

LANCASHIRE TEACHING HOSPITAL NHS TRUST
HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Integrated Therapy Assistant - NRU

DIRECTORATE: Integrated therapies

REPORTS TO: Clinical Lead Therapists

ACCOUNTABLE TO: Clinical Therapy Manager

KEY RELATIONSHIPS: Clinical Therapy teams
Multidisciplinary teams

DIRECT REPORTS: Not applicable

HOURS: 37.5

LOCATION LTHTR

BAND: 2

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
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Role Summary

To assist in the provision, monitoring and evaluation of a high quality therapy service within the specific clinical setting(s)

To provide support to therapy team(s) in the provision of patient care

To support the organisation of equipment, be responsible for stock control, maintenance and cleaning

To ensure own personal development

To be able to use computer systems for data inputting and ordering

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values

- **Being Caring and Compassionate ♥**

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can

- **Recognising Individuality ■**

Appreciating differences, making staff and patients feel respected and valued

- **Seeking to Involve ●**

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service

- **Building Team Spirit ▲**

Working together as one team with shared goals, doing what it takes to ensure we provide the best possible service

- **Taking Personal Responsibility ◆**

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

		Link to Values				
ROLE DUTIES	MEASURABLE OUTCOMES	♥	■	●	▲	◆
To communicate and collaborate with all Integrated Therapies Service (ITS) stakeholders	<ul style="list-style-type: none"> • Effective communication with the public, patients IT and Trust staff both directly and over the telephone • Effective communication with external agencies • Ability to deal with emotional and distressing circumstances • Attendance at staff and other service meetings 					
To support personal and people development	<ul style="list-style-type: none"> • Own appraisal and Personal Development Plans are completed as per Trust Policy • Demonstration of to a commitment to independent learning • Support for the organisation of In-Service Training sessions 					
To help to ensure the health, safety and security of users of the ITS, self and colleagues	<ul style="list-style-type: none"> • Participation in Service and Trust mandatory training schedule • Awareness of and adherence to Service and Trust Policies and Procedures • Implementation of monitoring systems which ensure essential equipment maintenance 					

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	<ul style="list-style-type: none"> • Implementation of Trust Infection Control procedures • Competence in the safe use of therapy equipment • Management of clinical and physical risk within own patient caseload • Compliance with Trust, Service and Professional standards for documentation • Demonstration of personal responsibilities related to Information Governance • Timely reporting of adverse occurrences via Datix 					
To support service development and planning	<ul style="list-style-type: none"> • Ideas are contributed to support service development and improvement • Support is provided for team and service developments 					
To support the Clinical Governance and Quality agenda within the ITS	<ul style="list-style-type: none"> • Active participation in Service Clinical Governance groups • Support provided for audit activities within the team/ service 					
To support equality of opportunity and access within the ITS for both staff and patients.	<ul style="list-style-type: none"> • Knowledge of personal responsibilities related to Equality and Diversity (E&D) • Reporting of incidents which potentially breach E&D legislation/ Policies 					
To support financial and other resource management within the ITS	<ul style="list-style-type: none"> • Equipment stocks and delivery are monitored, and supply issues identified to line manager. 					
To provide and use information to support admin processes and patient care	<ul style="list-style-type: none"> • Patient records are completed in a timely way and are compliant with Trust, Service and Professional Standards • Activity and Performance data is provided as per Service schedules 					
To directly support the delivery of therapy to patients	<ul style="list-style-type: none"> • Ensure consent is obtained from patients and recorded in their notes • Ensure patient is prepared for the implementation of activities/ treatments as directed by the therapist • Delivery of treatment plans as directed by the therapist • Provision of equipment as delegated 					

	<ul style="list-style-type: none">• Timely feedback to the supervising therapist re patient response to treatment/ changes in condition• To work jointly with therapist to provide assistance during physical, functional, splinting, cognitive and community sessions.					
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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	x	Regular DSE work	x
Regular equipment / material moving & handling > 10kg	x	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	x	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust

- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Integrated Therapy Assistant - NRU

Band: 2

DIRECTORATE / DIVISION: Integrated therapies/ DCS

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Good General Education • Literate and numerate • Experience of working with the public 	<ul style="list-style-type: none"> • Experience of working with/ caring for people with neurological issues • Prior experience as a therapy assistant 	<ul style="list-style-type: none"> • Application form/interview
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working effectively within a team • Basic IT skills • An understanding of confidentiality issues • Commitment to Continued Professional Development 	<ul style="list-style-type: none"> • Experience of working with patients with challenging behaviour • Experience of neuro splinting • Experience of working with/ caring for people with neurological issues • Experience of working with patients with challenging behaviour 	<ul style="list-style-type: none"> • Application form/interview
Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills both verbal and written • An ability to identify and respond to patient needs • Adaptable and flexible to the needs of the service 	<ul style="list-style-type: none"> • Experience of maintaining/monitoring statistical information over and above the normal provision of activity information • Experience of leading / supporting group work 	<ul style="list-style-type: none"> • Application form/interview

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	<ul style="list-style-type: none"> • Able to work under supervision/direction • Willing to provide sensitive personal care interventions • Skills in supporting patients' who have lost function through an accident/illness. • Work to the standards of the specialist area applying evidence based practice. • Ensure that knowledge within the speciality is acquired through independent learning and collaboration during the working day with senior staff • Ability to work with minimal supervision • Able to meet the physical and emotional demands of working with patients with complex physical and cognitive problems. • Following training to be able to move and handle safely and use therapeutic handling techniques under direction. • Following training ability and willingness to implement 	<ul style="list-style-type: none"> • Experience of working with people with cognitive/executive problems • Experience of normal movement techniques. • Experience of therapeutic moving and handling • Experience of managing a timetable 	
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	cleaning regimes linked to infection prevention		
Values & Behaviours	<ul style="list-style-type: none"> To recognise and abide by trust values and behaviours 		<ul style="list-style-type: none"> Application form/interview