

JOB DESCRIPTION

JOB TITLE:	Community Rehabilitation Assistant
PAY BAND:	Band 3
LOCATION:	Bournemouth Intermediate Care Team
ACCOUNTABLE TO:	Locality Manager
LINE MANAGER:	Team Leader
KEY RELATIONSHIPS:	Patients and Carers, team members, GP surgeries, Community Health Services, Hospital MDT, Social Services, Independent and Voluntary Sectors.
HOURS OF WORK:	This is a part-time post of 22.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service which runs 08:00 to 20:00 7 days a week.
JOB SUMMARY	<p>To contribute to the teams role in providing rehabilitation to patients in the community under the direction of qualified practitioners.</p> <p>To promote and sustain independence/well-being for the individual in the home setting. This should be carried out under the guidance and supervision of qualified staff.</p>

SECTION A: MAIN DUTIES AND RESPONSIBILITIES

- 1. CLINICAL RESPONSIBILITIES**
 - 1.1 Visit allocated patients in their own homes as directed by the Team Lead or allocated co-ordinator.**
 - 1.2 To be responsible for delivering individual treatment plans under the guidance of a qualified therapist or other qualified healthcare professional.**
 - 1.3 Facilitate independence in functional ability using specific techniques and activities, including re-education and adaptation of tasks, under the direction of qualified staff.**

- 1.4 Maintain a high standard of care / rehab to meet identified needs. Specific tasks may include:**
 Assistance with medications
 Pressure area care
 Skin care
 Care of minor wounds
 Assistance with dietary needs
 Emotional support
 Bowel care
 Falls management
 Advice re. use of equipment
 Following exercise plan
 Fitting equipment
 Personal care tasks
 Assistance with toileting
 Dressing
 Transfers and mobility
 Meal preparation
 Shopping with patients
 Documentation and contribution to reviews and creation of care plans
- 1.5 To use therapeutic handling techniques as required by the individual and their environment (which may be cramped in nature) in order to safely, efficiently and effectively treat the patients according to their agreed treatment plans and goals.**
- 1.6 To provide and fit suitable equipment to enable patients to carry out activities of daily living independently, providing instructions to carers and patients on safe use, under the direction of clinical staff.**
- 1.7 To carry out practical tasks, due to client's inability to carry out these tasks on their own behalf, or in the absence of another individual capable of doing so (e.g. as carer support)**
- 1.8 To have and utilise a good knowledge of a range of patient conditions and presentations that may present in a community caseload, e.g. recognising an unwell patient, managing the fallen patient, effective communication with patients who have cognitive deficits i.e. dementia.**
- 1.9 To comply with the legal requirements concerning the care, administration and storage/disposal of drugs.**
- 1.10 To assist in the implementation of physical mobility and exercise based rehabilitation plans**

2. MANAGERIAL RESPONSIBILITIES

- 2.1 To continuously learn and develop good practice in relevant areas in order to perform own role (including the provision of routine interventions).**

3 ADMINISTRATION RESPONSIBILITIES

- 3.1 To assist clinicians in administrative tasks required for the efficient day-to-day running of the team.**

4. COMMUNICATION

- 4.1 To advise patients and carers in safe/appropriate moving and handling activities, such as use of mobility equipment, negotiation of steps and stairs, transfers and bed mobility.**
- 4.2 To ensure timely and effective communication with the qualified staff or Team Leader on all team matters.**
- 4.3 To communicate information, sometimes of a complex and sensitive matter and respond appropriately to patients, carers and staff.**
- 4.4 To establish and maintain effective, collaborative working with colleagues within and external to the team in all aspects of patient care, including family members and carers.**
- 4.5 To be able to effectively educate patients and carers as guided by senior colleagues and according to treatment plan (i.e. in using equipment, carrying out exercises, teaching adapted functional techniques)**

5 PLANNING AND ORGANISING RESPONSIBILITIES

- 5.1 To manage a caseload of patients by planning, prioritising and organising own diary under the guidance of a qualified member of staff.**
- 5.2 To make daily adjustments to plans such as reorganising visits for patients or staff at short notice as situations change.**
- 5.3 To work flexibly (including evening and weekend shifts as required) in order to meet the needs of the service.**
- 5.4 To participate in team meetings**

6 ANALYTICAL AND JUDGEMENT SKILLS

- 6.1 Draw on experience and training to deal with predictable and unpredictable events in a range of situations.**
- 6.2 To exercise autonomy within agreed parameters in order to make minor changes to treatment plans as a result of continuous evaluation and discussion with patients.**
- 6.3 To use basic clinical reasoning skills within agreed parameters in order to allow patients to maximise their functional independence. This may include analysing a range of options for an individual such as deciding the appropriate place and method of intervention or equipment provided.**
- 6.4 To work within the limits of your knowledge and area of specialism, seeking advice from senior clinicians in relation to potential or actual problems with patients (physical/psychological or functional) which need addressing in a timely fashion according to the severity of the situation.**
- 6.5 To be aware of and utilise clinical expertise and resources available.**

7. RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE

- 7.1 To actively participate in learning activities as identified at annual appraisal.**
- 7.2 To attend and keep up to date with mandatory and statutory training as identified at appraisal and by Trust policy.**
- 7.3 To participate in regular clinical supervision according to Trust policy.**

- 7.4 To record evidence of learning and reflective practice for use at annual appraisal, seeking assistance from appropriate sources such as qualified practitioners or NVQ assessors as required.
- 7.5 To demonstrate own therapeutic or administrative skills to less experienced personnel as required.

8 RESPONSIBILITY FOR FINANCE / RESOURCES

- 8.1 To utilise the Trusts resources efficiently and effectively.
- 8.2 To monitor stock levels of items such as stationery and equipment, bringing the need to order supplies to the attention of the budget holder / Team Lead.
- 8.3 To manage day to day the peripheral stores of equipment.
- 8.4 To ensure that equipment is safe and fit for purpose, following Trust policies and guidelines.
- 8.5 To respect the patient's property.

9. RESEARCH & DEVELOPMENT

- 9.1 To support in the collection of data and statistics within the required timescales and format as required by the Team Lead.
- 9.2 To participate in audit of own or another's work as requested by line manager.

10. POLICY & SERVICE DEVELOPMENT

- 10.1 To identify opportunities to improve the efficiency, effectiveness or quality of the service and communicate these to the Team Lead.

11 RESPONSIBILITY FOR INFORMATION / DATA

- 11.1 Maintain accurate and timely documentation reflecting the total needs of the patient, in accordance with departmental policy to ensure other colleagues can access them quickly and understand them.

13. OTHER RESPONSIBILITIES

14. ENVIRONMENTAL FACTORS

14.1 PHYSICAL EFFORT

The post holder will be required to use physical effort in accordance with Trust policies and guidelines throughout their shift e.g. moving and handling techniques to assist patients and move equipment.

14.2 MENTAL EFFORT

The post holder will need to invest mental effort through frequent periods of concentration when treating patients during their shift.
Workload will generally be predictable.

14.3 EMOTIONAL EFFORT

The post holder may be required to deal with a range of patients and carers who may be emotionally distressed and exhibit challenging behaviours.
The post holder may be required to process distressing information relating to service users.
The post holder may be required to care for the terminally ill and those with progressive diseases which may cause distress.

14.4 WORKING CONDITIONS

The post holder will be required to drive across the Bournemouth locality in order to carry out their role.
The post holder may be occasionally exposed to highly unpleasant working conditions – e.g. exposure of body fluids, foul linen, odours, fleas, lice, rats and mice.
The post holder may occasionally be exposed to challenging behaviour

14.5 FREEDOM TO ACT

The post holder will be required to follow Standard Operating Procedures (SOPs)
The post holder is required to act on their own initiative when providing personal care in the community
Supervision will be available to the post holder when required

PERSON SPECIFICATION
Community Rehabilitation Assistant, Band 3

1. KNOWLEDGE, SKILLS AND TRAINING	ESSENTIAL	DESIRABLE
1.1 NVQ Care Level 2/3		Yes
1.2 Good organisational skills	Yes	
1.3 Training in: Food Hygiene Record Keeping Medicine Administration Dysphagia Basic Observations Urinalysis Tissue Viability Basic Mental Capacity Level 2 Safeguarding – Adults and Children	Yes	
1.4 Excellent communication and interpersonal skills	Yes	
1.5 Knowledge of a range of relevant patient conditions	Yes	
2. JOB SPECIFIC EXPERIENCE		
2.1 Community based care experience	Yes	
2.2 Experience of physical/functional rehabilitation of elderly/adults	Yes	
5. INFORMATION TECHNOLOGY/RESOURCES		
5.1 IT literacy in order to enter patient-related data into identified electronic record systems	Yes	
5.2 Demonstrable experience of using a range of word processing, spreadsheet, database and/or presentation software		Yes
6. PERSONAL QUALITIES/ATTRIBUTES		
6.1 Evidence of demonstrating the Trust's values and behaviours.	Yes	
6.2 A genuine interest and commitment to providing high quality care to predominantly older people	Yes	
6.3 Demonstrated ability at exercising tact and diplomacy	Yes	
6.4 Demonstrate a caring, compassionate and friendly attitude	Yes	
6.5 Approachable	Yes	
6.6 Able to present factual information and refer concerns to others, where appropriate	Yes	
6.7 Understands the concept of confidentiality and standards of conduct and care	Yes	
6.8 Ability to work autonomously if required	Yes	
6.9 Willing to work flexibly and pro-actively within the team, including weekend and Bank Holiday working	Yes	

7.	BUSINESS TRAVEL		
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1	
8.	ADDITIONAL REQUIREMENTS		
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	
8.2	Ability to exert physical effort in order to meet the requirements of the role: Ability to manoeuvre and handle clients and equipment in line with manual handling procedures The majority of the shift will involve standing or walking and driving. Some exposure to unpleasant sights, smells and environments.	Yes	
8.3	Ability to handle the emotional effort required for the role: Dealing with a large workload in varying environments Exposure to distressed patients Exposure to patients suffering from challenging behaviours Dealing with disturbing situations such as terminally ill and very sick patients Possible occasional exposure to verbal aggression.	Yes	

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

travel an average of more than 3,500 miles a year;
or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.

Organisational Chart

ORGANISATIONAL CHART for BICT

