JOB DESCRIPTION

Job Title: Therapy Assistant – Band 3
Reporting to (title): Lead Therapist

Professionally Accountable to (title): Lead Therapist

Responsible for Supervising (if appropriate):

Department & Directorate: Emergency Care/Medicine

JOB SUMMARY

- To assist the qualified therapists in delivering an excellent Occupational and Physiotherapy service to patients in the acute hospital setting.
- To contribute to the assessment and treatment of patients both individually and in groups, undertaking therapeutic work and supervising patients in activity relating to their treatment.
- To undertake general departmental duties such as cleaning, collation of statistical information and ordering equipment.
- To undertake clerical and household tasks as necessary to maintain the smooth running of the department.

OVERVIEW OF RESPONSIBILITIES

Clinical
1. To participate in and contribute to the Therapists’ assessment and treatment planning.
2. To complete delegated Physiotherapy and Occupational therapy interventions in the acute hospital setting once trained to do so. This includes personal care, mobility assessments, domestic activities and exercise programmes.
3. To liaise with the Therapist as necessary regarding patients therapeutic interventions particularly highlighting any variations to expected outcomes from the treatment programmes.
4. To be able to progress patient treatment within established protocols and guidelines.
5. To monitor patient’s progress, taking account of their environment, and adjust own clinical interventions accordingly and report back to the Therapist.
6. To be skilled in the safe use of a broad range of manual handling equipment and therapeutic handling skills once trained.
7. To undertake moving and handling that requires intense physical effort throughout the working day.
8. To liaise with other members of the multi-disciplinary team on behalf of the Therapist regarding a patient's therapy.
9. Under the direction of the Therapists to be responsible for liaising with patients, relatives, carers, equipment services, social and health care professionals and other voluntary organisations and statutory bodies.
10. To demonstrate an understanding of both Physiotherapy and Occupational Therapy.
11. To demonstrate evidence of sound theoretical knowledge of clinical and technical procedures with guidance.
12. To appropriately measure, supply and adapt mobility aids and equipment once trained to do so.
13. To assist in identifying appropriate equipment and adaptations required in patients own homes.
14. Under supervision to order equipment identified by Therapists and contribute to ensuring its timely delivery.
15. To complete records ensuring they are accurate, timely and in accordance with Trust, Professional and Departmental standards and procedures.
16. To contribute to the induction of newly appointed Therapy Assistants, qualified Therapists and students
17. To organise and prioritise own delegated workload, under supervision of qualified staff, using effective time management skills responding flexibly to changing priorities.
18. To work effectively with various members of the therapy team, including demonstrating the ability to work flexibly under the guidance of a number of different staff or across different teams.
19. To demonstrate an understanding of and an aptitude towards email, PAS, word processing and intranet/internet.

**Communication**

1. Communicates in an effective way to encourage and motivate patients.
2. Communicates in a confident and assertive manner in a MDT.
3. Demonstrates an understanding of social, psychological and emotional issues that may impact on patient care and compliance.
4. To form therapeutic rapport with clients/patients and their families/carers to effectively communicate in a way that respects users' autonomy and culture.
5. To use effective verbal and non-verbal communication during delivery of treatment programmes to patients who may have barriers to understanding or communicating in order to maximise rehabilitation potential and ensure understanding of the condition.
6. To use skills of persuasion, motivation, reassurance, negotiation and explanation regularly to overcome difficulties encountered which may include loss of hearing, visual impairment, expressive and receptive speech impairment, altered perception, cognitive problems, diminished mental capacity, pain, fear, language barriers and cultural differences.
7. To, under the guidance of qualified staff, communicate information to patients and carers about provision of equipment and services.
8. To accurately record appropriate documentation and departmental statistics.
9. To communicate with patients, relatives, carers, equipment services, social and health care professionals and other voluntary organisations and statutory bodies to assist the Therapists in ensuring an integrated, holistic approach to patient care.

Clinical and Corporate governance
1. To gain informed consent for therapeutic interventions and treat patients/clients in a manner that respects people’s choice, privacy, dignity and individuality once trained to do so.
2. To comply with Trust and Professional Codes of Conduct acting in accordance with Trust protocols, procedures and guidelines as required.
3. To take a proactive role in keeping the department clean and tidy and following infection prevention procedures.
4. To contribute to ensuring therapy equipment is clean and that no damaged or unsafe equipment is used, once trained to do so.
5. To be aware of the health and safety aspects of work and implement any policies, which may be required to improve the health and safety of the work environment, including reporting of any accident or incident to a clinical manager.
6. To comply with the Data Protection Act and Caldicott recommendations.
7. To provide statistical information required by Trust.
8. To contribute to audits and research as appropriate.

Education and Development
To demonstrate a commitment for own continued development of skills and knowledge by:
1. Attending mandatory training
2. Attending and participating in in-service training
3. Participating in appraisal, supervision and peer review, developing and maintaining an up to date development portfolio including evidence of experiential learning, reflective practice and any relevant training and experience.
4. Maintaining ongoing personal development by taking part in relevant training courses as identified in the yearly professional development review and keeping abreast any new trends and developments.
5. To incorporate acquired knowledge into working practice as appropriate and following discussion with peers and more senior staff.
6. To disseminate information from training to appropriate team members.

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the postholder. The specific objectives of the postholder will be subject to review as part of the Appraisal and Development Plan process.

- **Prevention and control of healthcare associated infections:**
The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the Health Act 2006: *Code of practice for the prevention and control of Healthcare Associated infections* (Revised January 2008)
- Ensure 100% compliance with hand hygiene and high impact intervention protocols.
- Demonstrate effective leadership by ensuring all clinical staff, whoever they may be, are aware of their responsibilities in relation to infection prevention and control.
- Be responsible for ensuring the highest possible standards of cleanliness within the ward/clinical area and ensure all staff are familiar with escalation procedures for additional cleaning.

**Safeguarding Children and Young People:**
All staff are responsible for ensuring that they are familiar with and adhere to the trust’s safeguarding procedures and guidelines, in conjunction with the Essex Safeguarding Children policies and procedures (Southend Essex and Thurrock procedures (S.E.T)). All health professionals who come into contact with children, parents and carers in the course of their work have a responsibility to safeguard and promote the welfare of children and young people up to the age of 18 years as directed by the Children’s Act 1989/2004. Health professionals also have a responsibility even when the health professional does not work directly with a child but may be seeing their parent, carer or other significant adult.

All staff are required to attend Safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role in line with guidelines as per intercollegiate document April 2006 – Safeguarding Children and Young People : Roles and Competencies for Health Care Staff.

**Information Security**
All staff are required to read and comply with all Trust communications and policies that are issued relating to the electronic security of Trust and patient information particularly in relation to:
- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Staff Member (Name):

Staff Member (Signature):

Date:

Manager (Name):

Manager (Signature):

Date:
Terms of Employment

**Band:**
Band 3

**Superannuation:**
Membership of the scheme is voluntary. You will automatically join the NHS Pension Scheme, but it is possible to opt out and make your own private pension arrangements. Unless notified otherwise all staff will be brought into the scheme, therefore a contribution of 5% to 8.5% of gross salary is payable. The percentage contribution is based on Annual Pensionable Pay.

**Hours of duty:**
37.5 hours per week

**Annual leave:**
27 days per leave year (less than 5 years NHS Service), 29 days per leave year (more than 5 years service but less than 10 years NHS Service), 33 days per leave year (more than 10 years NHS Service). This is exclusive of Public Holidays. The NHS leave year runs from 1 April - 31 March

**Terms and Conditions of Service:**
NHS Staff Council