

<b>1. JOB DETAILS</b>	
<b>Job title:</b>	<b>Assistant Rehabilitation Practitioner - inpatients</b>
<b>Accountable to:</b>	<b>Acute Respiratory Team Leader</b>
<b>Managerially:</b>	<b>Clinical leads (Band 7) Acute Respiratory Team</b>
<b>Professionally:</b>	<b>Professional Leads for Physio and Occupational Therapy</b>
<b>Agenda for Change Band:</b>	<b>3-4 Progression will be considered</b>
<b>Location:</b>	<b>Harrogate District Hospital</b>
<b>2. JOB SUMMARY</b> (A brief description of the main purpose of the post)	
<p>The role of the Assistant Rehabilitation Practitioner is to deliver a high quality, caring and compassionate patient care experience. The post holder will be able to undertake assessment, implementation and evaluation of patient care needs for a defined group of patients under the indirect supervision of a registered therapist in their specialist area in Harrogate District Hospital. The post holder will be expected to demonstrate leadership qualities and be committed to developing new ways of working within the Acute Respiratory service alongside lifelong learning. The post holder is required to work as part of a team committed to delivering high standard of rehabilitation by:</p> <ul style="list-style-type: none"> <li>• Carrying a variable clinical caseload as part of the Acute Respiratory Team</li> <li>• Providing occupational therapy and physiotherapy interventions and so promoting patients to achieve their optimum level of independence and quality of life.</li> <li>• Working with patients to overcome their difficulties, build confidence, and improve or maintain functional ability, following, or at risk of, illness, injury or disability.</li> </ul> <p>Activities include:-</p> <ul style="list-style-type: none"> <li>Transfers and mobility</li> <li>Activities related to personal and domestic functional independence</li> <li>Exercise programmes e.g. strengthening, co-ordination</li> <li>Walking practice</li> <li>Balance work</li> <li>Equipment provision</li> </ul> <ul style="list-style-type: none"> <li>• Using practical/technical/creative skills to provide a flexible, patient-centred programme of rehabilitative activities for individuals in their homes</li> <li>• Assisting with the planning, preparation and implementation of falls management and health education programmes for patients who have fallen or are at risk of falling.</li> <li>• Undertaking assessment, treatment and evaluation of patients as delegated by the therapist and giving appropriate feedback.</li> <li>• Working with clients, carers, relatives and colleagues to implement therapeutic patient goals as part of an overall care plan.</li> <li>• Working independently under the guidance of the senior and qualified professional staff within the team and actively participating in the professional development of self.</li> <li>• Seeking and getting support from the Clinical Team Leads, and colleagues in Acute Respiratory</li> </ul>	

- Contributing to other Acute Respiratory activities.
- Taking a responsible place in the multi-disciplinary team promoting the role of home first and taking an active part in team projects.
- Participating in the provision of out of hours services at weekends and Bank Holidays as required.
- Performing a range of supporting, administrative and housekeeping tasks
- Actively participating in role development.

### 3. ROLE OF DEPARTMENT

(The function of the department in which the post holder works)

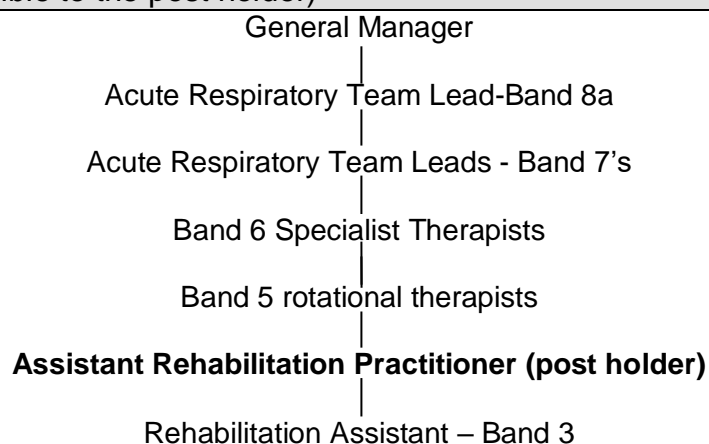
The Acute Respiratory Team sits within the Long Term Conditions and Unplanned Care Directorate (LTUC) at Harrogate & District NHS Foundation Trust.

Acute Respiratory Team carries a caseload that serves the medical, surgical, intensive care and admission wards at the hospital. Additionally, they provides out-patient services for cardiac, pulmonary, breathlessness and long covid patients. It focuses on tailored physical exercise and information that helps people to better understand and manage their condition/s and symptoms.

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.

### 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 Clinical Team Lead for day to day operational matters.
- Responsible to the senior therapists for professional/clinical 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
- Communicates effectively and works collaboratively with medical, nursing, therapy and social service colleagues, other team members, departments and agencies in the hospital and community to ensure delivery of a co-ordinated multidisciplinary, multi-agency service. This will include handovers, huddles, multi-disciplinary team meetings, discharge planning and other meetings.

## **6. DUTIES AND RESPONSIBILITIES OF THE POST**

**The Assistant Practitioner will work under the delegated responsibility of a registered therapist**

### **6:1 Professional responsibilities**

- Ensure Trust standards and values are maintained and monitored to improve the quality of care to all who come into contact with the services provided by Harrogate District Foundation Trust.
- Maintain a professional appearance in accordance with the Trust dress code.
- Maintain professional and courteous working relationships with staff.
- Uphold the privacy and dignity of the client group.
- Respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her duties.
- Carry out all duties in a professional, compassionate and courteous manner.
- Ensure documentation and records are maintained, kept confidential, and meet appropriate Trust standards, and are in line with the Data Protection Act.
- Demonstrate a positive and enthusiastic approach to work in order to maintain high morale and motivation within the department. Promote a professional and positive working environment.
- Report any accidents or incidents via the DATIX incident reporting system and/or to an appropriate registered professional, ensuring an open and transparent culture.
- Adhere to the Trust's IT policies regarding e-mail and internet usage.
- Ensure children and adults are protected from abuse and avoidable harm and report any safeguarding concerns in accordance with Trust policies and procedures.
- Refer patients to other agencies as required.

### **6.2 Clinical responsibilities**

**Under the delegation of a registered therapist carry out delegated duties, work without direct supervision and frequently independently, within defined role boundaries, clinical protocols/guidelines and agreed plans of care to:**

- Contribute to the delivery of a caring, rehabilitation, service focused on recognising, understanding and meeting the individual needs of the patient.
- Carry and prioritise own caseload of patients after initial triage by registered therapist.
- Independently follow specialist assessment protocols, e.g. mobility assessments, as directed by the registered therapist
- Independently carry out and progress individual treatment plans with patients, addressing social, physical, psychological and cognitive issues, providing appropriate feedback to the relevant registered therapist
- Encourage and motivate patients to achieve their maximum level of independence engaging them in functional and therapeutic activity and exercise, whilst ensuring privacy and dignity.
- Be responsible for the welfare of patients participating in rehabilitation, reporting any changes in their condition, behaviour or ability to the registered therapists, nursing staff or other professionals as appropriate.
- Explain and encourage understanding of multifactorial falls risks and of the rehabilitation process.
- Assess patients' gait, instruct in correct use of mobility equipment, supervise its' use and progress rehabilitation.
- Teach exercises to improve balance, coordination and function in accordance with the relevant protocol.
- Teach correct positioning and good posture
- Assess patients' ability to transfer independently and report back and discuss options with the registered therapist
- Move and handle patients, with varying degrees of disability, using appropriate assistive equipment, including hoists and wheelchairs following, risk assessment and moving and handling policy and procedures.
- Demonstrate assistive equipment, including moving & handling techniques, to patients/carers/relatives and provide advice and training as appropriate
- Assess for and order assistive equipment for the patient's home under the direction of the

registered therapist to support independence, mobility and communication

- Accurately complete relevant clinical documentation in accordance with trust procedures.

### **6.3 Communication and interpersonal responsibilities**

- Develop effective working relationships and communication with all members of the team to ensure that the service is focused on the patients' needs.
- In the absence of the registered therapist, liaise with ward and other therapy teams and allied agencies, attending meetings as relevant and appropriate.
- Give relevant feedback to the registered therapist, huddles and MDT on therapy issues e.g. patient progress, treatment and discharge planning.
- Form professional relationships with patients and overcome barriers to understanding, in order to complete the specialist assessments, and enable patients to achieve the outcomes set within the rehabilitation plan.
- Communicate with family/carers to gather or impart information under the direction of the registered therapist.
- Carry out follow up visits to patients to ensure that recommendations have been implemented and to establish whether or not they are managing safely
- Ensure effective communication between the service and a wider range of external organisations e.g. social services

### **6.4 Personal and professional Development**

- 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.
- Undertake relevant training activities to meet development objectives
- Contribute to the induction, training and assessment of new assistants
- Contribute to the supervision/education of students.

### **6.5 Administration and Clerical**

- Carry out routine administration and clerical duties relating to the running of the team.
- Record statistical information in line with departmental procedures

### **6.6 House Keeping**

- Ensure that patient's bedsides are kept clean and tidy following any interventions.
- Ensure that storage areas are kept clean and tidy
- Ensure that equipment being used is 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 Acute Respiratory team, managing their own work programme and reporting progress and outcomes to the clinician responsible for the patient.

The post holder will work with patients on a one to one basis on the hospital wards.

When not working under the direction of a qualified therapist, the post holder must manage their time effectively and be able to prioritise tasks seeking guidance when necessary.

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

Under the direction of the therapist, 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.

Performance in the role will be monitored by the senior therapists with regular review using the Trusts Appraisal Tool kit.

## 8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

## PERSON SPECIFICATION

### POST TITLE: Assistant Rehabilitation Practitioner

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• One or number of the below</li> <li>• Evidence of practical training or education in a health or social care setting</li> <li>• A formal qualification relevant to the post OR working towards one e.g degree/diploma/NVQ/BTEC</li> <li>• Able to demonstrate a good standard of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing leadership learning</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in a rehabilitation setting, enabling, community working or intermediate care</li> <li>• Experience of working with older people with complex disabilities, including people at risk of falling</li> <li>• Experienced team worker</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the NHS</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety issues</li> <li>• Knowledge of own learning needs</li> <li>• Knowledge of the effects of ageing and frailty, and the needs &amp; problems of patients at risk of falling</li> <li>• Awareness of own limitation/ boundaries/competence</li> <li>• knowledge of assistive &amp; mobility equipment</li> <li>• Understanding &amp; knowledge of the role of OT and physiotherapy</li> <li>• Knowledge of protection of vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Multi-factorial Falls Risk Assessment tool</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Demonstrates the trust values daily</li> <li>• Good communication skills: verbal, written, listening</li> <li>• Good interpersonal skills: is patient, empathic, encouraging and motivating.</li> <li>• Ability to work in an independent self-directed way</li> <li>• Able to accept supervision and direction</li> <li>• Shows initiative, enthusiasm and resilience</li> <li>• Good organisational skills: time management, prioritisation of work, and ability to problem solve</li> <li>• Moving &amp; handling skills</li> <li>• Basic teaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication skills training</li> </ul>

	<ul style="list-style-type: none"> <li>• Basic computer skills</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Demonstrates positive and professional behaviour</li> <li>• Demonstrates patient focussed care</li> <li>• Responsible and reliable with mature outlook</li> <li>• Adaptable and willing to work flexibly and in a variety of environments and work places</li> <li>• Commitment to learning</li> <li>• Effective team worker, but also confident with lone working</li> <li>• Respects others views and differences</li> <li>• Self-awareness</li> <li>• Knows limitations and seeks help as appropriate.</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Good attendance record</li> <li>• Satisfactory DBS clearance for working with vulnerable adults</li> <li>• Satisfactory Occupational Health clearance</li> <li>• Legal right to work in UK</li> <li>• Previous NHS experience</li> </ul>	

#### 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.