**Job Description**

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| **Job Title:** | **Therapy Assistant** |
| **Job Band:** | **4** |
| **Department:** | **Intermediate Care** |
| **Responsible to:** | **Team Lead – Intermediate Care** |

**Why join The Dudley Group?**

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing excellent health care, improved health for all.



**Job Summary**

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| To contribute Occupational Therapy and Physiotherapy skills to the multidisciplinary assessment and treatment of patients referred to Intermediate Care, ensuring that a professional high quality patient focused service is delivered.Following initial training and completion of competencies in specific clinical areas and completion of a competency framework, to manage an active clinical caseload or allocated cases.To liaise with patients, family and carers, the interdisciplinary team, acute and community Therapies, colleagues in social services, the acute trust, voluntary sector and other agencies. To assist with training for Occupational Therapy, Physiotherapy staff and students with the specified area.To assist senior staff with the general supervision of band 3 Therapy Assistants as required |

**Structure Chart**

Community AHP Leads

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Team leaders

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Senior Occupational Therapists & Physiotherapists

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Junior Occupational Therapists & Physiotherapists

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Band 4 Therapy assistants (Generic post– assisting OT and Physio)

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Band 3 Therapy Assistants (Generic post– assisting OT and Physio)

**Principal Duties & Responsibilities**

**CLINICAL**

To complete Band 4 Therapy Assistant competencies

To select and apply Occupational therapy and Physiotherapy assessments and treatment plans in liaison with Qualified staff.

To plan and implement client-centered individual and/or group intervention.

To monitor and evaluate treatment in order to measure progress and ensure effectiveness of intervention in liaison with senior staff.

To take responsibility for managing a patient caseload or allocated patients, escalating any changes in medical condition or where the anticipated outcome is not being achieved, to a qualified Occupational Therapist or Physiotherapist.

To actively facilitate and make recommendations regarding the safe and timely discharge of patients from Intermediate Care for patients on their caseload/allocated patients.

To organize and facilitate patient home assessments for patients on own caseload/allocated patients as appropriate in liaison with senior staff. To accompany senior staff on patient visits as required.

Become competent in the use of therapy moving and handling, mobility and ADL equipment, issuing prescribed equipment to patients as required.

To advise on suitable equipment and adaptations, making recommendations and referrals to other services as necessary.

To understand and demonstrate the principles of safe therapeutic handling of patients.

Use a range of verbal and non-verbal communication tools to communicate effectively with patients and carers to progress rehabilitation and treatment programmes. This will include patients who have difficulties in understanding or communicating.

To deliver and fit items of equipment to patients homes ready for discharge.

To check equipment is fit for purpose and report any faults to line manager/senior staff.

To use basic analytical and judgment skills to ensure continuity of therapy for patients and their carers throughout their stay in Intermediate Care with support from senior staff as required.

**PROFESSIONAL**

To take responsibility for ensuring and maintaining skills and knowledge in order to establish professional competence.

To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust guidelines.

To adhere to all Trust and department policies and procedures, and have a working knowledge of national and local standards.

To take an active part in learning opportunities and keep own personal learning and development portfolio.

To participate in the staff appraisal scheme as an appraisee**,** and participate in supervision sessions with senior staff.

**COMMUNICATION**

To liaise regularly with the senior supervising Therapist when patient’s diagnosis, medical condition, functional ability, or social circumstance is outside the routine.

To provide and receive complex, sensitive or contentious information from a number of sources, be able to process and act on this information with supervision from qualified staff.

To use empathetic, motivational or reassurance skills in coming to agreement or because there are barriers to communication.

To liaise with patients, family and carers and colleagues within the multi-disciplinary team on a day-to-day basis.

To promote awareness of Intermediate Care.

**LEADERSHIP AND SUPERVISION**

In line with local guidelines, review and reflect on own practice and performance through effective use of professional and operational supervision and personal development review.

To contribute to the training of Therapy staff and students on placement in the specified area.

**ORGANISATIONAL**

To exercise good personal time managements, punctuality and consistent, reliable attendance.

To ensure the effective and efficient use of Therapy resources.

To be responsible for maintaining stock, advising on resources to carry out the job.

To co-ordinate and prioritize the day-to-day activities of own caseload/allocated patients.

To check and clean returned items of loan equipment ready for re- issue.

To carry out routine administrative duties as required for the Intermediate Care service

To keep Mandatory Training up to date

**EDUCATION AND LIFE-LONG LEARNING**

To keep abreast of modern trends within the specified area.

To demonstrate ongoing personal developments through participation in internal and external development opportunities, recording learning outcomes in a portfolio.

To provide evidence to achieve competency framework and knowledge and skills framework.

To attend mandatory training on an annual basis as required by Trust policy.

**RESEARCH AND PRACTICE DEVELOPMENT**

To participate in audit projects relevant to this specific clinical area.

**SERVICE DEVELOPMENT AND DELIVERY**

To contribute to the Trust’s Directorate’s and team’s clinical governance arrangements and quality agenda including monitoring of practice standards.

To implement national guidelines/legislation relating to health and social care.

There may also be a requirement to undertake other similar duties as part of this post, in order to provide a quality service. These will be consistent with the level of responsibilities outlined above. To participate in the provision of a therapy 7-day service across ICS, and participate in service changes/extended working days beyond traditional working hours/patterns as required by service re-development.

*This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.*

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

**Organisational Values**

**The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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**Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

**Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

**Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

**Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust’s Safeguarding policies and procedures.

**Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; “Dudley Improvement Practice.”  As part of your role, you will be asked to take part in improvement activity relevant to your post.

**No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

**Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee’s responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust’s policies relating to Health & Safety and Risk Management.

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| **Prepared by:** | Katherine Attwood |
| **Date:** | 3rd March 2023 |
| **Job evaluation completed:** |  |
| **Job evaluation reference number:** |  |