

JOB DESCRIPTION

POST: Therapy Assistant Return to Practice

BAND: Band 3

ACCOUNTABLE TO: Clinical Service Team Leader

KEY WORKING RELATIONSHIPS:

Internal:

Inpatient teams, health and wellbeing services, operational support services and other healthcare professionals within HRCH

External:

GPs, acute hospitals and tertiary care centres, voluntary and partnership organisations.

JOB PURPOSE:

- To work effectively as a therapy assistant in the relevant clinical area under the direction and guidance of qualified health care professionals.
- To support the process of client assessment, treatment, and review, working towards client centred goals within a multidisciplinary team.
- To be proactive and lead the return to practice process with support from supervisor (who is on the same register)

KEY RESPONSIBILITIES

- To work as a therapy assistant providing clinical support to registered health care professionals
- To lead on supervised practice aspect of your role using the return to practice workbook to structure your placement, with support from supervisor
- To identify scope of practice not fulfilled by assistant role and work with your supervisor to collaboratively develop a learning development plan to meet the additional scope
- Provide administrative, organisational and clinical support to registered professionals in assessment of clients
- Deliver individualised treatment programmes to clients as directed by lead therapists
- Work closely with the multi-disciplinary team to meet the needs of the clients / patients and enable them to receive a comprehensive service.

CLINICAL RESPONSIBILITIES

- To work within scope of practice and towards additional return to practice objectives in line with the standards of proficiency, under supervision of registered professional
- To report to the therapist appropriately on the outcome of your interventions and to discuss progress

- To input into the development, monitoring and review of goals and feedback to the multi-disciplinary team/supervisor
- To provide advice and support for service users and families/carers of service users within agreed boundaries
- To maintain up-to-date patient records using electronic patient record in accordance with Trust and local departmental standards.
- To effectively and efficiently organise and prioritise your own workload.
- To work collaboratively with the multidisciplinary team delivering the service to all service users.
- To assist the team in setting up equipment and the environment in preparation for assessment
- To assist the setting up and running of specialist clinics, including setting out equipment.
- Demonstrate duties to other therapy assistants, new team members and students.
- To maintain equipment in accordance with manufacturers/departmental guidelines and maintain stock levels of equipment following strict stock control and ordering processes.
- To help keep treatment, office and storage areas tidy.
- To comply with Manual Handling Risk assessment guidelines and action plans.
- To respect values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to those needs.
- To undertake other duties as required in areas consistent with the grade of the post.

SERVICE DELIVERY RESPONSIBILITIES

- To be aware of one's own responsibility to always deliver a high-quality service.
- To maintain efficient administration systems to support the organisation and smooth running of the service.
- To use word processing & software packages
- To propose and implement new admin processes to assist the team in being more efficient.
- To deal effectively and efficiently with telephone enquiries, taking messages, responding to queries, and ensuring all actions arising are followed up appropriately.
- To attend and actively participating in service meetings and team briefings.
- To support the processes of clinical audit.
- To contribute to and assist in the delivery of service objectives and service developments.
- To work at any of the sites used by HRCH.

MANAGERIAL RESPONSIBILITIES

PEOPLE MANAGEMENT RESPONSIBILITIES

Nil

FINANCIAL RESPONSIBILITIES

- To register with Health Education England's Return to Practice Programme
- To submit expense claims to Health Education England through their online 'selenity' system
- To confirm with supervisor/manager of any additional expenses and determine whether falls within remit of HEE funding, or service funding prior to spend

TRAINING/EDUCATION RESPONSIBILITIES

- To ensure completion of required statutory and mandatory training for post
- To be accountable in completion of the Return to Practice objectives set with supervisors
- To self-direct the return to practice process, demonstrating awareness of what is required and how you will meet requirements for registration

- To participate in research and audit activities that enhance, evaluate and influence patient care as required and when the opportunity presents itself
- Ensure remain up to date with professional knowledge in area of expertise and own continuing professional development

RESEARCH AND DEVELOPMENT

- *nil*

COMMUNICATION

- To communicate effectively with all members of the team and others involved in the care of the patient in order to achieve the best outcome for service users.
- To use communication, reasoning and negotiation skills to establish a therapeutic relationship with service users and notify appropriate team members of barriers to communication.
- To communicate effectively on a one-to-one basis and in small groups with service users and staff.
- To liaise effectively with members of the wider therapy team and other health care professionals to deliver effective services.
- To be able to effectively communicate (verbally and non-verbally) routine and specific information regarding clinical interventions, information and advice to service users and their carers/families to optimise the benefit they achieve. This may include communicating with service users who are visually or hearing impaired, or for whom English is not their first language.

ADDITIONAL GENERAL REQUIREMENTS:

VALUES

All staff are expected to act as a role model to others and consistently reflect and demonstrate the trust values of *care, respect and communication* in all aspects of their role.

CONFIDENTIALITY

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following

recognised codes of practice. The post holder is also required to be aware of and comply with trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

RISK MANAGEMENT

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and to the trust's objectives and add these to the risk register as required at the appropriate level. Directors are responsible for the identification, assessment and management of risk within their own area of responsibility. They are responsible for managing their risks on the BAF and TRR. They have authority for current risks of 12 and over. They are also accountable for day to day management of services and the risks inherent within that operation.

DATA PROTECTION

In line with national legislation, and the trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all trust Policies on Data Protection, Confidentiality, individual's rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training.

The post holder must be familiar with and comply with the t Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing

EQUALITY AND DIVERSITY

The aim of Hounslow and Richmond's Community Healthcare NHS trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS trust.

RESEARCH GOVERNANCE

Hounslow and Richmond Community Healthcare NHS trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply

with all reporting requirements, systems and duties of action put in place by the trust to deliver research governance.

INFECTION CONTROL

Hounslow and Richmond Community Healthcare NHS trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

PERSONAL DEVELOPMENT

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS (Darzi Report 2008) all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

SAFEGUARDING ADULTS AND CHILDREN

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the trust's Safeguarding Adults and Safeguarding Children policy.

PROFESSIONAL / MANAGERIAL CODES OF PRACTICE

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.