

## **HOUNSLOW AND RICHMOND COMMUNITY HEALTHCARE**

### **JOB DESCRIPTION**

**POST:** Paediatric Physiotherapy Assistant

**BAND:** 4 (1.0 wte)

**ACCOUNTABLE TO:** Children Therapy Services Manager

### **JOB PURPOSE**

- To assist in the running and management of group therapy.
- To assist in clinical projects which involve group or individual therapy input.
- To assist in administrative duties as specified by the Physiotherapist
- To assist the Physiotherapist in the management of a clinical caseload at locations as appropriate.
- To carry out specific programmes with children and young people with Physiotherapy needs.
- To support parents and carers and education staff (where appropriate) to enable clients to reach their developmental profile within the boundaries of your competence

### **KEY RESPONSIBILITIES**

#### **CLINICAL RESPONSIBILITIES**

- To implement set programmes/interventions of therapy as designed by the Physiotherapist for individual/ group settings. To make modifications to these programmes using own initiative as necessary to suit the child's needs/environment (within boundaries of competence).
- Carry out structured and unstructured observation of children under the direction of the Physiotherapist, with or without the therapist being present.
- To contribute to reports and programme planning, taking into account the children's needs.
- To provide general advice to Parents/Carers in a variety of settings
- To participate in delivery of training within established boundaries of competence
- To record activity within sessions in written and electronic case notes
- To arrange appointments in order to maintain an effective and timely service.
- Ability to recognise limits of own expertise and to seek advice/support when necessary
- To adjust specialist equipment for growth with/without Therapist

#### **ADMINISTRATIVE TASKS**

- Word processing tasks and contributing to note keeping/ report writing under the supervision of the Physiotherapist
- To assist in producing therapy resources as directed by the Physiotherapist including culturally appropriate materials.

- To order specialist equipment and complete equipment request forms with support from Therapist
- To assist in preparation of rooms for therapy
- To support in completing audits as required by the Physiotherapy Team
- To support in the completion of projects by collating data and information
- To be able to discharge children from Physiotherapy service with guidance from Therapist.
- To complete minutes to support Team meetings

## TRAINING AND DEVELOPMENT

- To work with Physiotherapists who are running training sessions.
- To attend Physiotherapy Team meetings where appropriate.
- To attend Development Day and Study Days and participate in projects where directed.
- To attend relevant statutory training (Child Abuse, Manual Handling, Fire, Resuscitation, Personal Safety and Conflict Management).
- To maintain continuing professional development.
- To identify personal/professional development evidenced by a personal development plan developed within an appraisal framework
- To participate in the personal and Professional Developmental Review including objectives set to reflect the service and trust visions and values
- To attend relevant training and development in order to maintain skills and knowledge of a therapy assistant working in the field of children with Physical Disabilities.
- To participate in the development of training, formal and informal to others with support from the therapist.
- To deliver training packages with support from the Physiotherapist
- To support service development by collating feedback from sessions and inputting into service development discussions

## HUMAN RESOURCES

- To guide the work of less experienced assistants and volunteers working with children on a day to day basis through demonstration of activities, observation, advice/support, and training as appropriate.
- To participate in student placements for therapists and other professionals as appropriate
- To participate in the induction of new staff members of the service.

## COMMUNICATION AND RELATIONSHIP SKILLS

- Consistently demonstrate effective communication and communication skills to develop and maintain good and effective working relationships with a range of people
- To communicate communication related information to clients, carers, families and members of the MDT/other professionals through implementation of the management plan devised by the therapist
- To work with other professionals within health, education and the voluntary sector contributing to the National and Local objectives
- To attend case conferences/discussions/educational reviews and other MDT meetings to provide information related to the implementation of the management plan devised by the therapist

#### Other Responsibilities:

- To ensure the health and safety of self and clients.
- To comply with Trust policies and procedures.
- To collect statistical information as required.
- To promote a positive image of the Trust and Physiotherapy Service.

#### **FINANCIAL & PHYSICAL**

- Responsible for the safe use of equipment (including equipment which they are not personally used).
- Responsible for ordering of equipment and orthotics
- Responsible for maintaining stock control and/or security of stock. This includes PPE, resources for clinic rooms (towels etc).

#### **MENTAL EFFORT**

- There is a frequent requirement for adaptability and flexibility with working patterns, when work is at times unpredictable with many competing demands for attention

#### **EMOTIONAL EFFORT**

- Frequent exposure to distressing or emotional circumstances

#### **CONFIDENTIALITY**

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

The Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

#### **HEALTH AND SAFETY**

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff are expected to attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

#### **EQUAL OPPORTUNITIES**

The aim of Hounslow and Richmond's Community Healthcare policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare has committed itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination will not be tolerated and will be treated as serious or gross misconduct.

This applies to all staff working in Hounslow and Richmond Community Healthcare.

## **RESEARCH GOVERNANCE**

Hounslow and Richmond Community Healthcare manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the HHRCH to deliver research governance.

## **INFECTION CONTROL**

Hounslow and Richmond Community Healthcare considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so may result in formal action being taken against an employee.

## **PERSONAL DEVELOPMENT**

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS (Darzi Report 2008) all staff should be aware of the borough's Public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

## **SAFEGUARDING ADULTS AND CHILDREN**

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Trust Safeguarding Adults and Safeguarding children policy.