

Job Title:	Band 3 Rehabilitation Assistant- Early Supported Discharge Team
Reports to (job title):	Team Leader

## Job purpose

- To actively work as a member of the Early Supportive Discharge team for Stroke patients and the Community Neurological Rehab Team to provide a high quality of care to the patient within the community.
- To actively participate in patient's individual rehabilitation / programmes of care under the guidance of an appropriate Therapy/ Nursing professional.
- To provide and promote a high standard of fundamental care to patients.
- To work autonomously under the guidance of the Therapist/ Nurse as well as part of a team
- To provide care to patients in their own homes, group work and inpatient unit- this can include assistance with the provision of personal care tasks for patients in their own home (e.g. washing and dressing, toileting)
- To work across services with the Community neuro rehab team and the inpatient ward as service demands dictate.
- 6 days a week working (Monday to Saturday)

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## Base

Community stroke services are based at Gravesham Community Hospital in Gravesend.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Expected to ensure correct use of confidential information and sensitive information in line with CALDECOT
- Complies with Trust operational policies and procedures
- Participate in individual and team training
- To work in a team structure, liaising with colleagues and other members of the multi-professional team.
- To participate in the ongoing development and evaluation of the team.
- The post holder is expected to communicate effectively so that the appropriate members of Early Supportive Discharge Team are aware of any changes to patient's needs or problems associated with prescribed programme of therapy.
- To work across various aspects of community to provide therapy in patients own homes, group work and across the inpatient ward.
- Undertake prescribed Therapy/ Nursing tasks with the patient independently.
- To lead Group therapy programmes as well as individual programmes.
- Provide the appropriate professional with up-to-date accurate information regarding patient's progress.
- The post holder is expected to act in ways that support equality and value diversity, in accordance with legislation, national and local policies.
- Knowledge of caring for people with complex needs
- To understand the philosophy of rehabilitation
- To undertake individual rehabilitation programmes of care with the patient.
- To act courteously and professionally towards patients and colleagues.
- Ability to communicate effectively, written and verbal.
- Provide holistic care respecting patient's rights and individuality
- To be able to work independently and as part of a team
- To have knowledge and understanding of the fundamental aspects of therapy.
- To have knowledge and awareness of infection control policies and procedures

- To support the community neuro rehabilitation team and rehab ward as required as service demands dictate.

#### Physical Skills

- Basic keyboard skills.
- Clinical manual handling skills.

#### Responsibility for Patient/Client Care

- To take responsibility for completion of basic assessment processes under the supervision of the relevant members of the MDT.
- To work autonomously as well as part of a team.

#### Responsibilities for Policy and Service Development Implementation

- To actively take part in all required service development activities.

#### Health, safety and security

Responsibility to maintain own health, safety and security in the workplace including strict adherence to infection control and Information Governance Policy & Guidelines, and to work with colleagues to maintain the health, safety and security of the public and colleagues in the workplace.

#### Responsibility for Policy and Service Improvement/ Development

- To actively take part in all required service development activities.

#### Responsibilities for Financial and Physical Resources

- Participate in the maintenance and cleaning of clinical areas and equipment ensuring safe, clean and secure condition for patient use.
- Report unsafe or missing equipment to supervisor in a timely manner.

#### Responsibilities for Human Resources

- Attend and participate in staff meetings, in-service training and external courses as appropriate.
- Participate in regular clinical and development supervision.
- Participate in the completion of the annual appraisal process and maintain a personal development plan.
- Work within policies and procedures.

## Responsibilities for Information Resources

- To input and maintain statistical data for the team on a regular basis as directed by the Team Leader and own statistical data in accordance with department guidelines.
- Be able to use different computer systems to assist with work practices (eg word processing, internet, excel).
- Be able to receive and communicate messages from and to relevant staff and agencies.
- Be able to act as point of reference for team and patients in regards to local community resources/services and to maintain up to date information regarding this.
- Carry out further patient related administration duties as required by the team at any time.

## Responsibilities for Research and Development

- Participate in local clinical and non-clinical audits and other clinical governance initiatives as required under direction of supervisor.

## Planning and organisational tasks / duties

To manage and prioritise own caseload and workload.

## Education and development responsibilities:

- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- Be an active member of the in-service training programme by attendance at, participation in in-service training programmes, tutorials, individual training sessions, external courses and peer review.
- To undertake as directed the collection of data for use in service audit, research projects and National guidelines.

## Other responsibilities:

- To be able to concentrate for frequent long periods of 1 to 2 hours at a time, e.g., with assessments, treatments, and meetings.
- The job involves frequent exposure to unpleasant working conditions on a regular basis e.g. bodily fluids and occasional exposure to verbal and physical aggression. Visiting houses of poor hygiene or poverty.

## **Responsibilities for information resources**

To maintain up-to-date and accurate case notes in line with National and local policies.

To share information with others, observing data protection and information governance guidelines.

To record activity data accurately and in a timely manner.

To develop an excellent working knowledge of our electronic patient record system (EMIS).

## **Physical Skills**

Good auditory processing

Good computer skills

Excellent listening skills

Full UK driving license with access to own vehicle

## **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
- Understand
- Communicate

### **Think**

- Challenge
- Improve
- Learn

### **Do**

- 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 Datix 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.

## 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

Good standard of basic secondary education.

Experience in dealing with the general public within a health care setting.

Effective communication skill

Self-motivated, positive interpersonal skills

Ability to prioritise workload

Ability to recognise own abilities and work within sphere of competence

Clearly spoken and articulate

Pleasant, courteous and cheerful

Flexible and adaptable

Good team player

Approachable

Good listener

Enthusiastic

Positive manner in challenging times

Knowledge and skills of basic IT

### Other requirements:

- Full driving licence and access to a car, in order to carry out community visits to patients in their homes and visit other bases.

### Desirable:

- Qualification relevant to knowledge of healthcare, rehabilitation or therapy.
- Experience working with people with neurological conditions.



# Job Description

Employee signature

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Manager signature

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