

Job Title:	Physiotherapy Assistant /Rehab Support Worker – Grade 3
Reports to (job title):	Team Manager
Line Manager to:	N/A

Job purpose

To work within the Outpatient Physiotherapy providing support and treatment to individuals during their rehabilitation, within guidelines and protocols identified for the role.

Base

North Wiltshire Sites

This post is responsible for

- To work within the Physiotherapy and Multidisciplinary Team.
- To deliver treatment by following the specified plan from the Physiotherapist and the patients rehabilitation goals.
- To work within a competency framework, with appropriate training to enable delivery of different treatments, including some simple electrotherapy modalities as instructed by the physiotherapist
- 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.
- Deliver treatment within a group setting as specified in the class schedule, under the guidance of a registered Occupational and/or Physiotherapist.
- To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures and regulatory body's guidelines.
- Wherever possible, to promote independent function throughout the patient's treatment.
- To contribute to administratively organising classes including waiting list management, referrals, booking, discharging.
- To undertake Health and Safety and equipment checks, including checking clinical equipment, for the department.
- To contribute to any other administrative/ reception or appropriate clinical task to facilitate the running of the department and support the qualified therapists.
- To undertake department equipment cleaning according to infection control cleaning schedule.

- To order via Medequip for therapeutic equipment and ordering of medical consumables via online system.
- To be responsible for isolating faulty equipment and arranging for repair and completing necessary documentation.
- Promote the compliance with exercise programmes and rehabilitation of patients under direction from the registered therapist.
- Take responsibility for following identified PT and OT rehabilitation goals; to monitor progress and provide regular and comprehensive feedback.
- To communicate frequently with the physiotherapist regarding changes in the patient's situation / general condition and to seek guidance when required.
- To support patients to practice mobility and exercise techniques as rehabilitative goals.
- To have a good knowledge of infection control, to reduce risk of health care acquired infections.
- To accurately record treatment interventions and any significant information within the patient paper or electronic record
- To ensure the needs and wishes of the individual are documented.
- To obtain consent for any treatment undertaken.
- To meet a range of patient and carer needs in order to improve function and promote rehabilitation.
- To communicate with individuals appropriately, this may include overcoming difficulties (e.g. hearing/language).

Other Factors

- Ability to drive and travel
- Dealing with distressed patients/clients
- Regular VDU usage
- Ability to concentrate on complex/ demanding tasks.
- Will need to be able to work Thursdays/Fridays

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.

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

- NVQ Level 3 in health care or equivalent qualification.
- Good level of general education
- Experience of working in a healthcare setting.
- Experience of working under distanced supervision.
- Experience of supporting others.
- Experience of confidentiality issues.
- Ability to work as a team member.
- Delivering patient focused care.
- Ability to recognise own limitations.
- Typing/data inputting skills.
- Moving and handling skills.
- Undertake specific nursing/therapy skills.
- Current full driving license and use of a car.
- Self-motivated.
- Good time management
- Open, honest, and innovative.

Desirable

- Higher education qualifications in health and fitness or other appropriate courses
- Physiotherapy Assistant Training
- Experience of the NHS or social care
- Experience of multi-disciplinary team (MDT) working
- Experience of working as an Allied Healthcare Professional Assistant
- Knowledge of specific patient conditions relative to Outpatient Physiotherapy ie Amputees Low Back Pain

Job Description

Employee signature

Manager signature
