

Job Title:	Grade 3 Rehabilitation Assistant
Reports to (job title):	Clare Chapman- Head of Community Respiratory Service
Line Manager to:	n/a

Job purpose

- The job of the Rehabilitation Assistant is to support the Specialist Respiratory Physiotherapists and Nurses in providing a range of care and therapy interventions for people who have Long Term Lung Conditions including Chronic Obstructive Pulmonary Disease (COPD) and Bronchiectasis
- To provide support for assessments and treatments in Pulmonary Rehabilitation
- To provide administrative support for running the Pulmonary Rehabilitation courses. This includes organising assessments and clinics, typing letters and liaising with patients on the telephone.
- To provide support for the Respiratory Physiotherapists assisting the Pulmonary Rehabilitation classes, helping patients to engage with the programme and exercises.
- To support and help deliver educational sessions as part of the Pulmonary Rehabilitation programme.
- To support planned interventions and therapeutic rehabilitation programmes, under supervision, with adults suffering from COPD, Bronchiectasis, and other lung conditions.
- To have an important role in the promotion of health and prevention of secondary complications and the provision of support and advice for people with COPD and Bronchiectasis
- To support other parts of the service including the Home Oxygen Service with patient monitoring, inhaler techniques and equipment management.
- To provide support to the administration staff within the team. This may include general office duties such as photocopying, filing and monitoring stock and stock maintenance.

Base

St Martins Hospital

Bath

BA2 5RP

Key responsibilities

- To support the provision of Pulmonary Rehabilitation exercise programmes in various locations, possibly including virtual/on-line classes.
- Manage and prioritise own caseload without direct supervision but with guidance from senior colleagues.
- To support therapeutic interventions with patients, on an individual basis, in their homes.
- To assist the service user in achieving person centred goals, assisting them in achieving their desired outcomes and to monitor progress, reviewing intervention as necessary.
- Have an active role in booking patient appointments for pulmonary rehabilitation assessments and classes
- Accept delegated tasks from the team leader or senior physiotherapist.
- To liaise with outside agencies as appropriate
- To support the team with service promotion engaging with stakeholders.

Proposed job plan

- To work alongside the Band 8a, Head of Community Respiratory Service and the Band 7, Band 6 and Band 5 Physiotherapists.

To also provide support to other members of the Community Respiratory Service.

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	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• 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 flourishes. 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

Essential

- Excellent interpersonal and communication skills.
- Excellent organisational skills
- Demonstrate effective team working skills
- A desire to work in health and care
- Good levels of literacy including the use of Word, Excel, PowerPoint and Outlook
- Confidence to work using own initiative under some supervision.
- An understanding of the legislation that applies to care and health work.

Desirable

- Previous rehabilitation or care experience working in a healthcare environment, either hospital or community based
- Experience of explaining information to a range of work colleagues.
- Experience of multidisciplinary and lone working.
- Experience of developing relationships with external agencies and organisations (partnership working).

Other requirements:

Valid UK driving licence and access to a car on working days to undertake the job effectively.



Job Description

Employee signature

Manager signature

