

## Job Description

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<b>Job Title</b>	Therapy Support Worker
<b>Salary Band</b>	Band 3
<b>Division/Service Line</b>	Adult Community Services
<b>Department</b>	North Kerrier Community Rehabilitation Team

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### Job Overview

The purpose of the post is:

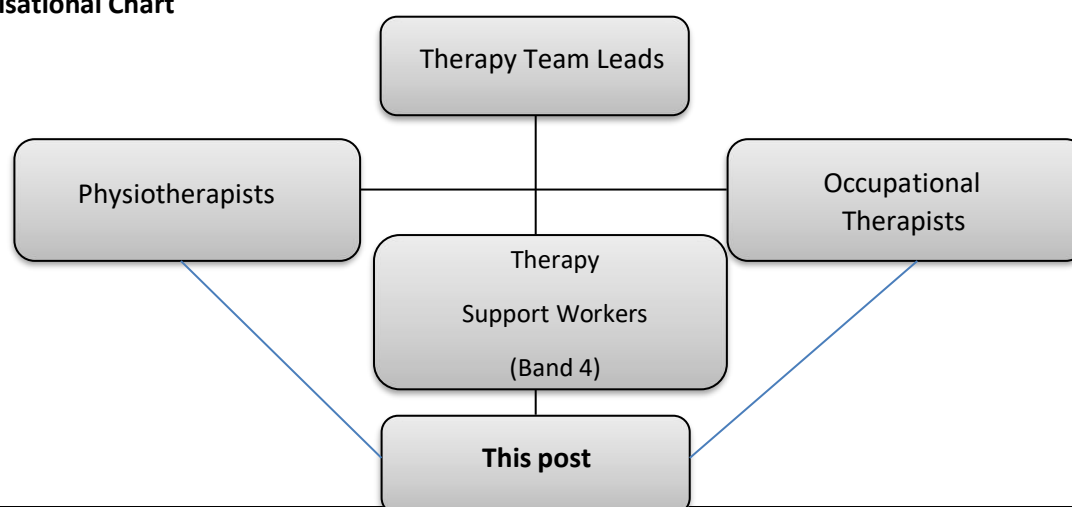
- To carry out skilled interventions as delegated by senior Physiotherapists and Occupational Therapists
- This will be primarily in the CATU at Camborne-Redruth Hospital but could include other hospital units, or in the community, including the patient's own home. This is may not be directly supervised by the therapist (e.g. practising mobility / gaining confidence / practising activities of daily living).
- To monitor the patient's response to therapy intervention and report back on the outcome.
- To encourage patients and carers in an active approach to regaining and maintaining personal independence.

Key Dimensions of the post are:

- To contribute to the assessment and treatment of patients seen by the North Kerrier Community Rehabilitation Team.
- To practice as a lone worker.

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### Organisational Chart



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## **Duties and Responsibilities**

### *Communication and Working Relationships*

- To take responsibility for specific tasks, for example maintaining the pool car, responsibility for maintaining adequate stock in the loan equipment sub-store, ensuring the required checks are made to the patient kitchen.
- To demonstrate duties to new starters and students.
- To behave professionally and represent the Organisation in a positive manner.
- Communicate with Multidisciplinary Team colleagues, statutory and voluntary agencies and GPs, concerning patients on caseload.
- Communicate with patients/carers concerning patient's treatment/carer's needs. Information may be sensitive and patients may have communication, perceptual or cognitive/understanding difficulties. Requires tact, reassurance and persuasion.
- To attend regular Team Meetings.

### *Management and Personal Development*

- Evidence of undergoing theoretical and practical training to NVQ3 level, or equivalent.
- Experience of working with people to facilitate learning of skills or gaining of independence.
- Experience of working with people with injuries or disabilities.
- To take responsibility for own Continuing Professional Development e.g. engaging in regular clinical supervision, identifying learning needs, reflecting on practice.

### *Clinical Activities*

- Understanding the concepts of rehabilitation.
- Good verbal and written communication skills.
- Commitment and understanding of team working.
- To monitor patients' responses to therapy intervention(s) and communicate this to therapist.
- To plan and prioritise own casework and organise time effectively.
- To plan and implement therapy interventions (individually and in groups), acting within competencies.
- To motivate patients to engage in rehabilitation.
- To advise and educate patients and carers, within competencies, e.g. safe use of community equipment, a range of activities of daily living.
- To visit patients' homes to assess (under the guidance of a qualified therapist), measure and fit assistive equipment, e.g. walking frames, mobility aids and aids to daily living.
- To be responsible for patients allocated on a case-by-case basis, working without direct supervision, reporting back progress and informing the therapist of any problems.
- To operate as a lone worker at times, with some opportunity for contact with qualified staff during the day.

### *Strategic Development, Planning and Organising*

- To work in line with CFT Strategic Objectives.
- To follow organisational policies relating to therapy.

- To apply the 'Clinical Criteria for Loan Equipment' / ladder approach to ensure appropriate prescription of community equipment/best use of available resources.
- To educate patients, carers and other disciplines on safe and appropriate selection, fitting and use of community equipment.
- To follow procedures for the replenishment of community equipment.
- To follow the 'Appliance Formulary' to ensure appropriate selection of splints.
- The postholder will need to use own car for work and may on occasions carry patients and equipment in own vehicle. Business use car insurance is essential if claiming travel expenses.

#### *Administrative*

- To update patient records, in compliance with Health Care Profession Council/College of Occupational Therapy/Organisation's record keeping standards.
- To input data and assist with other administrative duties as appropriate.

#### *IT Systems and Processes*

- To record information regarding your clinical activity on the appropriate systems e.g. SystmOne/RIO.
- To take part in surveys and audits as required by the Organisation/Therapy Service, e.g. Record Keeping Audit.

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities 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.

### *Review of the Job Description*

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### *Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

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<b>Salary Band</b>	Band 3
<b>Division/Service Line</b>	Adult Community Services
<b>Department</b>	North Kerrier Community Rehabilitation Team

Role Requirement	Essential	Desirable
Education and Qualifications		
Good general education (to GCSE or equivalent).	✓	
NVQ level III qualification in therapy/care or equivalent relevant qualification.	✓	
BTEC National Diploma in relevant area or equivalent relevant qualification.	✓	
IELTS (unless qualification taken in English)	✓	
Experience		
Experience of working with older adults and disabled people.	✓	
Working with people to facilitate learning of skills or gaining of independence.	✓	
Previous work in the community or hospital setting.	✓	
Experience of working as a lone worker.		✓
Experience of working with vulnerable adults.		✓
Experience of working using a therapeutic approach.		✓
Experience as a support worker working in health or a related area.		✓
Skills and Aptitude		
Demonstrates respect for other professionals within the team.	✓	
Motivated.	✓	
Professional.	✓	
Willing to assist in student learning.	✓	
Commitment to client centred, non-discriminatory practice.	✓	
Knowledge and abilities		

Ability to time-manage and prioritise, with the support of supervisor.	✓	
Good written and verbal communication skills.	✓	
Ability to empathise when helping to motivate and encourage patients with impairments.	✓	
Ability to demonstrate understanding of disability/impairment.	✓	
Good computer and clerical skills.	✓	
Experience in assessment for adaptive equipment/mobility aids.		✓
Personal Qualities		
Demonstrates respect for other professionals within the team.	✓	
Motivated.	✓	
Professional.	✓	
Willing to assist in student learning.	✓	
Commitment to client centred, non-discriminatory practice.	✓	
Willing to actively participate in, and record, CPD activities and in service training.	✓	
Other		
Demonstrates evidence of Trust "CHOICE" values	✓	
Ability to travel independently where required to meet the requirements of the role	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	
Holds full valid UK driving licence and has use of own car (Postholder is Community based)	✓	
Ability to undertake Moving & Handling Procedures.	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		