

Job Title:	Rehabilitation Assistant
Reports to (job title):	Therapy Manager
Line Manager to:	

Job purpose

We are looking for a compassionate and enthusiastic Rehabilitation Assistant to join our friendly and supportive interdisciplinary team at the Swindon Intermediate Care Centre (SWICC). This is a rewarding opportunity to make a real difference in the lives of people on their journey to recovery.

As a Rehabilitation Assistant, you will work closely with our Occupational Therapists, Physiotherapists, Nurses, and other team members to support the planning and delivery of personalised rehabilitation programmes. You'll play an important part in helping individuals regain their independence, dignity, and confidence following illness or injury.

You'll be part of a welcoming and collaborative environment where your contributions are valued every day. You'll receive training, ongoing support, and opportunities to develop your skills while helping people rebuild their lives with dignity and hope.

Base location

Swindon Intermediate Care Centre (SWICC) Swindon

Key responsibilities

In this role you will:

- To carry out Rehabilitation following an Interdisciplinary model in accordance with the unit philosophy.
- The post holder will work supervised by Therapists,(Occupational Therapists, Physiotherapists and Speech and Language Therapists) to maintain an efficient day-to-day service.
- To share with the Therapists the overall therapeutic aim: to enable or restore patients to the highest level of physical, mental and social independence as possible and support carers in their role. They will assist in clinical duties, to include the implementation of treatment programmes for patients.

- To assist in the administration and clerical duties of the department such as ordering equipment and supplies enabling smooth running of the department.
- To assist in maintaining the department and equipment following the infection control policy to support the clinical work of the team. This will include changing laundry and cleaning of rehabilitation equipment.
- To carry out Rehabilitation following an Interdisciplinary model in accordance with the unit philosophy.
- The post holder will work supervised by Therapists,(Occupational Therapists, Physiotherapists and Speech and Language Therapists) to maintain an efficient day-to-day service.
- To share with the Therapists the overall therapeutic aim: to enable or restore patients to the highest level of physical, mental and social independence as possible and support carers in their role. They will assist in clinical duties, to include the implementation of treatment programmes for patients.
- To assist in the administration and clerical duties of the department such as ordering equipment and supplies enabling smooth running of the department.
- To assist in maintaining the department and equipment following the infection control policy to support the clinical work of the team. This will include changing laundry and cleaning of rehabilitation equipment.
- To carry out specific tasks with patients under supervision working as part of the Interdisciplinary Team within SwICC.
- To assist the therapists where appropriate with assessment and treatment of patients and, where appropriate, with patients' continued management including supervising therapy interventions eg exercise routines, practicing self-care skills, meal preparation skills and domestic skills.
- To work with patients individually and in groups using your specific rehabilitation techniques and skills under supervision.
- To carry out routine and specific tasks with competence and confidence as requested by the Therapist which assist him/her in their role.
- To demonstrate initiative in all aspects of the work assisting in ensuring effective delivery and running of day-to-day services.
- To communicate frequently with therapists and where appropriate nursing and medical staff with regard to any change in patient status, behaviour, ability and response to therapeutic intervention.
- To communicate effectively routine information which requires tact or persuasive skills with the patients in an effort to encourage and motivate them towards their therapeutic goals.
- To support patients' families and partners in their role as carer and communicate any unresolved issues to Therapists.

- 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 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 responsible for own time management around the demands of the therapists from a number of different disciplines, by maintaining an efficient diary.
- 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 discussion 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 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 be aware of the Trust and 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 Trust 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
- To be responsible for recording your own statistics SystmOne

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

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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

- 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
- To be responsible for recording your own statistics SystmOne
- Experience of a previous role involving various modes of communication with a variety of people
- 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
- 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

Desirable

- NVQ or equivalent in related area
- Experience in care delivery
- Experience working at Band 2
- Previous experience in at least 1 of the following: Physiotherapy Assistant, Occupational Therapy Assistant, Rehabilitation Assistant, Speech and Language Therapy Assistant.
- Experience of working in the NHS.
- Training in Rehabilitation competencies or equivalent base of theoretical knowledge
- Knowledge of Stroke

Other requirements:

- • Willing to work in other areas of the Trust or Trust-wide as and when required to do so

Job Description

Employee signature

Manager signature
