

Job Description

Job Information	
Job Title:	Therapy Assistant
Directorate/Service:	Clinical Support Services
AfC Band:	Band 3
Responsible to:	Advanced Clinician
Accountable to:	Operational Manager
Base Location:	Whiston Hospital
Job Code:	409-6158225-A

Job Summary
<ul style="list-style-type: none"> To work within the Therapy service and support the delivery of Occupational Therapy, Physiotherapy, Speech and Language Therapy and Dietetics in our teams in a variety of hospital settings and the patient's own homes. To hold responsibility for delegated caseload and be responsible for a defined area of service or patient type linking back to the delegating therapist To participate in bank holiday, weekend and evening working if required, following appropriate training.

Dimension & Context of the role
All therapists work as part of an MDT and as such Therapy assistants are expected to provide support and when needed supervision to all disciplines: Physiotherapy, Occupational Therapy, Speech and Language Therapy and Dietetics.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> To assist in/support the identification of health needs and participate in the planning, implementation and evaluation of individual care interventions under the direct/indirect supervision of a registered Practitioner depending upon competency/complexity of work. To provide advice to clients and carers in relation to any needs and the wider public health remit of the Health and Social Care organisation under the direct/indirect supervision of a registered practitioner. To maintain accurate, clear, concise and contemporaneous records as per trust policy and communicate information to members of the Team as necessary. To be aware of the role limitations of practice and when to seek further advice from a supervising Registered Practitioner. Provide concise handover and information updates to other members of the Team as required. To demonstrate a knowledge of external agencies who could be involved in patient care and work in partnership with these agencies under the direct/indirect supervision of a registered practitioner with regards to follow up and provide feedback to Registered Practitioners as appropriate. <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> Communicate routine service user information effectively and in accordance with local guidance with other health and social care professionals for the benefit of the service user. To demonstrate skills in adapting personal communication to overcome barriers to communication and understanding. Utilise Information Technology and Clinical Assessment Systems as required in the execution of your duties. Maintain confidentiality within national and local guidelines. Ensure organisational and professional codes of conduct are adhered to at all times when representing the Integrated Health and Social Care organisation. Work collaboratively across teams, agencies, and organisational boundaries to ensure the delivery of an integrated service through effective communication. Identify and use opportunities to promote healthy lifestyles e.g. nutrition, physical activity, individuals and groups.

- To carry out a range of diagnostic/assessment techniques to identify and respond to clients' needs in a range of settings under the direct/indirect supervision of a registered practitioner.
- To deliver a range of intervention techniques and skills to meet clients' needs in a range of settings under the direct/indirect supervision of a registered practitioner.
- To evaluate and feedback clients' responses to interventions in discussion with registered practitioners and modify under the direct/indirect supervision of a registered practitioner.
- Communicate sensitive service user information appropriately and in accordance with local guidance with other health and social care professionals for the benefit of the service user.
- Adapt personal communication skills to overcome barriers to communication and understanding.
- Utilise Information Technology and Clinical Assessment Systems as required in the execution of your duties.
- Maintain confidentiality within national and local guidelines.
- Ensure organisational and professional codes of conduct are adhered to at all times when representing the Integrated Health and Social Care organisation.
- Work collaboratively across teams, agencies, and organisational boundaries to ensure the delivery of an integrated service through effective communication.
- Staff will be trained to a level appropriate to their responsibilities in this respect in line with current KSF post outline and the on-going PDR process.
- To establish, maintain and develop professional working relationships with colleagues.
- To personally contribute to the Trust health promotion strategies both internally and externally.
- To be aware of, and responsible to, the changing nature of the Trust and adopt a flexible and pro-active approach to work.

ADMINISTRATIVE RESPONSIBILITIES

- To maintain accurate, comprehensive and up to date documentation, in line with legal and local requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
- To undertake as directed the collection of appropriate data and statistics for the use of the department.
- To communicate effectively and work collaboratively with the Multi-Disciplinary Team (MDT) to ensure delivery of a co-ordinated multidisciplinary service. This will include participating in a variety of MDT, internal and external agency meetings and forums plus other forms of verbal/written communication as necessary including report writing and referrals to other agencies.

TEACHING & TRAINING RESPONSIBILITIES

- Evaluate the effectiveness of learning opportunities and alerts others to benefits and problems.
- Maintain a personal development plan and competency portfolio, in line with requirements for the job role.
- Participate in individual and group supervision in line with organisational policy.
- Participate in an individual performance review on an annual basis and be proactive in Continuous Professional Development.
- Utilise informal and formal learning opportunities both independently and with others.
- Participate in the delivery of Learning and Development opportunities to all bands of staff.
- To personally contribute to the Trust health promotion strategies both internally and externally.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- To demonstrate leadership by means of:
 - Effecting change within own sphere of practice when and where indicated
 - Making recommendations to improve services
 - Influencing, motivating, supporting and enabling others to contribute towards the effectiveness and success of the Trust.
- To attend, contribute and represent at relevant meetings, including briefings.
- To demonstrate an understanding of policies relevant to the role including the application of clinical governance and risk management.
- To plan and prioritise own and others designated duties, with tact and diplomacy, in line with clinical and non-clinical responsibilities taking account of priorities and responding to additional delegated tasks as

appropriate.

- To support Band's 1-3 in all areas of their clinical duties, within own scope of competence.

CLINICAL GOVERNANCE, RESEARCH & AUDIT

- Works within the limits of own competence and levels of responsibility and accountability in the work team and organisation.
- Ensure identified risks are reported and acted upon in line with organisational policy.
- To complete and maintain all Trust mandatory training requirements.
- To be responsible for one's own safety and security through the understanding and application of organisational and departmental policies and procedures.
- To participate in and support research, audit and practice development activity within the Team.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect and know how to act on their concerns in line with the policies and procedures of Mersey and West Lancashire Teaching Hospital NHS Trust.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous.
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)

- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.