

Job Description

JOB TITLE	Therapy Assistant
GRADE	Band 2
REPORTS TO	Clinical Team Leader
ACCOUNTABLE TO	Head of Therapy Services
DEPARTMENT	Musculoskeletal Therapy Outpatients & Group Rehab
DIVISION	CDCS
DATE	July 2022

JOB PURPOSE

Working under the supervision of the assistant practitioner as well as the qualified Physiotherapy and Occupational Therapy staff, to undertake a variety of tasks; assisting during the treatment of an individual or group of patients and public, performing specific delegated tasks in relation to helping individuals with activities of daily living, functional and mobility problems.

In addition there will be a number of non-clinical duties such as clerical or housekeeping, which aids the efficient running of the departments.

DIMENSIONS

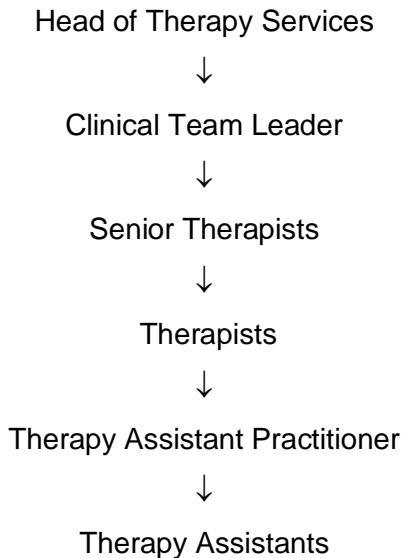
To work in the musculoskeletal therapy outpatients department / hydrotherapy

To work with the other therapy assistants, the assistant practitioner and qualified therapy staff to assist in basic assessment and treatment of musculoskeletal patients.

To liaise with therapy colleagues to provide a prioritised service in response to workload, staffing difficulties and discharge pressures.

To work as part of the multi-disciplinary team to deliver a holistic patient centred approach to care.

ORGANISATIONAL CHART



KEY RESULT AREAS CLINICAL

- To work under the supervision and direction of the assistant practitioner or qualified therapy staff working in Musculoskeletal Therapy Outpatients. To assist in the performance of specific tasks for an individual or group of patients, as part of their treatment and rehabilitation programmes. Such tasks may include assisting the patients with functional activities of daily living such as dressing/undressing, supervising exercises, preparing patients for treatment and assisting patients in the regaining of movement and mobility to increase their independence.
- 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 be able to recognise the need to refer back to the assistant practitioner or therapist, identifying contra-indications to treatment and signs of deterioration and communicating accordingly back to the qualified staff. Any change in treatment being delivered is discussed with, directed, and authorised by the assistant practitioner or a qualified therapist.
- Must be able to motivate/persuade patients to comply with treatment programmes where there may be barriers to understanding such as hearing or sight impairment and cultural/language barriers from their patients. Communication will require use of a range of verbal and non-verbal communication tools to gain a successful treatment outcome.
- To prepare and fit walking aids and train patients in their use as instructed by the therapist.
- Supervise and encourage patients in the completion of individual exercises as defined by the therapist and written protocols.

- To have a general awareness of common general conditions suffered by patients e.g., osteoarthritis, joint replacements and tendonitis.
- To understand normal recovery rates, answering patient queries when able, and when not referring back to the relevant therapist.
- To safely treat patients with the mediums of ice, electrical therapy modalities, heat and massage under the direction of the assistant practitioner.
- Must maintain accurate, comprehensive, and up to date treatment notes in line with legal and departmental requirements for each patient To be responsible for gathering information from medical notes to complete the therapy patient records and front sheets.
- To be responsible for assessment of clinical risk during patient interactions.
- Ensure appropriate use of equipment and stock. To be responsible for the safe and competent use of all equipment, patient appliances and aids used by patients.
- Ensure patient equipment meets legally required safety standards and is cleaned in accordance with infection control policy before being issued as per departmental protocol.
- To be able to communicate effectively with patients that have full capacity to give consent, to gain informed consent to treatment and assess patients' understanding of treatment proposals.
- Carry out regular maintenance checks of equipment, reporting faults appropriately and recognising when equipment needs to be condemned.
- General housekeeping duties, ensuring all treatment areas, stores and equipment is clean, tidy and prepared for patient use.

DECISION MAKING

- Will work under the supervision and direction of the assistant practitioner or qualified therapist with a delegated case load.
- Will be able to recognise the need to discuss cases with the assistant practitioner, identifying contra-indications to treatment and signs of deterioration and communicate with their supervisor accordingly.
- Any change in treatment being delivered outside of the normal protocol will require authorisation by the assistant practitioner or a qualified therapist.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	5 GCSE's including English and maths or equivalent, e.g. level 2 healthcare support worker apprenticeship	
Experience & Knowledge	<p>Experience of working with the public for example in customer care in retail, work experience or volunteering</p> <p>Understanding of rehabilitation and physiotherapist and occupational therapists' roles.</p>	Experience in a care setting
Skills and Ability	Able to undertake delegated clinical and non-clinical tasks after training and competency assessment.	
Communications and interpersonal skills	Able to demonstrate the ability to communicate with different people and adapt communication as necessary where communication barriers exist.	
Values and Behaviours	Demonstrates the values of the NHS and the Trust commitment to compassion, openness, and excellence	
Other requirements	The ability to work flexibly as the service requires and cross site working at FNCH and RDH	

	<u>ESSENTIAL</u>
Communication and relationship skills	<p>Must be able to communicate with a range of people on a range of matters.</p> <p>Able to form effective relationships in order to achieve common goals.</p>
Knowledge, training and experience	<p>Must have a 5 GCSE's or equivalent including English and maths. Must have basic numeracy</p> <p>Essential experience of working with the public for example in customer care in retail, work experience or volunteering</p> <p>Previous experience of working in a care setting desirable – preferably in health care rehabilitation in the NHS</p> <p>Previous employment with people of mixed ages, race, etc.</p> <p>Willing and able to undertake an NVQ level 3 in health care rehabilitation</p> <p>Understanding of rehabilitation and physiotherapist and occupational therapists' roles.</p> <p>Previous experience of manual handling with adults and equipment</p> <p>Experience of stock control</p> <p>Previous experience of hydrotherapy desirable</p>
Analytical and judgemental skills	<p>Able to multitask and prioritise workload.</p> <p>Works under supervision (not always direct) on delegated tasks only.</p> <p>Must be able to identify and have the confidence to ask for help when appropriate</p>
Planning and organisational skills	<p>Can plan and administer moderately complex tasks such as waiting list management, booking courses of therapy / handling money.</p> <p>Must be responsible for the quality of one's own work.</p>

Physical skills	<p>Physically able to undertake the requirements of the role.</p> <p>Able to swim / confidence around water</p>
Responsibilities for patient / client care	<p>Undertakes care activities to meet individuals' health and wellbeing needs</p> <p>After appropriate training, can administer simple delegated tasks such as exercise programmes / supply of walking aids electrotherapy, and hydrotherapy.</p> <p>Responsible for the administration of the 'hydro active' service</p>
Responsibilities for policy and service development and implementation	<p>To work within Trust and departmental policies and procedures</p> <p>Can make changes in own practice and offer suggestions for service improvement</p>
Responsibilities for financial and physical resources	<p>Will be aware and respectful of the financial implications of own actions when using consumables equipment and services.</p> <p>Will monitor stock levels and order replenishments.</p> <p>Will notify team leader of deliveries of stock ensuring paperwork is passed on.</p> <p>Identifies and flags areas for cost improvements</p>
Responsibilities for human resources	<p>Undertakes an annual performance appraisal with manager and fulfils all agreed training needs.</p> <p>Monitor and maintain health, safety and security of self and others.</p>
Responsibilities for information resources	<p>Responsible for the input of Patient Related Information, using the Patient Administration and relevant software systems, and Patient Health Records.</p> <p>Monitor and manage the filing systems</p>
Responsibilities for research and development	<p>Participates in audit projects as directed by senior clinicians.</p>

Freedom to act	<p>Works within boundaries of Trust and Departmental Policy and Procedures</p> <p>Works under close supervision of a qualified member of staff and always has access to experienced clinicians</p> <p>Recognises own limitations and asks for help as appropriate</p>
Physical effort	<p>Occasional movement of heavy or bulky equipment.</p> <p>Will undertake therapeutic handling of patients in accordance with Trust policies and procedures.</p> <p>Manual handling skills – including patient handling, load handling and therapeutic handling.</p>
Mental effort	<p>On a daily basis, will need to maintain regular, moderate periods of concentration of 1-3 hours - throughout the working day whilst undertaking patient / group treatments or whilst communicating with others.</p>
Emotional effort	<p>Be involved in the care of patients with terminal illness or life limiting conditions.</p> <p>Will need to remain positive, energised and enthusiastic in the face of patients exhibiting low mood and / or frustration</p>
Working conditions	<p>Infrequently deal with bodily fluids, infectious materials and infestations in line with Trust policy.</p> <p>Will be able to work for moderate periods (1-3 hours) in a warm water pool if required</p>

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".