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| Job Title: | Rehabilitation Assistant (Band 4) |
| Reports to (job title): | Occupational Therapy and Rehabilitation Assistant Team Lead |
| Line Manager to: |  |
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## Job purpose

Working in an inter-disciplinary team, the post holder will assist the qualified members of SCHS Community Rehab Team with the professional and clinical duties and with the day to day organisation, ensuring a high standard of care to our client group. Working within the interdisciplinary team you will prevent unnecessary admissions for patients, support earlier discharge home from bed based facilities and share with the therapists, the overall therapeutic aim i.e. to enable patients to work towards their potential level of physical, mental and social independence and support carers in their role.

Base

Great Western Hospital

This post is responsible for

## Key responsibilities

CLINICAL

* To carry out specific tasks, interventions and / or simple assessments as delegated by and supervised by therapists (including Occupational Therapists, Physiotherapists and Speech and Language Therapists), and nurses (Woodlands, CICT and PD Nurses) at home, in the community or in unit based venues.
* To communicate immediately with the therapists and nurses with regard to any change in patient status or other observations about patient behaviour, ability and response to therapy intervention.
* To contribute to assessment, treatment and clinical management of patients as guided by therapists and nurses.
* To assimilate and use information and assessments provided by other professionals.
* To manage clinical and personal risk within own caseload e.g working at times as a lone worker, dealing with exposure to bodily fluids, poor hygiene and unpredictable environments.
* To accompany therapists / nurses and patients where appropriate on home assessments to assist with assessments, treatment or check visits.
* To undertake home visits alone as delegated, to deliver/fit and practice the use of equipment in individual homes as appropriate to skill level.
* To measure, mark and order rails appropriate to skill level.
* To provide a “telephone follow up service”
* To use specific skills and therapeutic activities to implement and supervise both indoor and outdoor patient exercise and treatment regimes that progress function within the community eg practising personal care, meal preparation, going shopping, using transport.
* To source, issue and teach the safe use of basic equipment appropriate to meet the patient’s needs using simple assessment skills, at the request of the a qualified member of staff , following manufacturers instructions, local guidelines and departmental competencies.
* To deliver and fit adaptive equipment for patients which may be transported in vehicles (own / lease car) and involve carrying equipment manually on a daily basis in adherence with safe systems of work.
* To use specific skills to carry out therapeutic group work e.g. Parkinson Booster groups / PSI groups, as part of individual treatment programmes providing rehabilitation and education sessions that promote health.
* To measure for and arrange issue of walking aids i.e. frames and sticks and replace walking frames/sticks when reported broken or lost.
* To monitor electrical equipment to ensure that it is maintained in safe working order e.g Tens machines, plinths.
* To ensure effective communication with patient, family or carers regarding therapy ensuring valid informed consent is acquired, within the legal framework.
* To provide support and education to patients and carers regarding aspects of therapy e.g. equipment fitting, rehabilitation programmes, manual handling, personal care, and the role of Rehabilitation Assistants within the context of the multidisciplinary team.
* To ensure that the patient is involved in all aspects of their therapy by making information / communication accessible and understandable to patients, families, carers and other lay people, including when barriers exist e.g. Language barriers, hearing deficits, memory difficulties and challenging family dynamics.
* To communicate effectively, share information appropriately and work collaboratively, with other members of the interdisciplinary team, multi-disciplinary team members, carers and external agencies
* To ensure that up to date written and electronic records, reports and activity data are maintained in accordance with professional and local standards.

MANAGEMENT

* To assist in the management and maintenance of department equipment, monitoring resources in collaboration with senior staff.
* To contribute to the achievement of financial balance within the department by using resources in a responsible manner within day-to-day practice in accordance with policy.
* To be responsible for prioritising, organising and planning own delegated workload to meet service priorities. Readjusting plans as situations change / arise.
* To manage own diary to incorporate sufficient time for, face to face contact, professional development, meetings and time to concentrate on written work and data input.
* To maintain a safe working environment for patients, carers and staff in accordance with health and safety regulations
* Attend and participate in departmental staff meetings.
* Maintain accurate records and comply with team “buddy systems”.
* To participate in and contribute to the work of CICT.
* To maintain clean, tidy treatment, work and store areas.
* To carry out general clerical, administrative and departmental duties in support of clerical work at the directive of the team members e.g photocopying, patient documentation systems, registering / discharging patients administration process, updating white boards, faxing.
* Manage the equipment sub store, ordering and returning home loans equipment and placing stock orders with admin to maintain CICT equipment stock levels.
* Cover the telephone system and check messages for the team in partnership with the admin team.
* To have basic knowledge and computer skills and enable data entry on SystmOne (Electronic records and data collection system )

PROFESSIONAL

* To contribute and assist in the induction, training and development of others in CICT e.g. students, support workers and new starters.
* To follow and support the development of safe systems of work.
* To undertake NVQ Diagnostic and therapeutic level III training programme or equivalent and complete the Care Certificate.
* To participate in weekend working scheme (where applicable).
* To participate in the appraisal process as appraisee developing a personal development plan and a portfolio which reflects the development of clinical knowledge and the experience needed to be able to perform competently as a rehabilitation assistant.
* To participate in training programmes and take every opportunity to learn and to develop skills, knowledge and competencies which will enhance both professional and personal development.
* To review and modify practice where needed using guided reflection and effective use of supervision.

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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

* Life skills gained through work or personal experience.
* Willingness to attend relevant training.
* To hold or willingness and commitment to complete a Healthcare Apprenticeship
* Experience of working with people.
* Experience in Health, social care or Teaching
* Ability to work single handed with individuals / groups within a hospital or community environment.
* Ability to work under instruction.
* Basic knowledge and understanding of rehabilitation and its application e.g. personal care skills, leisure work.
* Ability to teach practical skills to patients/clients and new staff within the department.
* Responsible, non-discriminatory attitude to, and awareness of different patient / carer needs. Observation skills.
* Ability to cope under pressure.
* Good personal organisational skills
* Ability to work as part of a team.
* Good written and verbal communication skills including where there are barriers to understanding
* Basic awareness of Health & Safety and risk assessment.
* Computer literacy

Desirable

* NVQ Level 2 Care
* NVQ Level 3 Diagnostic and therapeutic
* Healthcare Apprenticeship
* Experience as a carer

• Experience as a therapy assistant or Rehabilitation assistant Band 3 or Band 4.

* Basic knowledge and awareness of occupational therapy and it’s application.

♣ Experience in training others

* An understanding of professional conduct
* Awareness of clinical governance
* Supervisory and delegation skills
* Ability to manage departmental systems e.g booking systems, stock control.
* Evidence of recent training in - manual handling - infection control - food hygiene

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| Employee signature |
| Manager signature |