

JOB DESCRIPTION

POST: Therapy Assistant for Enhanced Dementia Care Service (EDCS)

BAND: Band 4

ACCOUNTABLE TO: Clinical Services Manager

KEY WORKING RELATIONSHIPS

- Project participants; elderly patients and their informal or formal carers
- Acute Frail Elderly MDT (AFET) colleagues, and Acute Care Providers
- Primary Care and Community Healthcare services
- London Borough of Hounslow Social care services
- Whole Systems Integrated Care (WISC) Dashboards Team
- Data analyst from across health and social care system in Hounslow
- Locality Community Matrons and Keeping Well Practitioners/Nurses
- Admission avoidance and supported discharge services – Integrated Community Response Service and Community Recovery Service (inc. reablement)
- Specialist nurses and therapists, for example tissue viability nurses, dementia specialist, occupational therapists and physiotherapists
- GP Support Service
- Community Mental Health Teams

JOB PURPOSE:

The Enhanced Dementia Care Service (EDCS) comprises of Hounslow and Richmond Community Healthcare NHS Trust, Hestia Housing & Support and London Borough of Hounslow Social Care, with a shared purpose of delivering targeted, multi-agency care and support services for adults living with dementia. It aims to improve quality of life, care experience, and reduce health inequalities as well as reducing unplanned demand on acute services. The service works over 7 days Monday to Sunday 9am to 5pm

- The Therapy Assistant will work as part of the dementia team supporting Registered Nurses, Occupational Therapist, Social Coordinators and Nursing Associates to deliver high quality, person centred, compassionate care to People Living with Dementia (PLWD) and their carers in their homes or sheltered accommodation, as delegated by the registered nurse or registered health and social care professional.

- Improve the care of people with Dementia and complex needs, to prevent hospital admission, support timely and safe discharge and establish effective personalised care and treatment plans to support people to remain in their usual residence.
- Attend multi-disciplinary (MDT) meetings and other locality or practice - based meetings to optimise MDT care planning and co-ordination and maintain effective working relationships with primary care and other service providers.
- Work with other healthcare professionals and agencies in the delivery of services to prevent hospital admission, support timely and safe discharge and establish effective personalised care and treatment plans to support people to remain at home.
- Provide education and support to PLWD and their families to promote self-care strategies and independence.
- To work as part of the 7 day roster including weekend and bank holiday shifts

KEY RESPONSIBILITIES

CLINICAL RESPONSIBILITIES

- Work independently within the scope of practice of a Therapy Assistant and under the leadership of Registered Nurses and Occupational Therapist.
- Demonstrate understanding of all elements of the therapy process and be able to assist the team in the ongoing assessment, planning, management, and evaluation of care.
- Be able to manage own caseload and act as a named worker for the person living with dementia and their carer. Provide support via telephone or home visits.
- Follow plans of care prescribed by the registered nurse, social worker and AHP with individual patients and carers in their own homes. Provide high standards of care encompassing a rehabilitative approach where appropriate. Actively report any changes in a patient's condition in a timely way to the clinicians or team lead.
- Undertake clinical tasks autonomously or as delegated by the team including, but not limited to, assessment of function and daily activities, cognitive or behavioural assessment, environmental assessment, activity adaptation and condition monitoring.
- Perform and record clinical observations including blood pressure, temperature, respirations, pulse and calculate a NEWS score
- Undertake cognitive tests such as RUDAS and 6 CITS.
- Accurately record nutritional and fluid intake, complete screening tools including MUST and Waterlow.
- Prescribe and advise in use of equipment in a trusted assessor scope of practice to enable patient safety and independence at home and ensure safe moving and handling of equipment in community setting.

- Report and share information with the registered nurses and Occupational Therapist on the condition, behaviour, activity, and responses of people, recognising when to seek advice and/or escalate to a registered practitioner.
- Use clinical knowledge to identify changing or deteriorating health conditions and alert senior colleagues or clinicians to take appropriate actions in partnership with the GP and/or specialist services in order to treat at home and avoid unnecessary hospital admissions.
- Assist in the delivery of complex care as prescribed by the clinical team.
- Demonstrate understanding of caring for individuals with conditions for example dementia, mental illness, learning disabilities and frailty.
- Provide care in a manner that promotes independence and wellbeing of patient to increase ability to self-care. Demonstrating and teaching simple strategies or approaches that can be safely delegated to patient, formal and informal carers.
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice. Signposting patients to services which may be of benefit to their wellbeing, promoting community connections and make best use of local assets.
- Recognise own personal accountability and limitations with respect to patient care and report concerns to registered clinicians or service manager as necessary.
- Liaise with other health care and multi-agency workers to provide a dynamic, personalised, and responsive a multi-disciplinary approach to care.
- Assist in the assessment of and contribute to the management of risk within the environment where care is being delivered.
- Ensure that equipment and aids necessary for effective care and daily activities, meet the needs of individual patients and are adequately maintained. Demonstrate and explain safe use of equipment for patient and/or carer where required.
- Communicate with patients at a time and level appropriate to their needs in a manner that promotes positive health
- Comply with consent to treatment policy and procedures.
- Ensure the privacy, dignity and safety of people is always maintained.
- Maintain patient confidentiality in accordance with Trust policy.
- Demonstrate good understanding of the Mental Capacity Act/Deprivation of Liberty Safeguards including application of principles to everyday practice, seeking advice/guidance from the Registered Nurse or registered care professional as required.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals in line with Trust policy.
- Clearly and accurately document and evaluate care given in the electronic care record and any other documentation in line with Trust Policy and Data Protection Act.

- Use IT systems to optimise the planning and delivery of the nursing service and become a champion for any new systems introduced.
- Work to Trust policies, protocols and standards, and ensure that less experienced colleagues are aware of and implement in practice.
- Be proactive in identifying opportunities for improvement and alert the locality management to improvement opportunities.
- Report all incidents, near misses, missed visits, deferred patients and other clinical and non-clinical incidents to enable the management of risks and learning from incidents.
- Work with the service management to implement learning and service improvement changes identified from incidents and complaints.
- Attend and actively participate in locality MDT team meetings to keep abreast of clinical and organisational developments and priorities to ensure the delivery of the Trusts strategic objectives.
- Provide care that delivers the clinical quality and excellence objectives to ensure safe practice in line with the Trust's guidelines and policies to ensure high quality health care and health improvement to the residents of Hounslow and Richmond.

SERVICE DELIVERY RESPONSIBILITIES

- To work within local policies and procedures to maintain the safe delivery of the service
- To contribute to the 7 day roster, including bank holidays and weekends in line with the requirements of the service

MANAGERIAL RESPONSIBILITIES

None

FINANCIAL RESPONSIBILITIES

- Demonstrate awareness of using finite resources responsibly.
- Comply with service protocols for the safe storage, control, maintenance and use of clinical supplies and equipment to ensure available and returned to stock.
- Undertake stock takes for clinical products monthly and maintain agreed stock levels, ordering via agreed systems.
- Undertake stock takes for medical equipment monthly to support the administrators to retain an up-to-date medical devices stock list that informs the contract for annual servicing and PAT testing.

TRAINING/EDUCATION RESPONSIBILITIES

- Comply with statutory and mandatory training in accordance with HRCH Trust policy.
- Deliver care using knowledge and skills informed by up to date evidence based/best practice as informed by service management. Keeping up to date by attending competency based training and other training opportunities.
- Engage in opportunities to develop knowledge and skills to optimise delivery and multi-disciplinary working.
- Participate in reflective practice and regular clinical supervision in line with the Trust policy.
- Participate in and take responsibility for own appraisal and personal development plan process in line with trust policy.
- Attend training, team development meetings, away days and other development opportunities that will enhance the ability to be effective in role.
- To ensure that all Trust and national identified clinical competencies are met to provide clinical practice assurance.
- To participate in the induction and orientation programmes for all grades of staff who require community experience as arranged by the service management.
- Share knowledge and skills by providing teaching sessions to students and less experienced staff to enhance their development of practice.

RESEARCH AND DEVELOPMENT

- Contribute to and take part in clinical audit as part of service and organisational annual audit plan and support the implementation of recommendations.
- Maintain accurate and timely recording of data to enable collation and analysis of relevant clinical data.
- Embrace technological advances to support patient care.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the trust.

Duties and responsibilities as set out in this job description might be reassigned in order to reflect developments within the trust or operational needs.

ADDITIONAL GENERAL REQUIREMENTS:

VALUES

All staff are expected to act as a role model to others and consistently reflect and demonstrate the trust values of *care, respect and communication* in all aspects of their role.

CONFIDENTIALITY

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

RISK MANAGEMENT

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and to the trust's objectives and escalate these to service manager where appropriate.

DATA PROTECTION

In line with national legislation, and the trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all trust Policies on Data Protection, Confidentiality, individual's rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training.

The post holder must be familiar with and comply with the t Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing

EQUALITY AND DIVERSITY

The aim of Hounslow and Richmond's Community Healthcare NHS trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS trust.

RESEARCH GOVERNANCE

Hounslow and Richmond Community Healthcare NHS trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the trust to deliver research governance.

INFECTION CONTROL

Hounslow and Richmond Community Healthcare NHS trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

PERSONAL DEVELOPMENT

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS (Darzi Report 2008) all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

SAFEGUARDING ADULTS AND CHILDREN

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the trust's Safeguarding Adults and Safeguarding Children policy.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.