

JOB DESCRIPTION

JOB TITLE:	FITNESS INSTRUCTOR
BAND:	Band 4
LOCATION:	Wareham
ACCOUNTABLE TO:	LOCALITY MANAGER- Nurse Led Services
LINE MANAGER:	Pulmonary Rehabilitation Clinical Lead
KEY RELATIONSHIPS:	Physiotherapist, Nursing Clinical lead
HOURS OF WORK:	Part time
JOB PURPOSE:	<p>To provide fitness instruction and to ensure safe practice in the working environment</p> <p>To induct to the exercise area, provide fitness programmes and monitor progress, assisting patients to gain independence with their activities of daily living, mobility and to improve confidence in their abilities and breathing problems.</p> <p>To assist the registered physiotherapist or nurse in providing group based rehabilitation interventions for patients with pulmonary disease, in the community settings. To work as a member of the Dorset Pulmonary Rehabilitation Service</p> <p>To provide high quality evidence based and individualised care to a clearly defined group of patients, relatives and carers as delegated by the registered physiotherapist or nurse.</p> <p>To assist patients in gaining independence, with personal activities of daily living, mobility and be involved in the planning and participating in their safe discharge from the group based intervention.</p>

MAIN DUTIES AND RESPONSIBILITIES:

1. **CLINICAL**
 - 1.1. Responsibility for inducting patients and staff to ensure safe and appropriate use of equipment.
 - 1.2. The Fitness/Gym instructor will be responsible for undertaking fitness assessments, assisting in health assessments and prescribing health and fitness programmes for patients
 - 1.3. Ensuring cleaning schedule in line with Infection Control.
 - 1.4. Reporting any damages to Line Manager.
 - 1.5. Supervise patient use of equipment to ensure safe and effective use of equipment. The Fitness / Gym instructor will need to be able to work one to one with patients and with small groups
 - 1.6. To be aware of signs of abuse of vulnerable people and to discuss any concerns with the registered physiotherapist or nurse

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- 1.7. Set up a safe, secure and therapeutic environment for patients and staff and pack away post group
- 1.8. Carrying out general tasks including routine maintenance and cleaning duties
- 1.9. Undertaking other tasks that may be required from time to time to ensure the efficient operation of the facility. To be flexible to the needs of the Pulmonary Rehabilitation Service.
- 1.10. Maintaining up to date fitness/exercise programmes.
- 1.11. Recording all patient contact in patient's records, adhering to Caldecott Principles
- 1.12. Responsibility for maintenance of area meeting Health & Safety requirements
- 1.13. Ensure inspection and cleaning of equipment before and after each session. Maintenance records should be kept and be available. Ensuring equipment calibrated as per medical devices policy
- 1.14. Monitor levels of equipment and resources and request as necessary
- 1.15. With line Manager to be involved in on-going clinical and non-clinical risk assessments.
- 1.16. To provide education to patients and carers on their condition and rehabilitation as directed by the registered physiotherapist or nurse
- 1.17. To obtain patient consent before undertaking treatment
- 1.18. To respect patients dignity at all times

2. **MANAGERIAL LEADERSHIP & PERSONAL DEVELOPMENT**

- 2.1. Ensure that all areas are well maintained and comply with health and safety requirements. Monitoring and keeping an accurate record of equipment.
- 2.2. Exercise good time management, punctuality and consistent attendance.
- 2.3. To participate fully in own CPD and supervision identifying alongside supervisor future development plans.
- 2.4. To attend regular supervision with registered Physiotherapist or nurse

3. **COMMUNICATIONS**

- 3.1. Using communication skills of empathy, listening to establish a rapport to enable formation of professional relationships with service users and to communicate with them in a way that respects their views, autonomy and culture.
- 3.2. To communicate factual evidence based information to patients and carers. To work with the registered physiotherapist or nurse to organise the programme in the designated area. To maintain patient confidentiality at all times.

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- 3.3. To observe service users' responses, levels of achievement and functioning, reporting back to senior staff.
- 3.4. Report to senior staff any changes in service users' mental or physical health.
- 3.5. To be responsible to the Registered Physiotherapist or Nurse for reporting any concerns encountered
- 3.6. To record accurately all interventions with service users in accordance with Trust guidelines.
- 3.7. To be part of communication process with other professionals and carers involved in the treatment and care of service users. And liaise with patient's relatives and carers via the telephone and in person.
- 3.8. To maintain up to date and accurate electronic including the use of system one electronic patient records and paper records of attendance in line with Caldecott principles.
- 3.9. Develops links and knowledge of current opportunities and propose change of practice for service development for sport and leisure within the community and encourages patients to make use of them

4. EDUCATION AND TRAINING

- 4.1. Undertake relevant activities to meet training objectives identified by senior staff.
- 4.2. Undertake all mandatory training.
- 4.3. Keep a record of all training undertaken.
- 4.4. As part of the Pulmonary Rehabilitation team incorporate up to date techniques and new developments into your professional practice.
- 4.5. Attend training and development sessions, on occasion out-with your normal hours of work to ensure your competence and where applicable your continuous professional development.
- 4.6. To participate in and attend regular team staff meetings and away days.