

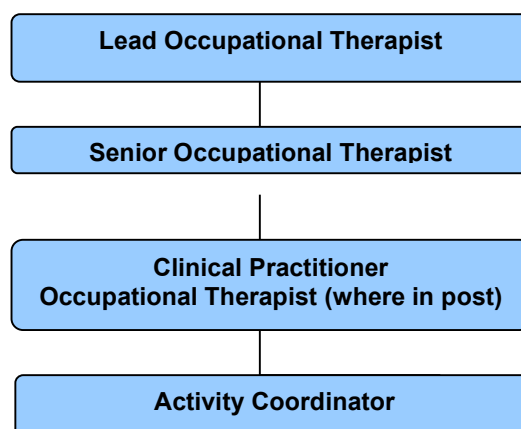
Job Description

Job Title	Activity Coordinator
Post ref no.	
Band	NHS AfC: Band 3
Service area	Adult Mental Health Acute Care Service
Location/Base	Acute Mental Health Ward, LMH
Accountable to	Lead/Senior Occupational Therapist

1. Job Purpose:

- Under the direction of Senior and Clinical Practitioners, carry out therapeutic and meaningful activities, which include both individual and group work.
- Takes leadership from Clinical and Senior Occupational Therapists within a delegation framework for agreed tasks.
- Ensure high standards are maintained in a safe environment, which promotes equality and sensitivity for all individuals.
- Ensure patient safety is maintained and patient experience is positive by treating all patients, family, relatives and colleagues with respect, dignity, and courtesy in accordance with Trust values.
- To identify and gather appropriate resources to support and facilitate therapeutic activity on the acute ward. To demonstrate responsible management of therapeutic resources.
- To ensure that patients are informed about activities and opportunities available to them on the wards, and to keep the activity timetable up to date.
- To make positive and recovery focussed contributions to the therapeutic environment of the acute wards and wider hospital.

2. Organisational Chart



3. Main duties:

- Work independently in specific areas as directed by the senior Occupational Therapist/ Clinical Occupational Therapist, once competent. To organise own day to day tasks, exercising judgement and referring to senior staff issues outside own scope of practice.
- Undertake activities for the acute wards at LMH that are relevant to promote interaction and exclude social isolation.
- Utilise specialist standardised observational tools as appropriate and under supervision.
- Monitor and evaluate the outcomes of interventions in partnership with the Clinical team.
- Take account of the communication needs of individuals and groups to overcome communication barriers.
- Facilitate links with local statutory and voluntary organisations to increase knowledge of resource available in the community to promote social inclusion once discharged from acute services.
- Work in partnership with patients to respect their rights and choices.
- Assist in the emergency medical care of patients as per Trust Policy.
- Assist in the emergency resuscitation of patients as per Bradford District Care Trust Resuscitation Policy.
- Support their Trust colleagues to successfully perform their roles.
- Identify and make use of opportunities for sharing best practice and learning.
- Ensure you are aware of relevant organisational communications.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Provide a high quality clinical and/or administrative support service as appropriate to the service.
- Work with those you support to develop a collaborative working partnership, which positively contributes to their overall efficiency & role performance.
- Dissemination of knowledge through engagement in data collection and other patient administrative documentation and reviewing, taking full responsibility for clinical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Obtain record and report information. Demonstrate competent IT skills. Daily access to IT systems and use of internet for research.
- Promote and demonstrate effective communication at all times with patients, carers, colleagues and other wards/departments. Recognise the need for tact, consideration, and confidentiality.

- Report, document and act on untoward incidents appropriately, escalating as indicated.
- Obtain and record clinical observations in accordance with NICE guidance – report concerns using the Trusts escalation model to an appropriate senior member of staff.
- You may be required to work across all services within the Adult Mental Health Acute Care Service, according to service need.

4. Working as part of a Team

- As part of the team working alongside other professionals contribute to the delivery of individualised care, upholding the vision of the service.
- Assist other clinical areas within the Trust where appropriate as the clinical situation and staffing levels require.
- Participate in innovation and quality of healthcare by attending team meetings, participate in projects, including audit and quality initiatives pertinent to the role within clinical area.
- Treat all patients, relatives, and colleagues with respect in accordance with Trust values.
- Actively engage in good team working to facilitate effective relationships with all health care professionals.
- Support team members to deliver on their relevant objectives.

5. Managing Self

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing, and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures, and protocols.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from your line manager whenever necessary.

6. Staff Supervision and Support

- Provide support to your direct reports and team members around their personal health and wellbeing.
- Support students and other support workers in delivery of care.
- Take part in the induction of new staff and provide basic support to staff (showing staff around, introductions to staff etc).

7. Financial Responsibility

The post holder does not have financial responsibility for budgetary management. However, it is the individual post holder's responsibility to manage organisational resources efficiently and to suggest efficiency savings to line management as they arise. The post holder has the responsibility to maintain the safekeeping of the organisation's property and safeguard the property of patients and visitors.

8. Safeguarding

All staff members have a duty to report any concerns they have about the safety or well being of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

9. Core Values:

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

Our Purpose

To create connected communities and help people to feel as healthy as they can be at every point in their lives

Our Vision

To connect people to the best quality care, when and where they need it and be a national role model as an employer

Our Values

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

Our Goals

Our services

- To provide seamless access to the best care
- To provide excellent quality services

Our community

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

Core Statements:

1. Infection Control - All clinical and non-clinical staff groups

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

2. Risk Management

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

3. Health and Safety

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

4. Patient care

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

5. Information Management

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

Bradford District Care Foundation Trust is dedicated to environmental and social sustainability by delivering on the commitments within our Green Plan. All staff are actively encouraged and supported to participate in training and to identify and implement sustainable quality improvement across all service areas and activities

Version Control:

Change details	By whom	Date requested	Approved by	Agreed date

Job title: Activity Coordinator			
Post ref:			
Band: NHS AfC: Band 3			
Service area: Adult Mental Health Acute Care Service			
Location/base: Lynfield Mount Hospital			
Job purpose: <ul style="list-style-type: none"> Under the direction of Senior and Clinical Practitioners (Occupational Therapy), provide a wide range of therapeutic and meaningful activities, including individual and group work, for the patient group on the acute mental health ward. Takes leadership from Clinical and Senior Occupational Therapists within a delegation framework for agreed tasks. 			
Attributes	Essential criteria	Desirable criteria	How Identified
QUALIFICATIONS	<ul style="list-style-type: none"> Caring and working with people/children in a health care environment. Numeracy and literacy skills at level 2 	<ul style="list-style-type: none"> NVQ III in care; QCF diploma level 111 or equivalent. 	Application Form Interview Certificates
TRAINING	<ul style="list-style-type: none"> Willing and able to undertake all Trust mandatory training requirements. Willingness to undergo job development and training. 		Application Form Interview
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in Adult Mental Health or Rehabilitation services. Experience of delivering meaningful/therapeutic activity. Experience of dealing with the public. 		Application Form Interview
KNOWLEDGE	<ul style="list-style-type: none"> Ability to communicate verbal and written English. 		Test Presentation

	<ul style="list-style-type: none"> • A basic knowledge/understanding of the mental health act. • Knowledge of the Occupational Therapy and activity service and how this integrates with the clinical team on the acute mental health ward. • Ability to work independently demonstrating initiative, decision-making and prioritisation skills. • Ability to work as part of a team. • Effective patient care skills relevant to specialty. • High degree of manual dexterity. • Recognise own limitations. • IT skills – word processing, internet. • Demonstrate safe decision-making skills commensurate with role. • Experience of supervising others. 		
SKILLS	<ul style="list-style-type: none"> • Ability to work as part of a team. • Effective patient/client care skills. • Excellent verbal and written communication skills. • Evidence of numeracy and literacy skills and prepared to work towards key skills level 2. • Able to meet the minimum skill set within first 10 months of appointment with support and development where required (list of skills as defined in generic competency framework). 	<ul style="list-style-type: none"> • Driving licence. • IT skills. • European Computer Driving Licence (ECDL). • Language skills in Urdu, Gujarati, Punjabi, Bengali, Hindi, Eastern • European Languages. 	Application form Interview

	<ul style="list-style-type: none"> • Able to assess risk and act accordingly. 		
ATTITUDE/APPROACH	<ul style="list-style-type: none"> • Strong interpersonal skills. • Strong administration skills. • Effective communicator verbally, written and electronically. Skill in working with multi-disciplinary teams. • Demonstrate excellent customer care skills. • Good understanding of patient safety and delivering a positive experience for patients and their families. • Responsive and flexible attitude and approach. • Ability to demonstrate confidentiality and trustworthiness and remain calm in highly charged situations. • Good organizational skills. 	<ul style="list-style-type: none"> • Well-developed influencing skills across hierarchies and disciplines. • Evidence of a commitment to user/carer involvement. 	Application form Interview
PHYSICAL	Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)		Occupational Health Screening
GENERAL	BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.		Application Form Interview

