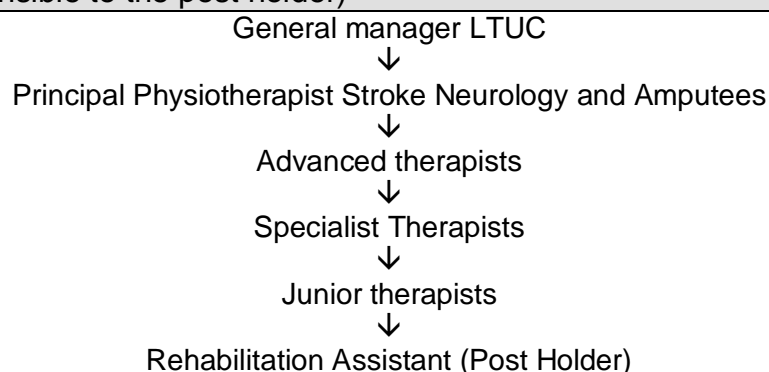


1. JOB DETAILS	
Job title:	Rehabilitation Assistant Complex Rehabilitation
Accountable to:	General Manager Long Term Conditions
Managerially (if required)	Principal Physiotherapist Stroke and Neurology
Professionally (If required)	Advanced Occupational and Physiotherapist
Agenda for Change Band:	Band 3 0.8wte = 30hours
Location:	Granby ward (stroke unit and acute neurology)
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<ul style="list-style-type: none"> To work on Granby Ward assisting the Physiotherapists and Occupational Therapists with the specialist assessment and rehabilitation of patients in order to obtain and maintain maximum independence and functional ability thus improving quality of life. To work with clients, carers, relatives and colleagues to implement therapeutic patient goals as part of an overall care plan. To work independently under the guidance of the senior and qualified professional staff within the team and actively participate in the professional development of self. To take a responsible place in the multi-disciplinary team promoting the role of Neurological and stroke rehabilitation and taking an active part in team projects. To participate in the provision of out of hours services at weekends and Bank Holidays. There may be an opportunity to rotate into the Community Stroke Team or Lascelles ward for agreed time periods. You may also have to cover the hydrotherapy pool if required. To perform a range of supporting, administrative and housekeeping tasks for the therapy team To actively participate in role development. 	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>The Long Term Conditions and Unscheduled Care directorate at Harrogate & District NHS Foundation Trust provides a service, for community living in the Harrogate & District Rural locality, for patients who have had their care transferred directly from the hospital acute team. All the therapists work within multi-disciplinary teams within care pathways and have access to other professionals to ensure that a multi-disciplinary approach is taken to patient care and that individual needs are met.</p> <p>In general, terms, therapists work with people to help them overcome the effects of illness, injury or accident and enable them to lead full and satisfying lives as independently as possible. They also work to promote health and well-being and empower patients to manage their own conditions.</p>	

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

- Responsible to the therapists for day-to-day matters.
- Works with therapy staff, nursing staff and other health professionals as required
- Communicates with family/carers, statutory, voluntary and private agencies and other community services to provide co-ordinated, seamless services for patients

6. DUTIES AND RESPONSIBILITIES OF THE POST

6.2 Clinical responsibilities

1. To contribute to the delivery of a caring, rehabilitation, service focused on recognising, understanding and meeting the individual needs of the patient.
2. To carry and prioritise own caseload in a designated area following an initial assessment by a registered therapist.
3. To undertake and progress treatment programmes with patients independently or jointly with the relevant therapist.
4. To assist the therapists in the assessment of patients' needs.
5. To instruct and supervise patients in the safe use of mobility, remedial and assistive equipment, including wheelchairs, adapting methods to meet patients' needs
6. To encourage and motivate patients to achieve their maximum level of independence engaging them in therapeutic activity and exercise.
7. To ensure that privacy and dignity is maintained whilst promoting independence and choice
8. To be responsible for the welfare of patients participating in rehabilitation, reporting changes in their condition, behaviour or ability to the therapists, nursing staff or other professionals as appropriate.
9. To assist patients to dress/undress and to use the toilet.
10. To move and handle patients, with varying degrees of disability, using appropriate assistive equipment, including hoists, wheelchairs following, risk assessment, moving and handling policy and procedures.
11. To be familiar with the use of patient related medical equipment and how it can safely be manoeuvred e.g. oxygen, oximetry, catheters, IV lines, suction etc.
12. To provide absence cover for other assistants' duties when required.
13. To order, deliver and fit assistive equipment in the patient's home under the direction of the occupational therapist and order, deliver equipment for supporting mobility and communication
14. To accurately complete relevant clinical documentation in accordance with trust procedures.

6.3 Communication

1. To develop effective working relationships and communication with all members of the team to ensure that the service is focused on the patients' needs.
2. In the absence of the therapist, to liaise with the hospital based stroke/neuro team &/or wider community team and attend meetings as relevant and appropriate.
3. To give relevant feedback to the MDT on therapy issues e.g. patient progress, treatment and discharge planning.
4. Reports back daily to the appropriate therapist information relating to treatment and discharge

arrangements of patients on the caseload.

5. To form professional relationships with patients to enable them to achieve the outcomes required within the rehabilitation plan overcoming barriers to understanding.
6. To communicate with family/carers to gather or impart information under direction of qualified therapist.

6.4 Education & Development

1. To participate in performance appraisal with line manager and agree personal development plans in line with trust policy, to ensure regular feedback and support are received and ongoing development needs are met.
2. To undertake relevant training activities to meet development objectives
3. To contribute to the induction and training of new assistants
4. To contribute to training new Therapy support workers through the In-Service Competency-based Programme.
5. To contribute to the supervision/education of work experience students

6.5 Administration and Clerical

1. To carry out routine administration & clerical duties relating to the day to day running of the team.
2. To record statistical information in line with departmental procedures

6.6 House Keeping

1. To ensure that patient's treatment area's are kept clean and tidy following any interventions.
2. To ensure that therapy storage areas are kept clean and tidy
3. To ensure that equipment being used by patients, are safe, clean and in good working order.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder will work as a member of the multi-disciplinary team taking direction from and reporting back progress and outcomes to the clinician responsible for the patient.

Under the direction of the clinician, the post holder will independently supervise, carry out and adapt, as appropriate, planned individual activities with patients with a range of physical & psychological needs.

Under the direction of the clinician, the post holder will contribute to the assessment of patients, using practical/technical/interpersonal skills to identify, problems to be addressed or, goals of treatment.

The post holder will work with patients on a one to one basis in a variety of settings which will be mainly in patients' home but may include the ward and therapy services department.

The post holder will manage their time and given work plan, prioritising tasks as appropriate and seeking guidance when necessary.

Performance in the role will be monitored by the senior therapist with regular review using the Knowledge & Skills Framework.

8. JOB DESCRIPTION AGREEMENT

Post holder's signaturedate.....

Line Manager's signaturedate.....

PERSON SPECIFICATION

Band 3 Rehabilitation Assistant

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's or equivalent • Evidence of practical training or education in a health or social care setting or • Achieved or working towards or willing to take on a NVQ in Health and Social Care or other relevant qualification • Able to demonstrate a good standard of literacy and numeracy 	<ul style="list-style-type: none"> • Advanced Computer/word processing qualification
Experience	<ul style="list-style-type: none"> • Experience in a health or social care setting • Experience of working with older people • Experience of people with complex disability • Experienced team worker 	<ul style="list-style-type: none"> • Experience of working with people with a stroke. neurological and or other disabling conditions • Experience working in the NHS • Experience of enabling or teaching • Experience of rehabilitation
Knowledge	<ul style="list-style-type: none"> • Ability to empathise, problem solve and work independently • Able to accept supervision and direction • Ability to encourage and motivate people • Knowledge of Health and Safety issues • Knowledge of own learning needs • Basic knowledge of the effects of ageing • Aware of limitation/ boundaries 	<ul style="list-style-type: none"> • Basic knowledge of the needs & problems of complex rehab and neurology patients • Basic knowledge of a range of conditions • Basic knowledge of assistive & mobility equipment • Some understanding of NHS, Audit, Quality & Clinical Governance
Skills and Aptitudes	<ul style="list-style-type: none"> • Good interpersonal skills • Good communication skill both verbal and written • Good observational & listening skills • Excellent customer care • Good organisational and administrative skills • Able to prioritise tasks and work to deadlines • Basic clerical skills • Basic level of computer skills ie email, word , 	<ul style="list-style-type: none"> • Good analytical skills • Manual handling skills • Basic teaching skills

	excel processing skills	
Personal Circumstances	<ul style="list-style-type: none"> • Demonstrates positive, professional behaviour. • Relates well to patients and colleagues • Demonstrates patient focused care • Adaptable and willing to work flexibly • Commitment to learning • Reliable • Shows initiative and enthusiasm. • Effective team worker. • Ability to work in a variety of changing environments and work places • Patient and enabling • Able to manage pressure in a positive way • Respect others views and differences 	
Other requirements	<ul style="list-style-type: none"> • Car driver/owner in order to meet service needs • Satisfactory DBS clearance • Satisfactory occupational health clearance • Able to perform all aspects of the position as outlines above • Legal right to work in UK 	

PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.