

<b>Job Title:</b>	Children's Therapy Assistant for Integrated Therapies (OT/PT)
<b>Reports to (job title):</b>	Integrated Therapy Team Lead
<b>Line Manager to:</b>	

## Job purpose

- To provide support and assistance to Paediatric Integrated Therapists working with children in Wiltshire aged 0-19
- To carry out specific therapy programmes with children and young people
- To carry out specialised techniques and procedures under the direction of a Paediatric Integrated Therapist
- To assist with administration and clinic preparation duties as require
- To work in various community localities to include clinic setting, nurseries, schools and client's homes across Wiltshire

## Key responsibilities

Patient/client care

1. To assist the Paediatric Integrated Therapists in specialised therapy techniques and procedures
2. To carry out designated activity programmes with individual children and young people and in group settings under the direction of a Paediatric Integrated Therapist
3. To work independently in specified situations and report back to the Paediatric Integrated Therapist
4. To undertake moving and handling of children following appropriate training to adapt practice to meet the individual needs of the child and family including due regard to cultural

and linguistic differences. 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

5. Establish and maintain effective working relationships with clients, carers, the general public and all other staff working internally and externally to the trust
6. To possess and develop skills in motivating children and their carers to engage in the therapeutic process
7. To work as a member of the Children's Paediatric Integrated Therapies Team and liaise with the multidisciplinary team as appropriate
8. To be able to effectively and clearly communicate and liaise verbally and in writing with supervising therapists
9. To carry out specific tasks as identified by the Team as a lone worker, with support from a Paediatric Integrated Therapist when required e.g. monitoring programmes, review of equipment
10. To be responsible for teaching a technique or related activity to patients, carers within an agreed scope of practice taking into account barriers to communication
11. To demonstrate/develop a knowledge of specialist equipment and companies, specialist orthoses (splints) and how to fit these correctly and recognise when there are problems, reporting them swiftly to the supervising therapist. Training and guidance in relation to the individual children will be provided
12. To demonstrate/develop knowledge of specific therapeutic techniques and develop skills to assist/carry out these techniques under the supervision of a therapist
13. To develop and demonstrate a basic broad understanding of child development and apply to daily care of children under the direction of an Integrated Therapist
14. To undertake support work and treatment sessions in patient's homes and other appropriate settings as identified by the team
15. To maintain patient confidentiality at all times

Operational and Administrative Responsibilities

1. To assume delegated tasks as requested by Team Lead or Head of Service
2. To take an active role in ensuring that team plans and policies are implemented as required
3. To know all emergency procedures and complete all required mandatory training
4. To be aware of Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff, and ensuring that equipment used is safe
5. To adhere to infection control policies and procedures
6. To comply with Wiltshire Children's Community Service and HCRG Care Group policies and procedures
7. To be involved in reviewing and updating Policies and Procedures as appropriate
8. To participate in training and to give presentations at in-house training events as required

## Financial and physical resources

1. To be responsible for ensuring the effective selection and use of all treatment resources available in the department
2. Arrange and attend a variety appointments and equipment, including treatment sessions, equipment appointments etc
3. To assist in the ordering of equipment/materials required and to assist with the set up equipment when it arrives as required
4. To maintain a clean tidy and organised working environment
5. To be responsible for and aware of safety issues regarding the use of equipment

## Information and Reporting

1. To participate in audits/research projects and support the wider clinical governance programme
2. To be actively involved in the collection of appropriate data and statistics for the use of the department

3. To actively seek feedback from service users to help inform improvements and developments in services delivered
4. To use computerised record systems (e.g. SystemOne) to access patient information and to record data accurately in line with the data protection act and departmental guidelines

## Education and Training / Self-Development

1. Identify own training and development needs and undertake appropriate training/development as required
2. To identify objectives for personal development and evaluate regularly as part of clinical and team supervision
3. To participate in clinical supervision according to the departmental policy
4. To attend all statutory and mandatory training to maintain legal compliance
5. Adhere to all Policies and Procedures as applicable. This job description is not exhaustive and the post holder may be required to undertake such other duties from time to time as are consistent with the responsibility of the grade. This job description is subject to review and development from time to time in liaison with the post holder

## Person Specification

- Ideally minimum two years' exposure working with children or other relevant roles within NHS / Public sector roles
- Ability to develop a detailed knowledge of specialised therapy equipment, and the ability to carry out demonstrations, maintenance and safety checks
- Ability to learn as demonstrated by previous education/qualifications
- Have a willingness to develop knowledge and skills in line with National Vocational Qualification Level or Therapy Assistant Apprenticeship scheme, as appropriate
- Be able to work with children and families and adapt their style and delivery according to the needs of the individual

# Job Description

- Evidence of attendance on relevant courses. demonstrating an awareness of client needs and likely service issues
- Have an appropriate working standard of spoken and written English
- Have a high level of self-motivation and enthusiasm
- Show an ability to be organised and manage own time efficiently
- Be able to on occasions cope with and appropriately manage the emotional consequences of working with patients with distressing conditions, or in challenging situations
  - Demonstrate good interpersonal skills including the ability to listen well and show empathy as well as be able to deal with difficult/sensitive situations
- Have a willingness to learn and develop
- Be able to communicate clearly, directly, openly and honestly with services users and colleagues
- Have a good awareness of self and of others
- Have a good working knowledge of I.T.
- Demonstrate ability to document details clearly and accurately
- Possess a valid UK driving license and have access to a car in order to carry out duties of the post

## 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.

# Job Description

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

# Job Description

- 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.

# Job Description

**Employee signature**

---

**Manager signature**

---