

THERAPY SERVICE - JOB DESCRIPTION

Job title: Therapy Apprentice

Department: Therapies

Pay Band: 4

Contract type: Training post – fixed term

Hours: 37.5 per week

Accountable to: Team Lead Occupational Therapist or Physiotherapist

Based at: Royal Berkshire NHS Foundation Trust

ORGANISATIONAL RELATIONSHIPS

Internal include: Professional Leads of Physiotherapy and Occupational Therapy, Therapies Inter-professional Leads, other occupational therapists, physiotherapists and assistants within the Trust, Therapies Education and Workforce team, departmental education mentors, referring clinicians, other disciplines and services including medical staff, nursing staff, admin team, and others.

External include: GPs and Primary Care staff, private sector collaboration, social services, volunteers, higher education institutes and course tutors, clinical specialists in other Trusts, other referring and receiving Trusts, patients, relatives and carers

JOB SUMMARY

- To work as a therapy technician, displaying advanced assistant skills, both in hospital and patients own homes as an independent worker under the direction of a qualified therapist
- To support patients to return home promptly and safely, supporting the smooth transfer to the community and assisting to maximise their independence at home
- To support patients in their rehabilitation and mobility, transfers, personal care, meal preparation and activities of daily living
- To assist therapists across a range of settings and departments at the Royal Berkshire NHS Foundation Trust, working alongside other members of the MDT to assist patients to achieve person centred goals
- To support therapists in making assessments and onward referrals to community services for care and ongoing support and rehabilitation
- To implement and monitor treatment programmes for patients, within the framework laid down by the occupational therapists and physiotherapists and to make assessments of progress

- Assist in the implementation, evaluation and modification of occupational therapy or physiotherapy
- To participate in providing a high quality, effective and efficient occupational therapy and/or physiotherapy service
- To accurately record interventions in a timely manner
- To be able to work autonomously, assessing risk and judge when senior support is required.
- To undertake apprenticeship training in line with the Apprenticeship Learning Agreement, attending university and clinical placements when required
- To proactively seek and participate in work-based learning in line with apprenticeship
- To support the Therapy Assistants body in seeking opportunities to identify and engage in developments in practice and support the development of peers
- To provide training, advice and education to other assistant colleagues
- To support the development of a learning based culture. This will include the provision of training, supervision and appraisal for fellow Therapy Assistants.

MAIN DUTIES AND RESPONSIBILITIES

1.0 CLINICAL AND PROFESSIONAL

Patient Care

- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care. To ensure a high standard of clinical practice for patients under your care
- Take responsibility for the implementation of treatment programmes for an identified caseload, with access to supervision from senior therapy staff – both in hospital and patients own homes
- To organise the identified workload efficiently and effectively with regard to clinical priorities and use of time
- Identify those patients who may require treatment or intervention by more senior staff or other services
- Make limited decisions and judgements on straightforward clinical treatments and prioritise within agreed parameters, applying clinical reasoning skills.
- Be able to judge when patient is unwell and deteriorating and call for appropriate assistance in a timely manner

- Under direction from a physiotherapist or occupational therapist, plan, treat, evaluate and progress patient care to maximise their treatment potential for an identified specific caseload
- To follow Trust and departmental procedures, policy, guidance and pathways where they exist. For example, lone working policy, manual handling, infection control
- To identify and manage clinical risk within own clinical caseload, and report to supervising occupational therapist or physiotherapist
- To have knowledge of a range of manual handling and mobility skills relevant to the management of patients, including safe use of transfer equipment
- To be aware of own safety and safety of others, assessing risk and reporting any adverse incidents or near misses
- To not operate outside scope of practice and to liaise with supervisor/practice educator around competency development throughout the course of their apprenticeship
- To participate in CPD and develop knowledge and skills by attending relevant training and keeping mandatory training up to date
- The post requires a flexible approach to working, in hospital and in patients homes and requires the post holder to undertake weekend commitments as required. This includes being active member of the weekend duty rota, and cover of statutory and public holidays when not on clinical placement, maintaining the competency required to work at Band 4 level

COMMUNICATION

- To develop and maintain close working relationships with physiotherapy and occupational therapy colleagues and other members of the multidisciplinary team.
- Communicate clinical information effectively and appropriately with patients and their carers using a range of verbal, non-verbal, written and presentation skills
- Provide and receive information regarding assessment and treatment to encourage compliance
- Under direction of supervising therapist to make referrals to community services e.g. voluntary sector support
- Encourage and motivate patients to maximise treatment outcome recognising those who are in pain, are afraid or reluctant and require reassuring, motivating and persuading to comply with treatment
- Convey information in a particularly sensitive manner when it is contradictory to patient and carer expectations, cultural beliefs or desires

- Maintain strict confidentiality regarding patient and staff information, adhering to organisational policies and procedures
- Consult with more experienced colleagues and staff for advice when required
- To report effectively to the team on patients performance/ progress in areas of rehabilitation
- To be able to persuade and motivate patients through effective communication
- To respond appropriately to the patient's level of communication and understanding, facilitating the best possible communication outcomes. For example, patients may be deaf, blind, or unable to communicate in English
- To form professional relationships with patients who may exhibit challenging behaviour and communicate with them in a way which respects their autonomy
- To maintain regular communication with apprenticeship tutor at university, ensuring the tripartite meetings occur as planned. To ensure line manager and practice educator are kept informed of any progress or changes with academic work
- To proactively liaise in a professional manner with placement facilitator and clinical educators whilst on placement and behave in manner in line with Trust CARE values, being aware that at all times they represent the Trust

EFFORT

- To carry out straight forward assessments and treatments of patients requiring rehabilitation in gym based and cubicle based settings, as well as within patients own homes and at times in ward settings, with moderate physical effort involved, over several periods of the day.
- To work in an environment where there are disruptions to work patterns due to demands from patients, carers and other clinical staff, including responding to phone calls.
- To sensitively deal with distressing or emotional circumstances regarding patient care
- To support other team members in the management of challenging patients.

WORKING CONDITIONS

Criteria	Description
Physical	Bending, kneeling, crouching and stretching positions, repetitive movements and may include cramped conditions (e.g. between Plinths/beds). To carry out straight-forward assessment and treatment of patients with moderate physical effort (e.g. manoeuvring patients with

	and without mechanical aids)
Emotional	To deal sensitively with patients/relatives/carers, who may also have a language barrier, high levels of anxiety/aggression or have difficulty coming to terms with the prognosis/diagnosis. To communicate unwelcome news to staff, patients, relatives and carers, e.g. limited expectations for rehabilitation.
Working Conditions	The post holder will use display screen equipment during their work to assess clinical data participate in CPD activities and during educational presentations. The job involves potential to be exposed to highly unpleasant working conditions on a daily basis e.g. dealing with bodily fluids, foul linen and barrier nursed patients, also exposure to sharps.
Mental	To concentrate throughout the day on assessing and treating straight forward patients, and completing patient records. To deal with frequent interruptions throughout the day from staff, patients and relatives with queries/problems/seeking advice, some of which will require immediate attention. To deal sensitively with patients who may be depressed, have a language barrier, mental health problems, high levels of anxiety/agitation/aggression, communication difficulties, behavioural issues, social problems, be in pain or have difficulty coming to terms with their diagnosis/prognosis. To be constantly aware of and alert to the rapidly changing conditions of patients during physiotherapy treatment and to respond quickly.

2.0 MANAGEMENT AND ADMINISTRATION

Information Management

- Under Therapists delegation to order and issue equipment to support independence
- To maintain comprehensive, accurate and timely patient notes and records in accordance with department policy, and to ensure safekeeping and confidentiality of those records and records in current use by the team
- To keep comprehensive records of activity in accordance with local, trust and national requirements and guidelines, using departmental IT software systems as required
- To contribute to the completion of activity records to inform planning and service delivery within the Therapy service.
- To use computer skills to support role, including EPR, e-mail

Human Resource Management

- To carry out work in a kind and caring manner.
- To reflect on your own practice and performance through regular participation in supervision

- To be responsible for delivering quality care and therapeutic intervention under supervision of Occupational Therapist / Physiotherapist.
- To participate in effective team working by assisting and supporting other team members, particularly at times of annual, study and sick leave
- To exercise good personal time management, especially in order to balance studies and educational commitments with Trust/workplace responsibilities
- To report any risk observed or witnessed relating to work situations, such as verbal or physical aggression, or managing adverse incidents
- To participate in the RBFT Appraisal Programme as an appraisee, and fulfil its requirements
- To participate in clinical improvement projects as identified by supervising OT / PT
- To complete time sheets in a timely manner

Physical Resources

- To adhere to Health and Safety requirements
- To report any identified risk assessment, maintenance problems and equipment repairs required and work in a safe manner
- To be aware of the cost/benefit implications in the selection of appropriate equipment to be provided to the patient for long term use, both individually and within the team
- To advise supervising occupational therapist or physiotherapist regarding recommendations for changes in equipment e.g. manual handling
- To assist on discharge visits for transfer of care from hospital to home

Service Development

- To assist in ensuring that equipment is well maintained and comply with health and safety guidelines
- To work with the occupational therapists and physiotherapists to adjust the service as required
- To participate in audits e.g. hand hygiene, falls prevention
- To support team objectives in line with Trust and Therapy developments.
- To work with the occupational therapists and physiotherapists to support department policies and procedures, and participate in agreed developments

3.0 TRAINING, EDUCATION AND RESEARCH

- To be aware of new developments generally within occupational therapy and/or physiotherapy and within the area of work particularly
- To participate in relevant training sessions, and work to develop knowledge and skills within their role as an apprentice
- To develop knowledge of occupational therapy / physiotherapy, nursing and community services, especially within area of apprenticeship training
- To be responsible for maintaining own competency to practice through updated mandatory training
- To assist in the induction of students and new staff
- To maintain therapy handling competency by mandatory training and keeping up to date with the use of handling equipment
- To participate in audit as required
- To support the occupational therapy /physiotherapy team in adhering to local standards and guidelines based on evidence of best practice as directed
- To support projects as directed
- To fully participate in all mandated elements of apprenticeship in line with both Trust and University guidelines, ensuring all deadlines are met and required meetings are participated in
- To ensure all time allocated for personal study is utilised for this purpose
- To ensure all placement hours are attended in order to meet the requirements of the apprenticeship course
- To comply with the work-based end point assessment (EPA) as set out in the apprenticeship course requirements, enabling completion of the course
- On completion of the apprenticeship, to apply for registration with the Health and Care Professions Council (HCPC)

4.0 GENERAL

- To be able to work autonomously and safely within patients own homes, providing assistance with personal care and rehabilitation
- To undertake any other duties commensurate with grade as requested by the occupational therapist / physiotherapist

- The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post
- To observe the rules, policies, procedures and standards of RBFT together with all relevant statutory and professional obligations
- To observe and maintain strict confidentiality of personal information relating to patients and staff
- To be responsible, with management support, for own personal development
- To abide by CSP/RCOT rules of professional conduct and local professional and quality standards

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder

All employees must hold a Trust email account which will be the Trust's formal route for email communication. You are therefore required to check this regularly and to deal with such communication promptly

Policies and Procedures

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

Equality of Opportunity and Diversity

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

Fire

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Health and Safety at Work Act

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust to ensure that statutory and departmental safety regulations are followed.

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

Smoking Policy

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

Infection Control

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-
Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique

Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.

Participate in mandatory training and annual updates

CANDIDATE SPECIFICATION

POST: Therapy Apprentice – Band 4

COMPILED BY: Rachel Thomas

DATE: April 2023

AREA	ESSENTIAL	DESIRABLE
Knowledge, skills and experience	<ul style="list-style-type: none"> • Education to GCSE level including English and Maths or • Foundation degree, level 5 higher apprenticeship, NVQ Level 3 or equivalent in Health and Social Care field • Proven experience in a Health or social care setting, demonstrating experience of assisting with personal care activities. • Experience of working with members of the public • IT skills including word and e- mail use • Understanding of current NHS issues • Awareness of health and safety issues • Able to work independently • Willingness to attend university course to undertake studies 	<ul style="list-style-type: none"> • Knowledge of hospital and community services
Communication and	<ul style="list-style-type: none"> • Able to give clear, concise written and verbal reports in English 	<ul style="list-style-type: none"> • Good verbal skills

relationship skills	<ul style="list-style-type: none"> • Awareness of confidentiality • Good communication skills, including the ability to process and share information • Able to deal with people who have difficulty communicating • Evidence of self-development • Demonstrates professional independence • To be able to demonstrate and teach new skills. • Demonstrates motivational skills • Good team working skills • Understanding of roles of other members of the multidisciplinary team, and own role within the team • Able to give constructive feedback 	<ul style="list-style-type: none"> • Evidence of empathetic attitude and strong inter-personal skills
Analytical skills	<ul style="list-style-type: none"> • Able to interpret a range of facts and situations – to assess and respond appropriately to situations. • Able to think logically • Able to assess functional performance appropriately 	
Planning and organisational skills	<ul style="list-style-type: none"> • Good time management and organisational skills • Able to prioritise own workload • Able to work flexibly and independently • Able to work as a team member • Able to balance time to undertake university studies alongside working commitments 	
Physical /Personal skills	<ul style="list-style-type: none"> • Able to undertake manual handling tasks in line with Trust policies • Able to sustain moderate to high level physical effort throughout the working day • Able to cope with a busy working environment , with periods of interruption throughout the working day • Have a flexible approach to working and able to undertake evening, weekend and public holiday duty commitments as required • Car driver • Willingness to undertake training and self-development 	<ul style="list-style-type: none"> •