

Job Title:	Band 3 Therapy Assistant
Reports to (job title):	Senior Therapists
Line Manager to:	

Job purpose

To work within a multi-disciplinary team in a community hospital inpatient ward, providing support and treatment to individuals admitted for a wide variety of reasons.

The primary function of this role is to ensure that opportunities for patients to rehabilitate are optimised during their stay on the ward. Under the direction of the interdisciplinary team the post-holder will:

- Assist registered staff in assessment and therapy tasks
- Move/treat/communicate with patients in accordance with the therapy plan
- Implement treatment plans agreed with the registered therapy staff, including overseeing and assisting with physical exercise, personal care (e.g. washing, toileting) and practice of domestic activities of daily living and the use of technologies such as computing, and supporting communication and safe swallowing
- As part of their rehabilitation, work with patients with cognitive and/or perceptual difficulties
- Train and educate patients, carers and families under the direction of registered staff

Base location

Chippenham Community Hospital - Cedar Ward

Key responsibilities

In this role you will:

- To implement treatment by following care plans identifying rehabilitation goals.

- To keep the patient at the centre of his or her care, ensuring patient and carer participation in decision making.
- To undertake the daily rehabilitation and support of delegated patients.
- Promote the independent function in all daily tasks of patients designated by the registered therapist
- Take responsibility for following identified OT and PT rehabilitation goals; to monitor progress and provide regular and comprehensive feedback.
- To support patients to practice mobility and exercise techniques as rehabilitative goals.
- To assist ward staff to support rehabilitation goals, referring to registered staff when necessary.
- To meet a range of patient and carer needs to reduce length of stay. This may include clinical tasks relating to physiological function, mental function or personal and domestic activities of daily living.
- To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures and regulatory body's guidelines.
- To obtain consent for any treatment undertaken.
- To have a good knowledge of infection control, to reduce risk of health care acquired infections.
- To work within a multi- disciplinary team.
- To communicate with individuals about routine and daily activities, this may include overcoming difficulties (e.g. hearing/language).
- To ensure the needs and wishes of the individual are documented.
- Dealing with distressed patients/clients regularly
- Frequent VDU usage; this may include electronic patient records, making community referrals, discharge forms and accessing equipment websites to organise delivery and collection.
- Ability to concentrate on complex/ demanding tasks

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.

Job Description

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

- Dealing with distressed patients/clients regularly
- Frequent VDU usage; this may include electronic patient records, making community referrals, discharge forms and accessing equipment websites to organise delivery and collection.
- Ability to concentrate on complex/ demanding tasks
- 12 months experience of working in a care setting.
- Some knowledge and awareness of general rehabilitation principles
- Awareness of dementia care
- Knowledge of and ability to use, patient handling and technical equipment relevant to patient group. Knowledge of relevant policies
- Knowledge and awareness of the signs of communication and swallowing disorders
- Ability to work as a team member.
- Delivering patient focused care.
- Ability to recognise own limitations.
- Proven ability to motivate and reassure people in difficult and potentially distressing conditions
- Basic and therapeutic patient moving and handling skills.
- Undertake specific nursing/therapy skills.
- Able to follow routine of the workplace whilst being able to adapt to unpredictable events in clinical practice

Desirable

- Willing to work in other areas of Wiltshire Health & Care as and when required to do so.
- Self-motivated.
- Good time management
- Experience of community working.
- Experience of multi-disciplinary team (MDT) working.
- Experience of working in a health, physical exercise or rehabilitation environment
- Experience of providing information, training or education to members of the public
- Current full driving license and use of a car.

Job Description

- Typing/data inputting skills

Other requirements:

- Willing to work in other areas of Wiltshire Health & Care as and when required to do so.
- Self-motivated.
- Good time management

Employee signature

Manager signature
