

Job Title:	Advanced Rehabilitation Assistant – Pulmonary Rehab and Respiratory
Reports to (job title):	Team Lead
Line Manager to:	N/A

## Job purpose

- To actively work as a member of the Pulmonary Rehab and Respiratory Team and wider multi-disciplinary team (MDT) to provide a high quality of intervention to the patient
- To actively participate in patient's individual rehabilitation / pulmonary rehab care plan under the guidance of an appropriate professional.
- To take responsibility for completion of basic assessment processes under the supervision of the relevant members of the MDT – to undertake Trusted Assessor Training.
- To provide and promote a high standard of pulmonary rehabilitation to patients.
- To work autonomously as well as part of a team
- To be able to use and take initiative to seek additional work to assist the team as a whole (e.g. team administration tasks, being the first point of contact for patients, families and other health professionals, assisting in the maintenance of service equipment).

## Key responsibilities

- Ensure correct use of confidential information and sensitive information in line with Caldicott and Information Governance Policies
- Complies with Trust operational policies and procedures
- Participate in training and development
- To work in a service structure, liaising with colleagues and other members of the MDT
- To participate in the ongoing development and evaluation of the pulmonary rehab pathway.
- To undertake clinical observations including blood pressure, respiratory rate, temperature, heart rate and SATS.
- To undertake blood tests as requested from registered clinicians/ GP's/Consultants, following training in accordance with organisational policy.

- The post holder is expected to communicate effectively so that the appropriate member of the MDT is aware of any change to a patient's needs or problems associated with prescribed programme of pulmonary rehabilitation.
- Undertake prescribed pulmonary rehabilitation programme with the patient independently.
- Provide appropriate professional with up to date accurate information regarding patient's progress.
- The post holder is expected to act in ways that support equality and value diversity, in accordance with legislation and national and local policies.
- To attend team / service meetings as required maintaining effective communication with all members of the MDT, patients and their relatives
- Be able to independently evaluate progress of treatment and provide consistent feedback (verbal/written) to qualified practitioner.
- Be able to deal with sensitive and emotive situations/information which may be distressing to individual patients using appropriate verbal communication skills.
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- Maintain accurate and up to date problem orientated MDT documentation for all of patient caseload consistent with department documentation standards.
- Assist the MDT in all aspects of preparing for and carrying out community-based rehabilitation assessments and interventions.
- Co-facilitate pulmonary rehabilitation groups as directed by the relevant member of the MDT.
- Be able to liaise with other agencies within primary and secondary care, and external agencies on patient's behalf, under guidance from allocated qualified practitioner (e.g. referrals).
- Treatment is always provided under the guidance of the allocated qualified practitioner.
- Encourage patient participation in therapy by using appropriate communication skills (e.g. negotiation, reassurance skills), utilising an empathetic approach.
- To organise and facilitate all aspects of pulmonary rehabilitation and home assessment and treatments in conjunction with the relevant member of the MDT.
- Be able to independently plan and prioritise workload appropriately.
- To take responsibility for completion of basic assessment processes under the supervision of the relevant members of the MDT.
- To work autonomously as well as part of a team

## 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.

## 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



## Personal Specification

### Essential:

- NVQ 3 in Health & Social care or level 3 or equivalent. Requirement to commence Foundation degree in relevant subject if not already completed
- NHS community rehabilitation experience: Experience of working as a band 3 rehabilitation / therapy assistant
- Understands the health and social needs of the local community.
- Understands the relevant issues of working in the community including lone working.
- Understands issues of confidentiality and information governance
- Acts on own initiative and problem solves
- Works independently and carries out directed tasks with patients in their own home and clinic settings.
- Sets and maintains personal and professional boundaries. Independently completes required tasks and manages workload
- Excellent written and verbal communication skills
- Excellent time management, flexible approach to workload
- Excellent time management the required timescale.

### Desirable:

- Qualification relevant to knowledge of healthcare, rehabilitation or therapy. Trusted Assessor Training Foundation degree in relevant subject
- Facilitating rehabilitation groups with Allied Health Professionals
- Community nursing as a healthcare assistant experience.

### Other requirements:

- Seeks supervision and advice when necessary.
- Flexible approach to workload.
- Able to use and take initiative to seek additional work to assist the team as a whole (e.g., team administration tasks, being the first point of contact for patients, families and other health professionals, assisting in the maintenance of service equipment)

**Employee signature**

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**Manager signature**

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