

Manchester University NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Children's Rehabilitation Assistant – Outpatient Chronic Pain
Grade:	Band 3
Professionally/ Managerially Responsible to:	Clinical Team Leader
Ultimately Accountable to:	Children's AHP Directorate Manager
Ultimately Professionally Responsible to:	Children's AHP Directorate Manager
Ward/ Department:	Therapy and Dietetic Services
Base:	Main base Royal Manchester Children's Hospital – some clinics run at other MFT sites

Job Summary

- To assist therapy staff in working multi-professionally, ensuring high quality patient-focused care with in-patients and out-patients as required.
- To be responsible for carrying out a wide range of skilled therapeutic activities, working unsupervised with support from qualified staff as required.
- The post holder will carry out ongoing lifelong learning including a set of specialty-specific competencies; contribute to clinical audit and to in-service training.
- To assist in the assessment, rehabilitation and discharge of patients from a variety of specialties, treating patients according to set treatment protocols, monitoring progression and using own judgement to make minor alterations to patient treatment programmes when indicated. To maintain own caseload of patients referred by therapists and to work without direct supervision.

Main Duties/ Responsibilities

Clinical

- To work with patients to achieve their identified rehabilitation goals, which have been set by qualified staff, through a wide range of therapeutic activities,
- Following delegation by qualified staff, carry out agreed therapeutic treatment plans, working unsupervised after successful completion of relevant competencies.
- To prepare and restore patients and the environment prior to, and following therapy treatment programmes.
- To analyse and evaluate patient performance, using agreed parameters of treatment programme, set by qualified staff.
- To correct patients' performance during treatment sessions if required and provide feedback to qualified member of staff.
- To communicate with patients to gain consent to treatment, and to ensure patients' understanding, co-operation and compliance.
- To communicate information from the assessment and treatment to patients, carers, other family members, members of the multi-disciplinary team (MDT) and other professionals and agencies.
- To be competent in treating patients in a group setting as well as on an individual basis in a variety of settings without the direct supervision or presence of a therapist, for example in the therapy department (including hydrotherapy) or on the ward.
- To be responsible and accountable for all aspects of own work.
- To recognise ones own limits and seek appropriate guidance and support when needed.
- To instruct patients, parents or guardians, providing direction and guidance to achieve activities and treatments assessed as being necessary by an occupational therapist in different clinical areas.
- To use effective communication tools, verbal and non-verbal to communicate treatment programmes to patients who may have barriers to understanding or communicating, for example blind/ deaf or do not have English as a first language.

Communication and Leadership

- To maintain accurate and comprehensive electronic patient records/ local care pathways following intervention, in line with Trust standards and local policy.
- To report changes in patient's condition/ circumstances to qualified staff.
- To be familiar with and adhere to the Trust and Directorate organisational structure and lines of communication.
- Maintain excellent communication with patients, relatives and members of the MDT (hospital and community) regarding aspects of care demonstrating a variety of communication skills appropriate to the patient group, e.g. cognitively impaired or challenging behaviour. To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner.
- Demonstrate respect for the individual patient, ensuring religious, cultural and social needs are considered at all times and acknowledge their individual rights.
- To maintain a calm, professional approach to all duties.
- To exhibit a committed attitude to all aspects of work.
- To establish an effective rapport with patients and demonstrate the ability to empathise and motivate patients.
- To work with link workers and interpreters as necessary, to overcome barriers to communication.
- To efficiently receive and impart information, either by telephone, electronically or in person from patients, staff and other agencies.

Management/ Human Resources

- To explain the role of rehabilitation assistants to visitors, students and volunteers as required.
- To contribute to team and ward meetings/ rounds as agreed by qualified therapy staff
- To contribute to the service planning process, with all team members.
- To participate in the induction of new staff and students as required.
- To contribute to the implementation of service plans through identified objectives set at appraisal.
- To contribute to project groups as required, e.g. Infection control.

Organisational/ Planning

- To manage and prioritise a defined caseload, after discussion with qualified staff within the specialty as appropriate.
- To manage workload and time appropriately, balancing individual on-going responsibilities and clinical caseload.
- To assist with preparation of delegated tasks for internal/ external training courses hosted at the Trust, as required.

Education/ Development

- To complete specialty-specific competencies set by qualified staff regarding patients' treatments and conditions.
- To identify, work towards and achieve personal development objectives as part of the lifelong learning/ appraisal process.
- To maintain an up to date lifelong learning portfolio.
- To maintain the skills and knowledge required of an assistant through reflective practice and attendance at in-service training, informal teaching, relevant national courses and other meetings.
- To undertake Trust and local mandatory training in line with Trust policy.

Management of Resources.

- To have delegated responsibility for the checking of departmental resuscitation equipment on a rotational basis.
- To be responsible for the safe issue of and fitting equipment for patients in hospital, ensuring adherence to written protocols.
- To organise the stock controls, supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.
- To have delegated responsibility for the security and safe use of equipment within treatment sessions, reporting and removing from use any faulty equipment.
- To maintain up to date knowledge of local policies and best practice guidance pertaining to equipment provision and personal competence in use of this equipment, e.g. special seating/ hoists.
- To assist in keeping the department tidy and clean.
- To maintain general stock levels and order stock and non-stock supplies.

Research and audit clinical governance

- To participate in service research, clinical governance and audit projects under guidance of senior staff.

- To gather data for research projects, clinical audits, quality assurance standards etc in line with the service/ team clinical governance agenda and participate in the data analysis.

Policy

- To adhere to all Trust and departmental policies, including health and safety and infection control policies.
- To comply with professional standards and rules of professional conduct.
- To observe patient confidentiality in compliance with the Data Protection Act and Caldicott recommendations.
- To comply with the Trust Risk Management procedures.
- To operate within local and national policies and procedures.
- To adhere to Trust Lone worker policy.

Administrative

- To complete electronic statistical return which meet both legal and service standards.
- To support teams in all aspects of administrative tasks.
- To access hospital information, e.g. via Intranet/Electronic Patient Record.
- To maintain lists of equipment, dates of maintenance and location of equipment, in collaboration with team/ service managers.
- To be responsible for the ordering, collecting and tracking of medical notes requested by qualified staff.
- Undertake rotas under the direction of registered staff as required, e.g. in-service training rotas.
- To disseminate information on behalf of qualified staff, e.g. equipment guidance.
- To undertake administrative duties as directed by the qualified staff in relation to all verbal and written communications, ensuring messages and patient related information are passed to other team members, following local policy for the storage and retrieval of such information.
- To be responsible for the administrative arrangements for organising treatment sessions, e.g. retrieving electronic records, organising transport, preparing rooms and equipment.
- To maintain an accurate and evaluative record keeping system using a problem orientated medical record format for own clinical caseload.

GENERAL INFORMATION

Child Protection

To ensure that Child Protection, Vulnerable Adult and Mental Health legislation is adhered to in accordance with Safeguarding policies.

Health and Safety at Work

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

ALL accidents must be reported to your Senior Officer and you are asked to participate in accident prevention by reporting potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder must maintain confidentiality at all times in all aspects of the work.

Equal Opportunities

Manchester University NHS Foundation Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply for all advertised posts.

No Smoking Policy

The Trust has adapted a no-smoking policy. The policy applies to staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke on Trust premises.

Team Briefing

The Trust operates a system of Team Briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing. It is expected that all employees will attend the monthly briefing sessions.

This job description is a reflection of the current situation and may be subject to change following consultation with the post holder

Signature:
(Manager)

Date:

Signature:
(Employee)

Date: