

Job Title:	Rehabilitation Assistant – Band 3
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 be responsible for own time-management around the demands of therapists from a number of different disciplines
- To be responsible for own caseload of patients working as part of the Interdisciplinary Team.
- 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 work with patients individually and in groups using specific rehabilitation techniques and skills.
- To carry out routine and specific tasks with competence as requested by the Therapists which assist him/her in their role.
- To demonstrate a high level of initiative towards all aspects of the work ensuring effective delivery and running of day-to-day services.
- To participate in the assistant training programmes and to take every opportunity to learn and to develop skills, knowledge and competencies.
- To participate in Team discussions relating to service change and improvement.

- To assist in the teaching of other less experienced assistants and to provide advice and help in prioritising their work
- To assist in staff training, safe systems of work and departmental procedures.
- To work with volunteers supporting them in the carrying out of specific activities.
- 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 assess returned equipment e.g. walking frames, in accordance with manufacturers guidelines to enable safe re-issuing.
- To ensure returned or used equipment is cleaned following local infection control guidelines and COSHH regulations.
- 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 the departmental policies, procedures and practice concerned with your area of work, eg Health and Safety, Fire, etc, acquired through formal training as organised by the Trust.
- To participate in the Appraisal System.
- 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 be involved in audit as part of working practice

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 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.

Job Description

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)
- Literate GCSE (or equivalent) English
- Numerate GCSE (or equivalent) Maths
- Computer literate
- Experience of a previous role involving various modes of communication with a variety of people
- Experience working at Band 2 in at least 1 of the following: Physiotherapy Assistant, Occupational Therapy Assistant, Rehabilitation Assistant, Speech and Language Therapy Assistant.
- Previous Experience of working in the NHS.
- A knowledge of what the job entails
- Ability to communicate with people with barriers to communication
- Ability to empathise, support and motivate patients and carers
- Training in Rehabilitation competencies or equivalent base of theoretical knowledge
- Ability to problem solve and use initiative
- Ability to organise self and workload in order to complete given tasks within a given timescale
- Willing to learn new skills
- Motivated
- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.

Desirable

- NVQ or equivalent in related area
- Training in Rehabilitation competencies or equivalent base of theoretical knowledge
- Knowledge of Stroke

Job Description

Employee signature

Manager signature
