure Prone Procedure Requirements</b>	Screened for: Hepatitis B Hepatitis C HIV	Occupational Health Nurse	Yes - If role requires EPP

**Please note that the above may vary dependent on job role and risk assessments. Should you need further clarification please contact the Occupational Health Department on 01244 365045**

# Our Culture



**\*Safeguarding:** You have a responsibility to respond to any Safeguarding Children or Adult concerns that you encounter in your everyday duties. You must report any concerns as appropriate to your immediate & the relevant Safeguarding Lead within the Trust