

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Therapy Assistant
BAND	3
RESPONSIBLE TO	ESD Coordinator
ACCOUNTABLE TO	ESD Coordinator
BASE	St Margaret's Hospital, The Plain, Epping, Essex, CM16 6TN
HOURS OF WORK	22.5

ROLE SUMMARY

The Therapy Assistant will work as part of the integrated team providing services on Beech Ward and in the Stroke Early Supported Discharge Team in the community.

They will provide planned care and be able to take appropriate action to achieve the planned aims. They will work collaboratively with therapy, medical and nursing staff to support and facilitate rehabilitation of patients.

The post holder will work as part of the therapy team with training, supervision and ongoing support from therapists

KEY RESPONSIBILITIES

The role of Therapy Assistant will include:

Working under the direction of qualified staff to facilitate rehabilitation and enablement of patients on both the Stroke and neuro rehabilitation ward (Beech) and in the community as part of the Stroke Early Supported Discharge Service.

Assist in the planning, delivery and evaluation of activities within the rehabilitation programmes to meet the needs of the individual and offer a patient-centred service.

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Enabling the patient to achieve full potential according to patient-centred goals, aiming towards independence.

Patient/Client Care

To work within competencies under direct and indirect supervision of the therapy staff to implement and deliver specific tasks as part of goal directed treatment and rehabilitation programmes.

To work under own initiative and within competencies with rehabilitation activities following directed programmes and adapting them to meet the needs of the individual with indirect support of the therapist (programmes will include physical, communication, cognitive, functional and swallowing rehabilitation)

To escort patients to and from treatment areas and assist them to dress, undress and use the toilet as necessary.

Ensure that the patients' treatment areas remain both welcoming and tidy and that all notices and directions are clearly visible. Ensure that all patients are greeted appropriately.

To ensure that environment is conducive to rehabilitation and to address barriers to participation e.g. physical and communication barriers

To effectively and safely use equipment as instructed by qualified staff.

To establish therapeutic relationship with patient and relatives to engage them in the rehabilitation process.

To develop effective working relationships and work collaboratively with medical, nursing and therapy colleagues to provide an integrated and co-ordinated service

Under the direction of therapists to appropriately and effectively communicate to patients and relatives information that may be sensitive, adapting to barriers such as cultural, beliefs, English as a second language and language deficit

To demonstrate a core understanding of rehabilitation and enablement issues

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To assist in the transfer of care to other agencies including care agencies to ensure that they adhere to rehabilitation programmes and guidelines and achieve a seamless pathway.

To prepare patients for treatment, including mobilising according to therapy recommendations and assisting clinicians when required.

To support patients who have swallowing difficulties, to act with optimum independence in eating and drinking activities. Tasks may include:

- Ensuring each patient has food and fluids at the consistency recommended in their care plan
- Preparation of food and fluids to a consistency appropriate to meet the needs of each patient
- Supervision of patients with swallowing difficulties

Assisting the S< administering and monitoring individual food and fluid trials

- Monitoring of patients at mealtimes to ensure optimum independence, nutritional support and swallow safety, communicating any observations to relevant members of the integrated team

To use, and adapt, communication strategies to assist patients with communication difficulties in participating in their rehabilitation, making informed decisions and expressing choice

To assist the Physiotherapist with patients who require two or more members of staff to treat them safely and effectively.

To lead and participate in group activities according to the goals of the individual and therapist direction.

To assist patients with structuring and sequencing of tasks

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To support patient independence in domestic and social tasks such as meal preparation and shopping.

To attend home visits with a therapist to assist in assessment of safe return home

To assist patients in the completion of forms and in making phone calls to access services

To source information/resources from external agencies and other health and social care providers and to adapt to ensure that all patients have equal access to appropriate information, reinforcing advice and patient education

To demonstrate a core understanding of the therapeutic reasoning supporting assessment and intervention

To exhibit and maintain a high standard of competence in the skills taught and a professional attitude, observing the rules of confidentiality and respecting the patient's rights.

To be responsible, for own achievement and maintenance of appropriate levels of competency under the supervision of the clinicians, the Ward Manager and The ESD Manager.

Information Management

Input data and information accurately and completely using the latest versions of policies and procedures in manual and electronic systems

Ensure the necessary precautions are adhered when transferring information, only disclosing patient identifiable information in line with Caldicott and the Data Protection Act

To record all interventions with the patients and document in integrated team notes in a concise, accurate and timely manner.

To participate in the collation and recording of information relevant to audit and data analysis

To exhibit and maintain a personal standard of expertise, attitude and behaviour at all times in accordance with policies of the local Trust.

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To undertake daily risk assessment of clinical situations and completion of incident reports as necessary in accordance with Trust policy

To comply with Trust manual handling policy and guidelines in the moving of patients and equipment.

Freedom To Act

To recognise own responsibilities within delegated scope of practice and to refer to others when beyond own scope or competency

To be responsible for observing and assessing any changes in patient status/condition and to feedback to relevant member of the integrated team any relevant information regarding patient care

To be an advocate for the EPUT

Work under indirect supervision of registered practitioner within defined role.

Mental Effort

To be flexible to the demands of the environment including unpredictable work patterns

Physical Effort

To have due regard for your own personal safety and that of patients and carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others.

Emotional Effort

To provide emotional support and encouragement to patients who may be depressed, frustrated or upset about their change in functional ability and who are coping with loss

To encourage patient and carer participation in individual and group treatment to promote maintenance and improvement in independence

To prepare and maintain a safe and clean treatment area, reducing the risk of infection

To ensure the environment is conducive to eating and drinking activities

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

PURPOSE

We **care** for people, every day.
What we do **together**, matters.

VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

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The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

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Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

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Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager