

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Therapy Assistant Practitioner
<b>GRADE:</b>	4
<b>HOURS:</b>	37.5 hours per week
<b>SPECIALISM:</b>	Community Partnerships
<b>SERVICE:</b>	Community Therapy Service (Unscheduled Therapy)
<b>LOCATION:</b>	Provide bases
<b>ACCOUNTABLE TO:</b>	Clinical Manager
<b>LIAISON WITH:</b>	Health and Social Care Professionals. Patients, Carers and voluntary agencies.

## **JOB SUMMARY**

To assist the team in the service delivery and management of patients referred into the Community Therapy Service. The service provides assessment, advice and tailored rehabilitation to people who have a health related illness, injury or long term condition to help recover their health, cope with chronic conditions and slow the progress of degenerative disease. The post holder will carry out routine assessment and treatments sessions as part of the team, managing a non-complex clinical caseload and working within the boundaries of a competency framework.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Clinical Skills**

- Work under the management of Physiotherapists and Occupational Therapists within the Community Therapy Team and be responsible for the effective management of own caseload.
- Assess, plan and implement rehabilitation programmes to a delegated patient caseload, working towards SMART rehabilitation goals.
- Deliver rehabilitation to people in the most appropriate community setting for example, a person's own home, care home, supported living environment or clinic setting.
- Assess response to therapy programmes and make judgements about appropriate action, adapting intervention to meet the clinical need or identifying when input from a registered clinician is required.

- Be responsible for the accurate assessment, prescription and fitting of mobility aids and a range of specialist equipment, adaptations and splints to improve safety and independence in everyday activities.
- Implement agreed tailored exercise and other therapy programmes to enable the patient to achieve their rehabilitation goals.
- Provide advice and education to optimise health, wellbeing and to promote better self- management of a condition.
- Assist registered clinicians on home visits /in clinic as requested.

## **Communication**

- Obtain valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.
- Communicate effectively with patients and carers and adapt communication for patients with different needs, constructively managing barriers to communication.
- Communicate effectively with the patient to identify patient goals.
- Instruct and guide patients / groups in therapeutic programmes or activities to help achieve the patient's goals.
- Collaborate with a variety of community colleagues in health, social care and the voluntary sector to help achieve the best outcomes for the individual.
- Report effectively (written and oral) to relevant clinician on patients' performance and progress.
- Make recommendations to improve safety, independence and wellbeing and coach patients to implement these measures effectively.
- Make on-ward referrals or signpost to relevant services as appropriate.
- Communicate effectively with colleagues within the team, recognising boundaries and requesting support when further advice and guidance is needed.
- Identify and use correct escalation processes to raise issues or concerns.

## **Learning and development**

- Participate in regular clinical supervision in relation to caseload with an appropriate clinician and take responsibility for own developmental learning and performance.
- Participate in the Therapy Assistant and as appropriate, departmental in-service training programme.
- Keep a record of own training and development
- Successfully complete competency programme related to post within 6 months.
- Provide practical training to less experienced staff, including students.
- Participate in induction of new members of the service and students.

## **IT / Administration**

- Complete accurate, contemporaneous patient records.
- Complete appropriate and accurate referrals to relevant services to meet the holistic needs of the patient.
- Complete non-complex discharge letters
- Effectively manage bank stock equipment processes, including monitoring of stock levels and ensure timely replacement of equipment effectively using ordering systems.

- Ensure patient feedback is sought and documented via Friend and Family survey.
- Be responsible for a range of administrative tasks as needed by the service.

### **Service Development**

- Contribute to service development initiatives including the development of local guidelines, protocols and standards to ensure continuous quality improvement.
- Carry out audits, data collection and analysis.

### **OTHER**

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with Provide.

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the post holder.

The post holder must familiarise his or herself with, and adhere to, all Provide policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and Provide Policies sections.

### **Infection Prevention & Control**

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).

### **Safeguarding Children, Young People & Vulnerable Adults**

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse

and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

## PERSON SPECIFICATION

**JOB TITLE:**           **Therapy Assistant Practitioner**

**BAND: 4**

FACTOR	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; EDUCATION</b>	<p>Apprenticeship.</p> <p>A-levels and GCSE level of education or equivalent.</p> <p>NVQ3 level / diploma</p> <p>OR/</p> <p>Equivalent worked experience through evidenced competency-based development and role specific training.</p> <p>Care Certificate</p> <p>Approved Assessor training for equipment provision.</p> <p>Evidence of short courses or in-service training in relevant rehabilitation topics.</p>	<p>Foundation degree Health and Social Care or Level 5</p> <p>Undertaking Apprenticeship in Physiotherapy or Occupational Therapy.</p> <p>Qualified Postural Stability Instructor.</p>
<b>WORK RELATED KNOWLEDGE &amp; EXPERIENCE</b>	<p>Relevant substantial clinical experience working as a Band 3 Therapy Assistant in a health or social care setting.</p> <p>Understanding of Physiotherapy and Occupational Therapy roles and able to actively advocate this to other services.</p> <p>Understanding of a range of organisations in the health and social care systems and able to make appropriate referrals.</p> <p>Developed knowledge and understanding of the conditions treated in the rehabilitation setting and understands</p>	

	<p>evidence-based practise.</p> <p>Knowledge of fitting, demonstrating and teaching the safe use of a range of equipment to meet the patient's needs.</p> <p>Knowledge and experience of working collaboratively in a Multidisciplinary Team and understanding of the different disciplines.</p> <p>Experience of supporting people with personal care activities.</p>	
<b>SKILLS &amp; APTITUDES</b>	<p>High standard of written English and verbal communication skills</p> <p>Able to provide and receive complex sensitive information and judges the most appropriate method of communication and adapts style accordingly.</p> <p>Able to manage own workload and prioritise effectively, taking into account changes in circumstances.</p> <p>Able to gather and interpret information and make judgement on the improvement or deterioration of a condition and escalate to a registered clinician as appropriate.</p> <p>Ability to recognise boundaries and scope of the role, work effectively without direct supervision seeking advice and support as required.</p> <p>Carry out basic risk assessments and document in</p>	

	<p>electronic patient record.</p> <p>Confident IT skills with a working knowledge of Microsoft, Outlook packages.</p> <p>Demonstrate empathy with patients, carers and families and effectively communicate to motivate participation in therapeutic activities applying the principles of behaviour change.</p> <p>Physical ability to undertake the full requirements of the role including manual handling of people and transportation of equipment in clinic and community settings.</p> <p>Contributes to service development and evaluation of procedures and policies. May lead audits and quality improvement projects.</p>	
<b>PERSONAL ATTRIBUTES</b>	<p>Able to work effectively under pressure.</p> <p>Able to work collaboratively and effectively as part of team and alone.</p>	
<b>CIRCUMSTANCES</b>	<p>Current valid UK driving licence.</p> <p>Access to a vehicle for business use – including transporting items of patient equipment.</p>	

<b>Date Job Description updated</b>	29/06/2023	<b>Name of Author</b>	Kate Fairhurst
<b>Job Description Reference</b>	NP	<b>Date Evaluated</b>	
<b>Date of Sign Off</b>		<b>Agreed Banding</b>	