

Job Title:	B3 Physiotherapy Assistant
Reports to (job title):	Band 7 Physiotherapist
Line Manager to:	N/A

## Job purpose

Community Hospitals across Bath and North East Somerset provide inpatient rehabilitation to people following an acute episode of hospitalisation or admissions from the community where they need extra support or medical input. Community Hospitals allow a period of rehabilitation, working as a multidisciplinary team to improve health, promote independence and plan a safe discharge to an appropriate destination.

The aim of the service is to maximise and maintain independence through the provision of rehabilitation and support.

Following an initial assessment and in consultation with the service user, care plans and rehabilitation programmes are drawn up. Service users are encouraged to take an active part in the development of their plans and are supported to make informed choices regarding their care and support around discharge.

## Base

This job would predominantly be based on Sulis Unit In St. Martins Hospital Bath, however, there would be the expectation to provide cross site cover to John Stacey Ward In Paulton Memorial hospital should the need arise.

## Key responsibilities

### Key Responsibilities

- The post involves working with people with a range of physical and psychological conditions with diverse needs within the context of a community-based multi-disciplinary team.
- To provide rehabilitation and support as identified within individual therapy and care plans under the direction of a qualified physiotherapist. This will predominantly involve promoting independence with mobility and transfers, exercise programmes including group therapy and 1:1, stairs practice and outdoor mobility when required. There may be times when you will be expected to assist with other

tasks such as assisting with personal care, meal preparation, eating and drinking and communication, all in a therapeutic manner.

- To feedback progress of service users, liaising with colleagues and other agencies and professionals in order to provide a co-ordinated service. This might include members of the wider multidisciplinary team, district nurses, social workers and family and carers.
- To contribute to discussions within handovers and Multidisciplinary team meetings when required.
- To keep up-to-date clinical records, complete relevant documentation and gather patient related statistics as requested.
- To be accountable for all aspects of own work, adhering to team and organisational standards and guidelines including lone working, equality and diversity, moving and handling, food hygiene/safety and other health and safety policies under the supervision of clinicians or more senior colleagues.
- To follow procedures relating to risk assessment and safeguarding.
- To promote the choice, control, confidentiality and dignity of service users at all times.
- To provide additional information and signpost to other organisations and services e.g. clubs, organisations and carer support services.
- To ensure the safe and competent use of equipment and appliances used by patients under the overall supervision of a clinician e.g. demonstrating the use of prescribed equipment.
- To contribute to the day-to-day functioning of the service, providing support to team members, service managers and administration team and carrying out routine tasks such as equipment ordering.
- To attend supervision and training as required.
- To engage in learning, specific to the role as requested by a senior colleague or service manager e.g. in-service training and the achievement of identified competencies.
- Assist in promoting care that gives a positive patient experience.

- To assess and support the service user's journey from hospital to an appropriate destination in a timely and safe manner, including provision of equipment where required and managing risk proportionately

## 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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.

## 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.

## PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> <li>• Education to GCSE level, including good literacy, numeracy and IT skills.</li> <li>• Experience working in the health and social care setting as either Healthcare assistat, therapy assistant or carer.</li> <li>• Fully understands the importance of rehabilitation and how this can aid independence.</li> <li>• Good communication and organisational skills.</li> <li>• Access to a car, which is insured for business use, in order to carry out community-based work.</li> <li>• Have experience in a range of practice areas</li> <li>• To have a basic knowledge of medical conditions prevalent in the elderly.</li> <li>• To provide patient centred care/therapy, maintaining dignity and respect at all times.</li> <li>• To be willing to undertake relevant training and apply to clinical practice.</li> <li>• To have a working knowledge of NHS and social care systems and processes.</li> <li>• Knowledge and understanding of the legislation that applies to this practice area e.g. Mental Capacity Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in providing group therapy.</li> <li>• Willingness to undergo further training to an NVQ/Assistant practitioner level. (please note progressing to a band 4 position will depend on vacancies across the trust)</li> </ul>

# Job Description

Employee signature

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Manager signature

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