

Job Title:	Rehabilitation Assistant
Reports to (job title):	Therapy Manager
Line Manager to:	

## Job purpose

To work as part of the Interdisciplinary team and assist the therapists to assess plan and deliver rehabilitation programmes to people in Swindon Intermediate Care centre and Community Stroke team on a 6-month rotation.

## Base location

Swindon Intermediate Care Centre - SWICC

## Key responsibilities

### In this role you will:

- To carry out basic therapeutic treatments and be responsible for own caseload.
- The post holder will work, supervised by the Physiotherapists, Occupational Therapists, and Speech and Language Therapists to maintain an efficient day-to-day service.
- To share with the Therapists the overall therapeutic aim: to enable or restore patients to the highest level of Physical, mental and social independence as possible and support carers in their role. They will assist in clinical duties within the Stroke Team, to include the implementation of treatment programmes for patients/clients.
- You will be expected to work a shift pattern which includes weekends.
- To assist in the administration and clerical duties of the department such as writing letters and ordering supplies which enable smooth running of the department.
- Wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure that patients receive the appropriate care in the most appropriate setting.
- To keep the patient at the centre of his or her care, ensuring patient and carer participation in decision making.

- To take a lead role in your own Continuous Professional Development and other development activities.

## Patient Care

- To be responsible for own caseload of patients.
- To assist in the teaching of other less experienced assistants and to help prioritise their work.
- To assist in staff training, safe systems of work and departmental procedures.
- To demonstrate a high level of initiative towards all aspects of the work ensuring effective delivery and running of day-to-day services
- To carry out specific tasks with confidence and competence as instructed by therapists whilst demonstrating sound initiative.
- To assist the therapists with assessment and treatment of patients and, where appropriate, with patients' continued management including implementation, supervision and progression of therapy interventions whilst under distant supervision from the therapist.
- To communicate frequently with therapists with regard to any change in patient status, behaviour, ability and response to therapeutic intervention.
- To communicate effectively routine information which requires tact or persuasive skills with the patients in an effort to encourage and motivate them towards their therapeutic goals.
- To support patients' families and partners in their role as carer and communicate any unresolved issues to Therapists.
- To be able to measure, issue and fit appropriate aids and instruct patients on their safe use with knowledge gained through training and with reference to a Therapist.
- To participate in the assistant training programmes and to take every opportunity to learn and to develop skills, knowledge and competencies.
- To maintain a high standard of accurate, comprehensive and up to date documentation in the multidisciplinary notes in line with legal and team requirements.
- To be aware of GWH and departmental policies, procedures and practice concerned with your area of work, eg Health and Safety, Fire, etc, acquired through formal training as organised by GWH.
- To monitor stocks within the department and re-order supplies using the appropriate systems.
- To carry out general clerical, administrative and departmental duties in support of clinical work and at the direction of the therapists and any other duties delegated by senior staff.
- To undertake appropriate training when available.
- To participate in and contribute to the work and development of the Stroke Therapy Team.

- To participate in GWH Appraisal System.

## 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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.

# Job Description

## 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

- Literate and Numerate(5 GCSE grade c or above or equivalent)
- Computer literate (a working knowledge of word, outlook and internet usage)
- NVQ or other qualification in related area
- Knowledge of Stroke and Rehabilitation process
- Experience of Stroke and Rehabilitation process
- Experience of working in the NHS or NHS commissioned services.
- Previous experience in at least 1 of the following: Physiotherapy Assistant, Occupational Therapy Assistant, Rehabilitation Assistant, Speech and Language Therapy Assistant, Carer.
- Experience of working in the community
- Manual handling skills specific to stroke
- Able to demonstrate initiative.
- Able to identify learning requirements.
- Ability to organise and prioritise own caseload
- Ability to communicate with people with barriers to communication.
- Interested in people and ability to empathise.
- Ability to problem solve and adapt to changing situations.
- UK driving license and access to a car with business insurance.

### Desirable

- Foundation Degree in related area
- Experience working at Band 4

# Job Description

Employee signature

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Manager signature

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