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| Job Title: | Band 4 Occupational Therapy Assistant Practitioner, Community Neuro and Stroke Service |
| Reports to (job title): | Clinical Lead Occupational Therapist |
| Line Manager to: |  |
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## Job purpose

The Community Neuro and Stroke Service is a specialist multidisciplinary service for adults over the age of 18 and addresses the needs of service-users who have had a stroke or have long-term neurological condition. The service works with patients and their family/carers in their own home. The Occupational Therapy Assistant Practitioner will undertake a range of routine and non-routine duties with direction and support from Occupational Therapists, working within an agreed competency framework.

The Assistant Practitioner will be required to work regularly without direct, or under minimal supervision and to undertake a defined range of duties autonomously, in which competency has been achieved and recorded specific to the care environment in which the Assistant Practitioner is working. There is an expectation for the Assistant Practitioner to hold and manage their own allocated patients and diary. The Assistant Practitioner will communicate regularly with the Clinicians regarding progress of patients.

Key responsibilities

Clinical

* Deliver and support the assessment and management of patients with care and rehab needs throughout the full episode of care.
* Deliver personal care for service users taking a rehabilitation approach, create and upgrade protocols for personal care to be delivered by other team members and with support, decide when patients are safe to manage personal care independently.
* Assess for and provide routine equipment for service users.
* To support the OT’s in the assessment and management of service users moving and handling needs.
* Support the changing needs of service users with progressive neurological conditions such as Multiple Sclerosis, Motor Neuron Disease and Parkinson’s Disease including service users who have reached the end of life stage of their condition.
* Provide administration support for qualified OTs when requesting trial of and funding for provision of specialist equipment including gaining quotes and liaising with equipment company reps.
* Actively participate in regular supervision. Request support from senior colleagues (available at all times) as needed.
* To deliver the care irrespective of the patient’s age, ethnicity, gender, religion, disability or sexuality.
* To demonstrate a greater depth of theoretical knowledge, skills, attitudes and competencies developed through study and workplace opportunities.
* To manage and prioritise own workload as delegated by the lead clinician.
* To keep the patient at the centre of care, ensuring patient and carer participation.
* Ensure care given, is of a high standard and under the guidance of a registered clinician from the multi-disciplinary team.
* Participate and assist in the clinical review process as required at the appropriate level.
* Promote positive health and wellbeing, and support patients to access services to enable this.
* Give accurate and appropriate information to patients and groups within own area of competence.
* Work towards clinical competence in all areas of advanced practice relevant to the post.
* Prepare and maintain environments and equipment before, during and after patient care interventions.
* To be responsible for the safe and appropriate issue and installation of equipment and aids
* Have flexibility within the day and the ability to plan and prioritise workload, including in the event of unforeseen events occurring.
* Practice in accordance with agreed standards of care.
* Actively participate in discharge planning and onward referrals.

Communication:

* Assist in the establishment and maintenance of effective systems of communication with all professionals and agencies to ensure adequate reporting takes place on all aspects of care within the working environment.
* Communicate effectively with other team members, including the wider multi agency/multi-disciplinary teams.
* Act as a patient’s advocate as appropriate.
* Use a range of communication strategies and techniques to communicate effectively as our patients often have additional communication needs.
* Communicate clear, concise information to patients and their carers/relatives relating to their condition and care, as required, and where appropriate provide sensitivity and empathy.
* Record information and activities undertaken with patients and carers in an accurate and timely fashion using manual or computer systems as appropriate.
* Ensure the needs and wishes of the individual and their carers are documented.
* Maintain confidentiality of information during communication relating to patients, relatives, staff and the organisation, in line with legislation and local policies*.*
* Act in a manner that acknowledges patients right to make decisions and recognises their responsibility.

Quality:

* Be aware of and abide by organisational policies, procedures, protocols, standards and guidelines.
* Alert other team members to issues of quality and risk in the care of patients.
* Be able to manage own time effectively.
* Participate in regular audits of standards and practice.
* Report immediately any complaints, incidents or other untoward occurrences.
* Invite patient feedback and refer the views of patients, relatives and carers to the lead clinician.
* Ensure mandatory training completed and maintained.

Service Improvement:

* Participate in service developments as and when required.
* Make changes in own practice in accordance with team decisions.
* Contribute to the preparation of local guidelines, protocols and standards.

Health Safety and Security*:*

* Identify the risks involved in work activities and undertake risk assessments in a way which manages the risk.
* Contribute to formal risk assessments in conjunction with the lead clinician.
* Use appropriate infection control procedures and maintain work areas so they are clean, safe and free form hazards. Reporting any potential risks to their lead clinician
* Be aware of the sickness / absence policy
* Ensure the safe use of any equipment that the lead clinician has prescribed for support with daily living*.*
* Demonstrate awareness of legal issues relating to the role/service.
* Comply with the lone working policy and support others to ensure the whole teams safety.

Personal and people development*:*

* Take responsibility for own developmental learning and performance including participating in supervision and annual appraisal
* Demonstrate increased knowledge and experience gained through training, short courses and shadowing colleagues.
* Plan and manage time and resources to achieve goals.
* Be self-directed and work regularly without supervision.
* Be adaptable, open and respond constructively to change
* Learn from your mistakes, accept and give feedback in a constructive and considerate manner.
* Disseminate learning and information gained from training, networking and research with colleagues.
* To demonstrate and guide rehab techniques with care home staff.

Equality and Diversity:

* Act in ways that recognise the importance of people’s rights interpreting them in a way that is consistent with legislation and procedures.
* Demonstrate awareness of how to meet the cultural needs of patients within minority groups.
* Respect the privacy, dignity, needs and beliefs of patients and carers/relatives.
* Respect and be open to the thoughts, opinions and contributions of others. Recognise and respect individual’s differences and perspectives*.*
* Identify and take appropriate action when others behaviour undermines equality and diversity

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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

* Demonstrate an ability and willingness to participate in the competency training of specific knowledge and skills needed for the job.
* Hold evidence of continued learning and development.

* Access to a car, which is insured for business use, to carry out community-based work.
* Experience of working within a rehabilitation setting
* Demonstrate good communication skills.
* Ability to use an electronic diary, MS Excel, Teams, Word and Power point systems effectively.
* To demonstrate ability to carry out detailed observations & functional assessments with patients.
* Demonstrate ability to work in an integrated team
* Demonstrate ability to know when to escalate issues.
* Knowledge and understanding of the legislation that applies to this area of work e.g. Mental Capacity Act.

Desirable

* Hold an Assistant Practitioner diploma
* Experience in community services supporting patients in their homes/place of residence/care home.

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| Employee signature |
| Manager signature |