

Job Title:	Occupational Therapy Assistant
Reports to (job title):	Band 7 Occupational Therapist
Line Manager to:	N/A

## Job purpose

We are looking for a part time (34hrs per week) Occupational Therapy assistant to join our friendly team at St Martins Hospital Bath. You will work alongside therapy, medical and nursing staff to support patients with their recovery following acute illnesses including fractures and stroke. We are focused upon maximising our patient's recovery with a strong commitment to provide an effective and enabling rehabilitation environment. We work closely with other services to ensure patients are discharged with the right level of support for their on-going community-based rehabilitation or longer-term needs.

## Base location

St Martin's Hospital, Clara Cross Lane, Bath, BA2 5RP

## Key responsibilities

### In this role you will:

- The post involves working with people with a range of physical and psychological conditions with diverse needs within the context of a multi-disciplinary team.
- To provide care support in a therapeutic manner, as identified in patient specific nursing and therapy care plans, under the direction of a health professional or senior colleague. This may involve promoting independence in daily living tasks, including personal care, toileting, washing and dressing, meal preparation, eating and drinking, communicating, general mobility and transfers; exercise programmes, skills practice, facilitating group therapy, supervision of outdoor mobility and where appropriate accessing the community.
- To carry out therapy care tasks as necessary, including continence management and the prompting of medication, promoting independence.
- To feedback progress of service users, liaising with colleagues and other agencies and professionals in order to provide a co-ordinated service. This might include members of the wider multidisciplinary team, district nurses, social workers and family and carers.
- To contribute to discussions within handovers and Multidisciplinary team meetings.

- To keep up-to-date clinical records, written and using IT systems, complete relevant documentation and gather patient related statistics as requested.
- To be accountable for all aspects of own work, adhering to team and organisational standards and guidelines including lone working, equality and diversity, moving and handling, food hygiene/safety and other health and safety policies under the supervision of clinicians or more senior colleagues.
- To follow procedures relating to risk assessment and safeguarding.
- To promote the choice, control, confidentiality and dignity of service users at all times.
- To provide additional information and signpost to other organisations and services e.g. clubs, organisations and carer support services.
- To ensure the safe and competent use of equipment and appliances used by patients under the overall supervision of a clinician e.g. demonstrating the use of prescribed equipment.
- To contribute to the day-to-day functioning of the service, providing support to team members, service managers and administration team and carrying out routine tasks such as equipment ordering.
- Attend supervision and training as required, ensuring compliance with all mandatory training.
- Engage in learning, specific to the role as requested by a senior colleague or service manager e.g. in-service training and the achievement of identified competencies.
- Ensure that learning from training and peer feedback on practice is integrated into daily practice.
- Consistently deliver and promote care that gives a positive patient experience.
- To assess and support the service user's journey from hospital to an appropriate destination in a timely and safe manner, including provision of equipment where required and managing risk proportionately
- Determining the appropriate level and type of service for any on-going needs, under the guidance of qualified therapist.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire

### Think

- Challenge

### Do

- Accountability

- Understand
- Communicate

- Improve
- Learn

- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

- Education to GCSE level, including good literacy, numeracy and IT skills.
- Experience working in the health and social care setting as either Healthcare assistance, therapy assistant or carer.
- Fully understands the importance of rehabilitation and how this can aid independence.
- Good communication and organisational skills.
- Evidence of continuing professional development (CPD) recorded in a portfolio.
- Access to a car, which is insured for business use, in order to carry out for community-based work.
- Have experience in a range of practice areas
- To have a basic knowledge of medical conditions prevalent in the elderly.
- To provide patient centred care/therapy, maintaining dignity and respect at all times.
- To be willing to undertake training in therapy and nursing roles and apply these to clinical practice.
- To have a working knowledge of NHS and social care systems and processes.
- Knowledge and understanding of the legislation that applies to this practice area e.g. Mental Capacity Act.

## Desirable

- Experience in providing group therapy.
- Willingness to undergo further training to an NVQ/Assistant practitioner level. (please note progressing to a band 4 position will depend on vacancies across the trust)

**Employee signature**

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**Manager signature**

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