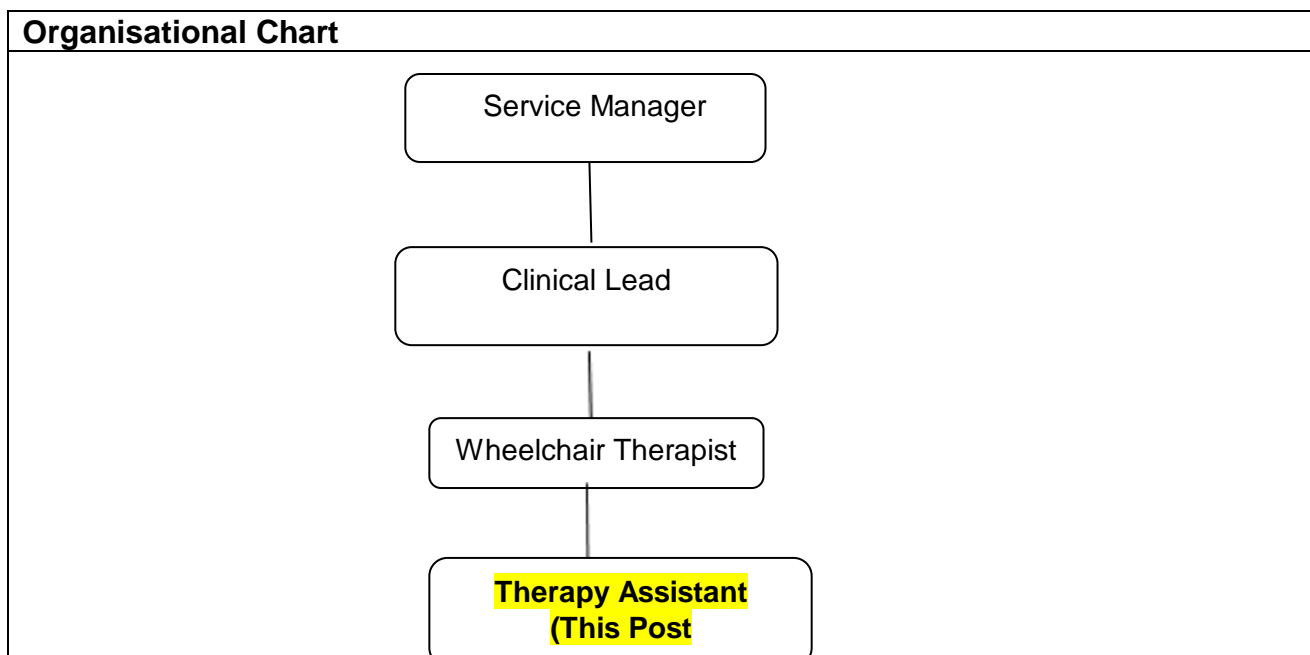


Job Description

Job Details	
Job Title:	Community technical instructor / Therapy Assistant – Northumbria Wheelchair Service
Business Unit:	Community Service Business Unit
Department/Ward:	Northumbria Wheelchair Service
Location:	Based at Seaton Delaval to work Trust Wide
Pay Band:	Band 3
CAJE No:	ADM8366
Main Purpose of the Job	
<ul style="list-style-type: none"> The post holder will work closely with OT, Physio and Assistant practitioner supporting service users with their wheelchair provision. The role of the Therapy assistant is to support the Physiotherapy and Occupational Therapy team in delivering their interventions. The work is varied and will involve working in a clinic environment, schools, home, care, and hospital settings, the role will also involve admin and stock control. 	
Dimensions	
<ul style="list-style-type: none"> Manage a caseload delegated by clinicians Independently undertake basic assessments and interventions relevant to delegated caseload Contribute to the evaluation of programmes and patient's progression making minor alterations in consultation with the therapist. Support therapist with complex cases as required Work with team members to ensure the effective functioning of the team Liaise with technicians, manufacturers and suppliers as required Carry out administration activities relating to personal wheelchair budgets Work in partnership with patients, carers, the multi disciplinary team and wider statutory, private and voluntary sector services. Participate in activities to improve the service Provide support to other team members and students Work flexibly according to patient and service needs Carry out assessments and administration activities to support personal wheelchair budgets. 	



1. Communications and Relationships <ul style="list-style-type: none"> • To participate and work as a member in the multidisciplinary team. • To communicate information and advice to service users, carers, families, agencies and providers and professional colleagues verbally and in written form, using information technology appropriately. • To gain clients consent to the undertaking of assessment and interventions often where there are barriers to understanding. • To use active listening skills with service users, cares and families which require tact, reassurance and persuasion. • To communicate to managers re unmet need. • To have extensive knowledge in relation to the user group. • Must be able to demonstrate the English language proficiency level required for this post.
2. Knowledge, Skills, Training and Experience <p>Essential</p> <ul style="list-style-type: none"> • Level 3 qualification in health and social care or demonstration of equivalent qualification, skills or experience. • Educated to GCSE level or equivalent. • Experience of working as part of a team in a health or social care setting or similar. • Understands the limits of the job role • Has the ability to recognise situations that require reporting and demonstrates the ability to escalate to a senior person when appropriate • Good communication and organisational skills. • Good interpersonal skills • Competent IT skills the post holder will use electronic records daily. • Ability to plan and organise own and delegated workload and work under pressure in a busy environment in a professional manner • It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working with and adults and/ or children with complex needs • Experience of working with equipment
3. Analytical Skills <ul style="list-style-type: none"> • Understands the limits of the job role. Has the ability to recognise situations that require reporting and demonstrates the ability to escalate to a senior person when appropriate • Ability to plan and organise own and delegated workload and work under pressure in a busy environment in a professional manner
4. Planning & Organisational Skills

- To implement intervention under instruction of a qualified member of staff
- To take responsibility, under supervision from Clinical Supervisor/Team Manager for own casework.

<p>5. Physical Skills</p> <ul style="list-style-type: none"> • Fit assistive devices, equipment within competency banding with a degree of accuracy and expertise using hand-eye co-ordination. This may be undertaken in restrictive conditions i.e. clients home environment • Ability to support Therapists with moving and handling duties • Demonstrate developed key board skills for the use of departmental computers, accessing basic computer systems such as word, power point, intranet.. • A degree of accuracy is required when entering client contact notes • Dexterity, manipulation and accuracy relating to driving is required for all posts in order to meet the transport requirement of the post • Frequent driving alone on a daily basis, at times, in isolated places and /or inclement weather. • Occasional transportation of clients, carers and/or equipment. • Standard driving skills
<p>6. Patient/Client care</p> <ul style="list-style-type: none"> • Assist and contribute to the safe therapeutic handling of patients to minimise the risk of adverse effects of care. Report areas of concern to qualified staff. • Provide patients with information about the therapy intervention, answering questions / providing additional advice as required. • Support the therapy team in care delivery to patients in different settings for example patients home, community, clinic, care homes, extra care facilities. • Assessment of patient's condition through monitoring and observations • Accurately record and interpret observations and using initiative, observational skills and judgement respond to patients changing condition and to implement care, according to departmental protocols/care pathways as appropriate, including instigating emergency procedures, and report/ refer to qualified staff any abnormalities as appropriate. • Communicate effectively to ensure appropriate handover of information to all service users, including verbal and clear, concise written information, respecting confidentiality. • To assist and enable the patient to achieve all activities of daily living encouraging independence and promoting health, whilst maintaining patients dignity. • Enable/assist patients to minimise discomfort and pain according to the prescription of care. • To assist in the safe issue of wheelchairs. • Undertake a range of therapy interventions where there is a requirement to have knowledge of the intervention, and due to the nature of the intervention being undertaken, there is a requirement to have a knowledge of how to deal with related non-routine activities, such as dealing with complications, answering questions, or monitoring progress during/following the intervention.
<p>7. Policy & Service Development</p> <ul style="list-style-type: none"> • To work within processes, standard operational procedures and policies within own practice • To comment to the development of new policies for the service and Trust where appropriate • To be actively involved in the department's infection prevention and control programme, to achieve local and national infection control standards and targets. • Be aware and contribute to the clinical governance agenda.

8. Financial & Physical Resources
<ul style="list-style-type: none"> • To follow organisation standard operation procedures for accessing equipment • To consider financial implications of recommendations upon public funds and take responsibility to ensure funds are spent appropriately and efficiently when requesting assistive devices • Participating in stock control
9. Human Resources
<ul style="list-style-type: none"> • To review and reflect on own practice and performance through effective use of the supervision and Northumbria Healthcare Trust's appraisal system. • Demonstrates duties to new starters and students
10. Information Resources
<ul style="list-style-type: none"> • To be familiar with and competent in assessment for and issuing equipment to clients • To be computer literate and develop ability to access basic computer systems • To ensure that all written and electronic records are up to date and are maintained in accordance with Trust and professional standards • To use Agile working efficiently, effectively and appropriately in line with the Agile working policy • To follow all Information Governance standard operation procedures applicable to the service • To produce any necessary written / electronic reports. • You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)
11. Research & Development
<ul style="list-style-type: none"> • To support Therapists on delegated projects in relation to improvements for the Northumbria Wheelchair Service
12. Freedom to Act
<ul style="list-style-type: none"> • To be responsible for prioritising and managing own workload • To handle routine information within established guidelines. Supervisor/colleagues are available for advice. • Handle confidential information and observe relevant policy and procedures. • To assess and manage risk, consulting with senior staff or manager when appropriate. • To be aware of the Safeguarding Adults policy and consult appropriately • To participate in regular supervision with Clinical supervisor and/or Line Manager • To comply with departmental policy and procedure both in relation to the responsibilities placed on the Trust by statute in relation to procedures necessary to support good practice. • To know the boundaries of the Therapy Assistant role. • Follows procedures for area of work; advice generally available.

Standards

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

Risk Management - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

Infection Control:

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

Health and Safety:

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Patient, Carer & Public Involvement:

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everthing we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

Safeguarding:

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

Environment and Sustainability:

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

Appendix 1

NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.

Effort and Environment:

Physical –

- *Driving and fitting equipment*
- *Frequent light physical effort for several short periods*

Mental –

- *Occasional requiring for concentration*
- *Work pattern may be unpredictable*

Emotional –

- *Often working with palliative clients & long term conditions*

Working Conditions –

- *Frequent exposure to unpleasant conditions*

Appendix 2

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*		X
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)		X
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation		X
8.	Driving	X	
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise		X
12.	Infestation		X
13.	Blood and Body Fluids/Waste/Samples/Foul Linen		X
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather	X	
17.	Radiation		X
18.	Laser Use		X
19.	Heights over 2 metres		X
20.	Confined Spaces	X	
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work		X
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people		X
27.	Any other hazards please specify		X
28.	Other		

If any hazard is identified above please give details below.

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Person Specification

Job Title:	Community technical instructor / Therapy Assistant – Northumbria Wheelchair Service	
Department:	Northumbria Wheelchair Service	
Location:	Based at Seaton Delaval to work Trustwide	
Specification	Essential	Desirable
Qualifications / Professional Registration	<ul style="list-style-type: none"> Level 3 qualification in health and social care or demonstration of equivalent qualification, skills or experience. Educated to GCSE level or equivalent 	
Experience and knowledge	<ul style="list-style-type: none"> Experience of working as part of a team in a health or social care setting or similar. Understands the limits of the job role Has the ability to recognise situations that require reporting and demonstrates the ability to escalate to a senior person when appropriate 	<ul style="list-style-type: none"> Previous experience working with and adults and/ or children with complex needs Experience of working with equipment
Skills and abilities	<ul style="list-style-type: none"> Good communication and organisational skills. Good interpersonal skills Competent IT skills the post holder will use electronic records daily. Ability to plan and organise own and delegated workload and work under pressure in a busy environment in a professional manner Must be able to demonstrate the English language proficiency level required for this. 	
Personal attributes	<ul style="list-style-type: none"> Ability to plan and organise own and delegated workload and work under pressure in a busy environment in a professional manner To take responsibility, under supervision from Clinical Supervisor/Team Manager for own casework. 	

Other requirements	<ul style="list-style-type: none"> It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role 	
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