

JOB DESCRIPTION

Section One

Job Title:	Activity Co-ordinator
Band:	Band 3
Service/Department:	As deignated (AMH, MHSOP, ALD, CAMHS, forensics) Inpatient
Accountable to:	Ward Manager/Clinical Lead Nurse
Responsible to:	Occupational Therapist

Organisation Chart:



2.0 Job Summary

- 2.1** To work with delegated service users who remain the responsibility of the lead nurse/responsible clinician, often working without direct supervision
- 2.2** The post holder is responsible for planning and providing appropriate activities to meet the general therapeutic, social and recreational needs of clients
- 2.3** To engage service users and their carers in activities and encourage them in a compassionate manner, to support them in engaging in meaningful activity, promote independence and well-being through a client-centred approach.
- 2.4** The postholder will liaise with clients, the relevant disciplines, departments and families involved in the care of the client to ensure that planned activities reflect the needs of the person and are reflected in the client's plan of care
- 2.5** The postholder will promote the value of engagement in social interaction and recreational activity with clients, their carers, the multi-disciplinary team and others involved in each person's care
- 2.6** To promote at all times a positive image of people with a learning disability.
- 2.7** To promote at all times a positive image of the Learning Disability Service and the wider Trust.
- 2.8** To provide the best possible experience for service users and carers.
- 2.9** To show commitment to and participate in quality improvement activities.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

3.1 Clinical

- 3.1.1** Plans and facilitates a range of activities for clients with a variety of needs, some of which may be complex in nature under the supervision of an occupational therapist.
- 3.1.2** Takes the lead in developing and formulating diversionary/recreational activity

programmes, for both individuals and groups of clients as appropriate and in collaboration with occupational therapy and nursing staff.

- 3.1.3 Co-facilitates groups with e.g. HCA's and nurses, occupational therapy staff, fitness instructors and third sector agencies as appropriate, checking that all relevance governance is in place where necessary.
- 3.1.4 Demonstrates a knowledge and awareness of current clinical issues affecting clients working under the supervision of an occupational therapist. Service users may demonstrate behaviours that challenge or have difficult family situations of relevance.
- 3.1.5 Provides verbal and written feedback to relevant multi disciplinary team members following activities
- 3.1.6 To liaise with relevant services, to provide an activity programme that will meet the needs of clients and promote their best possible engagement.
- 3.1.7 To be able to establish effective therapeutic engagement and relationships with service users and carers
- 3.1.8 Demonstrate the ability to work effectively within a multi-professional team, communicating effectively with all team members for the benefit of service users.
- 3.1.9 Demonstrate effective organisation skills.
- 3.1.10 Participates in health promotion activities.
- 3.1.11 Provides information and practical advice, within scope of own competency to clients and carers, as well as the wider multi-disciplinary team.
- 3.1.12 Provides information and updates at clinical meetings e.g report outs on service user engagement and progress and participates in the clinical decision-making process as part of the multi-disciplinary team.
- 3.1.13 Responsible for recognising the signs of service user harm, abuse or neglect, including poor clinical practice, identifying issues regarding the safeguarding of children who may be at risk and reporting all such concerns in accordance with Trust Safeguarding procedures.
- 3.1.14 Demonstrates safe physical interventions in the management of violence and aggression as required.

3.2 Administrative Responsibilities

- .2.1 Underakes administration tasks in relation to own work

2.2 Uses Microsoft office applications on a daily basis.

3.3 Responsibility for Information Systems

3.3.1 Responsible for maintaining accurate and comprehensive patient records using PARIS, or other electronic systems approved by the Trust, in accordance with the Trusts record keeping standards.

3.4 Responsibility for Planning/Organising & Strategic/Business Development

3.4.1 Plans and organises own work within a delegated caseload, prioritising appropriately in accordance with safety and client need.

3.4.2 Organises own day to day tasks.

3.4.3 Arranges appointments with service users or others as necessary to role.

3.5 Policy Development

3.5.1 Contribute to the development of policies and procedures in own area as part of the service or special interest groups.

3.6 Service Development, Project Management

3.6.1 Contributes to continual safety and quality improvement activities as part of the service or special interest group

3.7 Financial Responsibilities

3.7.1 Uses petty cash to support activity provision as appropriate.

3.7.2 Monitors stock levels of activity resources and may raise requisitions for authorisations, to maintain appropriate levels of supplies.

3.8 Responsibility for Physical Resources, Estates, Hotel Services

3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturers instructions, immediately reporting any defects in accordance with local procedures.

3.8.2 Uses available resources efficiently and effectively.

3.8.3 Maintains required standards of infection control.

3.8.4 Ensures safe transport and storage of equipment and materials.

3.8 5 Ensures own work area is kept tidy

3.9 Research and Audit

3.9 1 Demonstrates an awareness of the audit process within the clinical governance framework and the relevant standards that are required and monitored within the team .

3.9 2 Participates in Trust audits and surveys.

3.9 3 Participates in information collection for clinical audits specific to own work area.

3.9 4 Participates in the implementation of the agreed action plans.

3.9 5 Participates in practice development initiatives as part of the team.

3.10 Staff Management, Training and Development, HR

3.10.1 Participates in the induction of new staff to the service area, demonstrates own tasks and ensures they understand the role of the activity co-ordinator and how this links with and supports their role.

3.10.2 Provides guidance, support and advice as appropriate to students and other learners who may be shadowing the post holder or on placement in the clinical area.

3.10.3 Assists in providing training in relation to activity and engagement to others as required.

4.0 Communication

4.1 Communicates in a way which recognises difference, ensures that people feel included, and that their individual communication needs are met.

4.2 Communicates effectively with service users with mental health conditions and/or learning disabilities, their carers and families, overcoming barriers to understanding by effective listening and observation, adapting communication accordingly.

4.3 Communicates effectively in a supportive and positive manner to encourage engagement of service users and carers in social and recreational activity.

4.4 Provides sensitive information to other health care professionals and records in written/electronic form as per guidelines, policies and legislation.

- 4.5 Works in partnership with and communicates effectively with all members of the multi-disciplinary team and external agencies as appropriate
- 4.6 Attends clinical team meetings, providing information on service user progress as required
- 4.7 Ensures that communication with members of the public is professional and courteous at all times
- 4.8 Liaises with relevant community resources/agencies

5.0 Analysis and Judgement

- 5.1 Recognises own limitations and makes judgements within level of own competency when undertaking assessment of service user well being
- 5.2 Recognises unpredictable or non routine situations and escalates to more senior staff
- 5.3 Responsible for maintaining appropriate boundaries with service users and their families
- 5.4 Decides when to escalate issues to registered staff

6.0 Freedom to Act

- 6.1 Accesses managerial supervision via their line manager within the team, and gains clinical supervision, professional advice, and day to day guidance from a service linked registered occupational therapist.
- 6.2 Carries out delegated duties in accordance with agreed intervention plans, policies and procedures
- 6.3 Works within range of own competency and scope of practice
- 6.4 Work is monitored and checked regularly through case notes, clinical supervision and clinical team meetings.

7.0 Personal Responsibilities

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.

- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.
- 7.4 Fully participate in management and clinical supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role.

8.0 **Other Requirements**

- 8.1 The post holder may on occasion be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 8.2 In urgent circumstances, the post holder may be required to work in locations other than those specified in the job description as required by service need.
- 8.3 The post holder may be required to work flexible hours as required by service need.
- 8.4 There may be a requirement to change the job description in light of developing service needs.

10.0 **Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant level 3 or above qualification e.g. in health and/or social care, communication, teaching <p>AND</p> <ul style="list-style-type: none"> • Numeracy, Literacy Level 2 (or equivalent) 	Level 3 qualification in health and social care if not in place already

Experience	<ul style="list-style-type: none"> • Experience of paid, voluntary or personally of working with people with a learning disability or mental health issues • Experience of supporting engagement of others in activity 	
Knowledge	<ul style="list-style-type: none"> • Awareness of needs of service users with Mental Health conditions or learning disabilities • Awareness of the needs of individuals from diverse social, ethnic and cultural backgrounds • Understanding of the value and benefit of activity to mental wellbeing 	
Skills	<ul style="list-style-type: none"> • Good communication skills, written and verbal • Good observation skills • Ability to work in a team and independently • Ability to plan and implement activities • Ability to manage own time • Ability to engage and motivate others 	
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • Compassionate in meeting the needs of vulnerable people and their families and carers. • Ability to work in a calm confident manner • Flexible and adaptable 	

	<ul style="list-style-type: none"> • Committed to continual quality and service improvement • Ability to work collaboratively with members of the • Committed to promoting a positive image of people with mental health conditions or learning disabilities • Self awareness and committed to continual personal development. 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel independently in accordance with Trust policies and service need. • This post is subject to a satisfactory Disclosure and Barring Service check. 	

JOB DESCRIPTION AGREEMENT

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.

- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet
<https://intranet.tewv.nhs.uk/our-journey-to-change>

11.0 **Physical Effort**

<u>Effort</u>	<u>Freq</u> Min 3 shifts per month but < half shifts worked	<u>Freq</u> Half the shifts worked or more	<u>Duration</u> 1 or 2 occasions during the shift	<u>Duration</u> 3 or more times, up to 20 mins each during shift	<u>Duration</u> 3 or more times, > 20 mins each during shift	<u>Duration</u> Substantial proportion of the shift	<u>JD Ref</u>
Lifting, pushing or pulling objects (2-5kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting, pushing or pulling objects (6-15kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending, kneeling, crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working in cramped conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Working at heights	n/a	n/a	n/a	n/a	n/a	n/a	
Standing or sitting with limited scope for movement	n/a	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	
Walking for more than 1km at any one time or moving by foot more of less continuously for majority of working day	x <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Undertaking controlled restraint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Running	x <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting people/equipment (more than 15kg) with mechanical aids	x <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting people/equipment (more than 15kg) without mechanical aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manoeuvring patients/clients into position, transferring from bed to chair etc	x <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual digging	x <input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy duty pot washing/oven cleaning or similar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12.0 Mental Effort

<u>Activity Requiring Concentration</u>	<u>Freq</u> > once in 6 months but < half the shifts worked	<u>Freq</u> Half the shifts worked or more	<u>* Nature of Concentration</u> Periods of concentration with predictable interruptions	<u>* Nature of Concentration</u> Periods of concentration with unexpected interruptions	<u>* Nature of Concentration</u> Activity requiring concentration for > half the shift	<u>* Nature of Concentration</u> Activity requiring intense uninterrupted concentration	<u>JD Ref</u>
Writing reports	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	n/a	
Attending meetings	<input type="checkbox"/>	x <input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	

Routine contacts with patients	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	
Checking detailed documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Carrying out complex calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Analysing detailed statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Actively participating in formal hearings, tribunals etc	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	
Actively participating in Trust Board Meetings, formal negotiations etc	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	
Operating machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Taking detailed minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Examining or assessing patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Undertaking enhanced observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Clinical coding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Undertaking psychological therapy	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	
Counselling	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	
Undertaking speech and language therapy	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	<input type="checkbox"/>	

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13.0 Emotional Effort

<u>Circumstances</u>	<u>Less than once per month on average</u>	<u>Once per month or more on average</u>	<u>Once per week or more on average</u>	<u>JD Ref</u>
Exposed to information regarding distressing circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposed to information regarding highly emotional or distressing circumstances e.g. child abuse, SUIs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Imparting unwelcome news to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct involvement with distressed staff or direct non-clinical involvement with distressed/angry patients/clients/carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Imparting unwelcome news to patients/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Imparting news of terminal illness or unexpected death to patients/clients/carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Caring for the terminally ill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with difficult family situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct involvement in dealing with cases of child abuse, family breakdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with people with enduring mental health conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dealing with people with challenging behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Arriving at the scene of or immediate involvement in a serious incident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14.0 Working Conditions

Condition	Less than 3 times per month (on average)	3 times per month or more (on average)	Several shifts per week, several times on each shift	JD Ref
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working outdoors	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	
More or less continuous VDU use	n/a	n/a	<input type="checkbox"/>	
Direct exposure to dust or dirt	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
Direct exposure to unpleasant odours	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct exposure to inclement weather	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contained chemicals/samples subject to specific H&S regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electricity, motorised machinery etc subject to specific H&S regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verbal aggression	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	
Physical aggression (with help immediately available)	<input type="checkbox"/>	x <input type="checkbox"/>		
Physical aggression (with no help immediately available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working in the vicinity of uncontained body fluids, foul linen, fleas, lice, noxious fumes	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing directly with uncontained body fluids, foul linen, fleas, lice, noxious fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15.0 **Physical Skills**

Skill	Click if relevant to the post	JD Ref
Standard driving	x <input type="checkbox"/>	
Advanced driving (requiring licence to drive large goods vehicles, passenger carrying vehicles or agricultural vehicles)	<input type="checkbox"/>	

Standard keyboard use	x <input type="checkbox"/>	
Advanced keyboard use (audio typing, touch typing)	<input type="checkbox"/>	
Restraint of patients/clients (requiring formal training and regular updating)	x <input type="checkbox"/>	
Use of equipment e.g. catering, cleaning, maintenance etc.	<input type="checkbox"/>	
Manoeuvring trolleys, wheelchairs etc in confined spaces	x <input type="checkbox"/>	
Hand signing	<input type="checkbox"/>	
Advanced sensory skills e.g. listening skills for speech and language defects	<input type="checkbox"/>	
Manipulation of fine tools/materials/people where accuracy is important	<input type="checkbox"/>	
Intravenous injections, venepuncture	<input type="checkbox"/>	
Manoeuvring people using hoists or other lifting equipment	x <input type="checkbox"/>	
Manual physiotherapy treatment	<input type="checkbox"/>	