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Stockport
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Stockport NHS Foundation Trust

Job description and person specification
Assistant Practitioner - Community Neuro Rehabilitation Service

Job Title: Assistant Practitioner (Community Neuro Rehabilitation Service)		**AfC Reference No:** AP/AHP/220830/CNRS
Business Group: Integrated Care		**Band: 4**
Staff Group *Please indicate ✓* *This section must be completed*	• *Administrative Services* • *Allied Health Professionals✓* • *Health Science Services*	• *Nursing and Midwifery* • *Support Services*
Hours or Programmed Activities: Part time 22.5 hours	**Base:** Stockport NHS Foundation Trust 4th Floor Beckwith House.	
Accountable to: Directorate Manager- Therapies, Operational Lead, Team Leader		
Responsible for: Care delivered		
Professionally Accountable to: Clinical Leads and Team leader		

Job Summary:

- The post holder will be involved in providing high standard care within our Community Neuro Rehabilitation Service.
- To closely work with the Therapists / Team to implement management plans, delivering quality rehabilitation to neurological and stroke patients in the community setting.
- To support the team with coordinating care and any associated clerical and house-keeping duties.
- To support and supervise Band 3 Therapy Assistants

Organisation Chart

JOB DESCRIPTION

Main Duties and Responsibilities

- To work alone in the community as an autonomous practitioner undertaking patient visits for a designated caseload.
- To deliver rehabilitative domiciliary programmes and intervention, under the guidance of qualified community therapy staff and progress rehabilitation programmes in line with own competencies.
- To assess for and provide walking aids in the patient's own home or clinic setting.
- To be able to accurately report back to the therapists any work undertaken.
- To work alongside qualified members of the team/other assistants to run patient activity groups when required.
- To monitor stock
- To contribute to the efficient running of the Community Neuro Rehabilitation Service.
- To contribute to the supervision of junior staff and students.
- To follow all Trust standards, policies and procedures, appropriate to the band/position.
- To maintain accurate and up to date electronic data and records using the approved system eg EMIS clinical notes and following national and local standards.
- To participate in staff appraisal and implement personal development plans.
- To work within the limitations of the post and seek help and advice when unsure.
- Any other duties appropriate to the band/position as directed by senior staff, Team Leader, Operational Lead or Directorate Manager.

Communications

- To provide timely and regular feedback to the therapists regarding intervention and patient progress.

- To report any change or problem encountered during patient contact as soon as possible to the therapist.
- To demonstrate a positive and flexible attitude to all aspects of work and maintain effective, professional relationships within the team.
- To communicate effectively with the wider inter-professional team e.g. District Nurses, Social Workers.
- To use a range of persuasive verbal and non-verbal communication tools to communicate effectively with patients and carers to motivate, encourage active participation and to progress treatment plans
- To communicate with patients and carers who may have barriers to communication. This may include cognitive impairment, depression, behavioural problems, difficulty accepting diagnosis or prognosis, dysphasia, or cases where English is not the patient or carer's first language.
- To provide communication rehabilitation programmes with patients with neurological conditions
- To attend staff and team meetings as required and contribute effectively.
- To participate in the supervision of junior staff.

Responsibility for Patient Care

- To carry out treatment programmes planned by the Therapists/Team (including Physiotherapy, Occupational Therapy, Speech and Language Therapy, Clinical Psychology and Nursing) for a range of neurological conditions to optimise patient's functional abilities, health and wellbeing.
- To progress therapeutic intervention eg home exercise programmes and activities of daily living under the supervision of qualified therapy staff.
- To report back to therapy staff on a regular basis as appropriate, regarding patient progress and report any changes in the patient's condition or functional ability.
- To be able to move and handle patients competently and confidently, following Trust policies and procedures.
- To demonstrate patient centred practice and maintain patient confidentiality.
- To assess for appropriate aids e.g. walking aids, basic ADL equipment, and teach the correct use of such aids.
- To contribute to the patient's electronic clinical records, undertaking and maintaining SOAP notes to record intervention and progress.
- To make an appropriate judgement of the patient's ability to participate with treatment prior to each intervention.
- To provide support and advice to carers and relatives as appropriate to Band/position regarding home exercise and ADL programmes to encourage and optimise functional abilities.
  To contribute to a multi-disciplinary approach to patient care, to ensure patient is meeting their goals.

Planning and organising

- To organise own workload in an efficient manner and prioritise the workload if necessary under the supervision of the therapist.
- To carry out administration and data collection tasks as required.
- To manage equipment and stock and report to admin or therapy staff when stock needs replacing.
- To have a personal duty of care for equipment used, ensuring it remains clean and safe.
- To actively contribute to the efficient management of the department's resources, including ordering, monitoring of departmental supplies.
- To provide cover in the absence of colleagues as required.

Responsibilities for Physical and / or Financial Resources

- To be familiar with the use and safety of equipment provided and to have the skill to instruct patients and their carers in the correct use.
- To contribute to the efficient stock control of walking aids and equipment including checks on deliveries, active participation in the recycling process, safe storage and maintaining accurate data.
- To be responsible for equipment and materials appropriate to the service, reporting any faults to the supervisor or Team Leader.

Responsibility for Policy and Service Development and Implementation

- To comply with Trusts' guidelines on the safe use of equipment.
- To follow all Departmental and Trust policies and procedures.
- To contribute to service improvement initiatives and promote high quality care for patients at all times.
- To embrace and support line management and the department in making service improvements effective within the workplace.
- To be aware of, comment on and /or actively participate in changes on policies, procedures or service developments.

Responsibilities for Human Resources and Leadership

- To participate in the induction of new staff and students.
- Be able to demonstrate own activities and support new or less experienced colleagues in their role
- To support and supervise junior staff

Responsibilities for Teaching and Training

- To attend all required mandatory training
- To participate in student education and shadowing opportunities with other colleagues and professionals as appropriate
- To provide training to student and junior staff as appropriate
- To keep relevant knowledge and skills up to date and attend training as appropriate

Responsibilities for data and information resources

- To maintain records of activity as required by the Trust and collect data for service statistics eg for quality dashboard and audit as required.
- To use IT skills for clinical and administrative care of patients in line with Trust policies and procedures.

Research, Development and Audit

- To contribute to departmental audits and service development as appropriate to Band/position

Physical Skills and Effort

- Ability to transport equipment eg, essential ADL equipment or walking aids, patient notes, presentation resources.
- Ability to move and handle patients.
- Many duties will require moving and handling of equipment or patient (full training will be given).
- Moderate physical effort for several short periods will be required for the majority of duties.
- Standard keyboard skills required.

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.
To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Assistant Practitioner (Community Neurorehabilitation Service)

Band: 4

Requirements	Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R)				
	Essential (E) / Desirable (D)	**AF**	**T**	**I**	**R**
Education & Qualifications					
▪ Foundation Degree in Health and Social Care (or equivalent qualification or equivalent experience in relevant clinical area)	**E**	**AF**		I	
▪ GCSEs (Grade C or above) in Maths and English Language (or New GCSE Grade 4-9) OR Functional Skills Level 2 in Maths and English or Equivalent (not entry level 2)	**E**	**AF**			
▪ Evidence of Continuing Professional Development	**E**	**AF**			
▪ ECDL or equivalent IT qualification	**D**	**AF**		I	
Knowledge					
• Working Knowledge of physical disability	E	**AF**		I	
• Working knowledge of relevant legislation	E			I	
• Working knowledge of relevant therapy interventions appropriate to clinical area	E			I	
• Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice.	E			I	
• Awareness of cultural diversity issues	E			I	
• Awareness of dignity and respect issues	E			I	
• Awareness of barriers to communication	E			I	
• Working knowledge of health related policies	D			I	
Experience					
• Experience of working as a therapy assistant or as an Assistant Practitioner in a hospital or community setting	**E**	**AF**		**I**	
• Experience of working with patients with a wide range of disabilities and complexities	**E**	**AF**		**I**	
• Experience of working in a multi-disciplinary setting	**E**	**AF**		**I**	
• Experience in staff induction and student education	**D**			**I**	
• Social care experience	**D**			**I**	
Skills & Abilities					

• Excellent verbal and written communications skills • Excellent Organisational skills • Positive inter-personal skills • Understanding of professional conduct • Ability to work without direct supervision • Ability to take part in reflective practice and clinical supervision activities. • Flexible and adaptable approach • Good observational skills • Health, safety and risk awareness • Good time management skills • Ability to handle sensitive situations • Commitment to lifelong learning • Ability to teach practical skills	**E** **E** **E** **E** **E** **E** **E** **E** **E** **E** **E** **D**			**I** **I** **I** **I** **I** **I** **I** **I** **I** **I** **I**	**R** **R** **R** **R**
<u>Work Related Circumstances</u> • Able to work flexibly to meet the needs of the Service • Desire to learn and constantly develop knowledge and skills • Ability to move and handle patients • Ability to travel to different locations • Car driver, and be able to use car for work	**E** **E** **E** **E** **E**	AF		**I** **I** **I**	**R**