

**SENIOR THERAPY ASSISTANT / THERAPY TECHNICIAN
JOB DESCRIPTION**

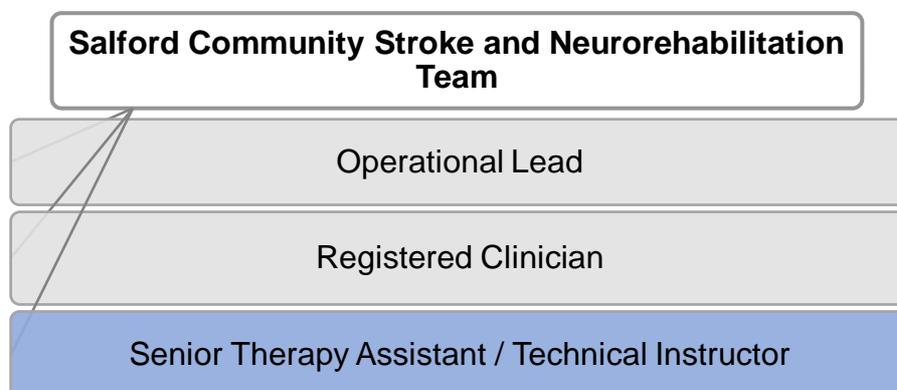
Job Title:	Senior Therapy Assistant / Technical Instructor
AfC Band:	Band 3
Directorate/Service:	Salford Care Organisation Allied Health Professions Tertiary Medicine
Accountable To:	CSNRT Operational Lead
Responsible To:	Registered Clinician
Base Location:	St James House, Salford, M56FW
On-Call Requirement:	No
AfC Job Code:	N/A

Values

Three values are at the heart of our organisation: **Care, Appreciate and Inspire.**

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

- To assist registered therapists and nurses in the delivery of the rehabilitation for patients with neurological needs, in the community setting.
- To work alone, or without direct supervision, within the specified clinical area undertaking tasks delegated/directed by the registered therapist / nurse.
- To support and carry out any appropriate administrative tasks within the team.
- To maintain a high level of patient records and data submission in a timely manner

Key Role and Responsibilities

Professional Duties

To work without direct supervision, but under the direction of the qualified staff in the multi-disciplinary team, in performance of specific tasks for an individual or group of patients, as part of their treatment and rehabilitation programmes. Duties may include:

- Implementation of treatment plans delegated/directed by qualified staff
- Initial assessment of patients
- Assessment and teaching use of walking aids.
- Carrying own caseload of non-complex patients
- Discharging patients

To implement treatment programmes delegated by qualified staff and to make relevant alterations to programme within the agreed protocols and to manage individual caseload. To prepare the treatment area and tidying up after use, including the disposal of soiled linen and the cleaning of equipment.

To assist qualified staff in the treatment of heavily dependent patients, this includes the use of hoists, patient handling equipment, etc.

To update patient records in a concise, accurate and timely manner in line with departmental standards.

To be aware at all times of the needs of patients during illness or disability and to promote and encourage independence and restoration of function.

To undertake any clerical / house-keeping duties as necessary. This may include maintaining stock levels, registration of patients, reception duties, filing, dealing with telephone calls, ordering of equipment, cleaning of equipment.

To support client's rehabilitation and transition of care into the community and encourage return to social / recreational and employment opportunities by organisation and accompaniment on these occasions.

To carry out risk assessments to be able to move and handle patients confidently and competently.

Communications and Relationships

To maintain effective communication between individuals, relatives, carers and the multi-disciplinary team, enabling planned activities to be effective and seamless patient management. This will include:

To communicate with members of the multi-professional team and multi-agencies, regarding changes in the patient's condition or any other useful information needed.

To communicate effectively with patients and carers. Communication skills of persuasion, motivation, and explanation will be needed. Barriers to communication may include loss of hearing, vision, altered perception, pain, fear, sensory loss and challenging behaviour.

To maintain confidentiality of information relating to patients, relatives, staff and the organisation.

To provide ongoing planned advice, teaching and instruction to clients and carers to promote understanding of the aims of therapy and to ensure a consistent approach to the clients' care. This includes teaching carers handling skills for positioning.

To maintain comprehensive and accurate treatment records in line with legal and departmental requirements

Physical Skills

Ability to be physically able to undertake rehabilitation programmes, under the guidance of therapeutic manual handling and mandatory training.

Ability to travel to different geographic locations either through use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs

Analytical and Judgmental Skills

Collect data and statistics as directed by lead therapist.

To use relevant IT systems to accurately record activity / data as appropriate for the job role within an agreed time frame

Policy and Service Development

To make suggestions for service developments and improvements and contribute towards policy and service developments as required by the AHP Operational Leads

Financial Responsibility

To maintain work areas and equipment in accordance with departmental guidelines.
 To be responsible for maintaining and ordering of stock and handling petty cash.
 To highlight areas of waste and more efficient working practices that meet the patient needs.

Planning and Organisational Skills

To be able to organize own time in order to complete the work allocated, seeking guidance from supervising staff in order to prioritise the work.
 Attendance at staff and other relevant meetings.

Human Resources

To attend organised training sessions, including mandatory training and any in-service training arranged by the therapy staff.
 To participate in the objective setting process as part of the Contribution Framework and to understand how own role and objectives are linked to team, directorate and corporate objectives.
 To maintain own continuing development through the CPD/Appraisal system, reflective practice, and clinical supervision.
 To be involved in the training, development and supervision needs of therapy and Rehabilitation Assistants, Students and Cadets

Information Resources

To assist in the creating, updating and maintenance of systems databases
 To work under the guidance of the therapist you are accountable to, receiving guidance regularly and work within established guidelines (College of Occupational Therapy and Chartered Society of Physiotherapists Code of Conduct)

Research and Development

To take a supporting role in collecting audit information

PERSON SPECIFICATION

Job Title:	<i>Senior Therapy Assistant / Technical Instructor</i>
AfC Band:	Band 3

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Minimum 5 GCSE's grade C or above, including Maths or English, or equivalent. 	<ul style="list-style-type: none"> Care Certificate or equivalent
Professional Registration	<ul style="list-style-type: none"> N/A 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> Experience of working with the public in a face-to-face role Experience of working in a team Able to demonstrate working independently on a task. Able to competently use IT systems e.g. email, Microsoft word, PowerPoint 	<ul style="list-style-type: none"> Experience of working in a health care setting in a patient facing role Experience of working in a role with patients that requires meeting their physical and emotional needs. Experience of using health care IT systems
Working in a Community Setting	<ul style="list-style-type: none"> Ability to cover the geographical footprint e.g. car user 	

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.