

<b>Job Title:</b>	Band 3 Physiotherapy Assistant Part time. 3 days a week
<b>Reports to (job title):</b>	Team Lead Physiotherapist
<b>Line Manager to:</b>	In-patient Therapy Manager

## Job description

- To assist the therapy team in the provision of rehabilitation, offering a range of therapy interventions and treatments in order to facilitate clients reaching their optimum level of independence and social integration required for discharge.
- To work under the guidance of qualified Physiotherapists, providing therapy intervention as delegated.
- To be responsible for monitoring patients responses to rehabilitation and reporting patient changes/ opportunities for patient progression with qualified staff.
- To be independently responsible for time management and participate in timetabling to ensure effective use of the therapy day.
- To be responsible for a delegated clinical caseload or aspects of it (subject to competency/ experience)
- To work in close liaison with the qualified staff to assist them with both clinical and non-clinical duties including selected administrative support
- To participate in a programme of professional development including training and clinical supervision.
- To maintain up to date skill levels, competency awareness and knowledge of own scope of practice. To maintain upto date statutory and mandatory training log.
- To maintain an awareness of policies and procedures relevant to the post (including Delegation policy)

## Outline of Provisional Job Schedule:

Working hours are from 8.30 – 4.30 Monday to Friday with part time hours of 22.5 hours to be agreed.

## Base

**Bentley ward at Farnham Hospital**

**Hale Road, Farnham, GU9 9QL**

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### Planning and organisational tasks / duties

1. Manage and prioritise own patient caseload as delegated by the Therapists.
2. To support therapists with patient interventions (e.g. home visits, patients requiring more than one person to treat)
3. To ensure equipment and treatment areas are prepared for use by Therapists.
4. To plan and undertake group therapy sessions with support from qualified therapy staff.
5. To be able to work flexibly across the business unit as required by service need.
6. To complete administrative tasks in a timely manner

### Patient Care Responsibilities

1. To provide therapeutic intervention for individual clients to maintain or improve function in personal, work, leisure, social and domestic activities, under the guidance but not direct supervision of qualified staff.
2. To implement therapy interventions, adapting and progressing the rehabilitation of patients following liaison with the qualified therapists. This will include modifying treatments to take account of changes in the patient's physical and mental state.
3. To work with patients individually or in groups as directed by qualified therapists.
4. To work in conjunction with patients and carers on specific goals, as directed by Therapy staff, and to deal with their concerns as they arise.
5. To be aware of problems that could affect the patients progress and report back any changes to the delegating therapist.
6. The provision of mobility equipment following liaison with the delegating therapist.

### Responsibility for financial and other physical resources

1. To ensure supplies of equipment are maintained and prepare orders when appropriate.
2. To accurately record issue of any equipment ordered on behalf of qualified physiotherapists.

### Responsibilities for information resources

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1. To ensure competence of self in the accurate uses of the organisational IT system.
2. To keep accurate documentation in line with departmental procedures

## 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 1998 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.

**Employee signature**

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**Manager signature**

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