

## Job Description

<b>Job Title:</b>	Therapy Assistant
<b>Job Band:</b>	3
<b>Department:</b>	Therapy Services
<b>Responsible to:</b>	Clinical Team Lead

### Why join The Dudley Group?

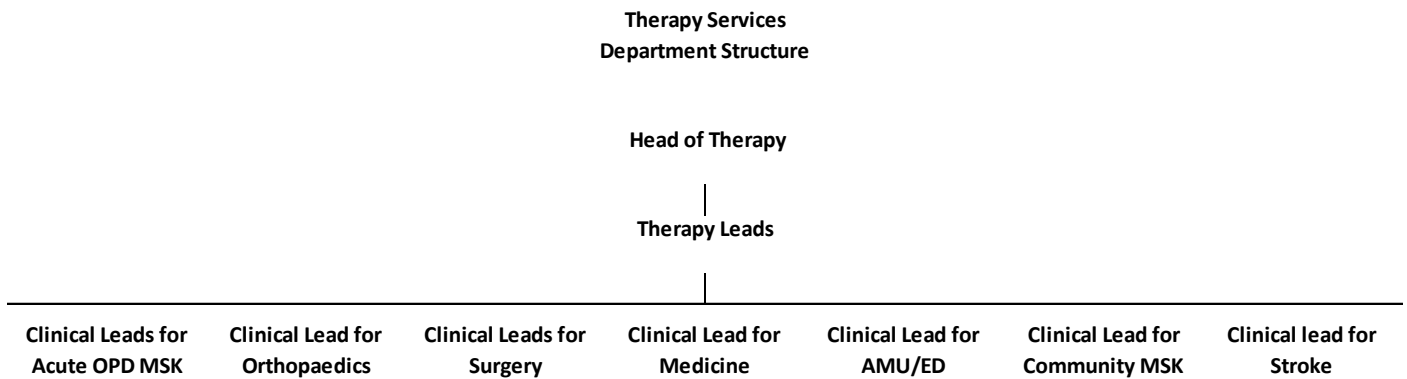
Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



## **Job Summary**

The Therapy Assistant role provides support and assistance to the Occupational Therapists and Physiotherapist during multi-disciplinary assessment and treatment of patients within the clinical team. The role requires excellent communication skills to be able to liaise with patient, families and their carer, as well as the immediate clinical and the wider multidisciplinary team. The role works clinically under the supervision of Physiotherapists and Occupational Therapists and Assistant Therapy Practitioners for all aspects of patient care and treatment, equipment provision and documentation.

## **Structure Chart**



## **Principal Duties & Responsibilities**

- To assist the occupational therapists, physiotherapists and Assistant Therapy Practitioners in providing multi-disciplinary assessment and treatment of patients referred to the occupational therapy and physiotherapy service, ensuring that a professional, high quality, patient focussed service is delivered at all times.
- To liaise with patient, families and their carers and the wider multidisciplinary team.
- To liaise externally with colleagues in social services and primary care, voluntary sector care homes and other agencies when requested.
- To work under the direction of qualified physiotherapists/ occupational therapists and assistant therapy practitioners in matters of patient care/treatment, departmental and equipment maintenance, record keeping, and other specified duties.
- To assist with training for therapy services staff and students within the specified area.

## **Clinical Responsibility**

- To assist qualified therapists, and assistant therapy practitioners in the assessment/treatment/rehabilitation of patients. This may involve manual handling, provision or collection of equipment as directed, use of persuasive skills, preparation of patient, and moving patient to appropriate location for treatment.
- To implement client-centred individual and/or group interventions, using graded activity to achieve therapeutic goals, following therapy programmes established by qualified or assistant



therapy practitioner staff. This will be following demonstration of competency in specific clinical areas.

- To monitor and feedback to qualified or assistant therapy practitioner staff on therapy/treatment in order to measure progress and ensure effectiveness of intervention.
- To discuss with qualified or assistant therapy practitioner staff when modification in treatment plan may be needed.
- To have the physical ability to carry out the necessary therapeutic handling and dexterity for assessment and manual treatment of patients.
- To understand and demonstrate the principles of safe therapeutic handling of patients.
- To assist the therapists in planning and conducting an access/home visit.
- To process referrals to community services as necessary, which will include the ordering of equipment.
- To be competent in the use of equipment e.g. hoists and stand turner issuing prescribed walking aids and activity of daily (ADL) living equipment etc.
- To assist the qualified staff in the safe delivery of patient care.
- To deliver and fit items of equipment to patients homes ready for discharge.
- To assist with the cleaning and safety checking of mobility aids and other equipment returned to the department and following use in ward areas, and to report any faults to a senior clinician and removing the equipment from use.

### **Professional and Organisational**

- To undertake and complete 'competency' programme within the therapy departments.
- To participate in the staff appraisal scheme as an appraisee.
- To take responsibility for ensuring and maintaining skills and knowledge in order to establish competence.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with professional and trust guidelines.
- To assist with the induction of new staff, students, or work observation students.
- To adhere to trust and department policies and procedures, have a working knowledge of national and local standards appropriate to area of work.
- To uphold the vision and values of the Trust at all times, providing safe, caring and effective services at all times.
- To carry out routine administrative duties as required for the therapy service.
- To exercise good personal time management, punctuality and consistent, reliable attendance.
- To ensure the effective and efficient use of therapy resources.
- To liaise with patients and relatives to arrange the return/recall of items of equipment/wheelchairs on loan at the end of the specified loan period.
- To be responsible for maintaining stock levels in differing clinical areas, advising on resources to carry out the job and advising when stock levels are low.
- To check and clean returned equipment ready for re-issue.
- To monitor stocks of equipment and laundry as appropriate and inform or complete ordering forms for submission.
- To check the suitability of the therapy rooms to receive patients on a daily basis.
- To assist with the induction of new staff, students, or work observation students.
- Reporting any incidents or near misses via the Trust incident reporting system DATIX.
- To attend and maintain mandatory training as required by job role and Trust policy.
- To participate in the implementation of policy and service development, for the specified area.



- To provide feedback to policy or procedural review.
- To participate in the delivery of the therapy services development objectives to ensure continued development of the service.
- To contribute to the Trust Directorate and Department clinical governance arrangements and quality agenda including setting and monitoring of practice standards.
- Assist with measurement and evaluation of your work through evidence based projects, audit, and outcome measures under the direction and supervision of qualified staff.
- To undertake as directed the collection of data for use in service audit and research.
- The service will embrace new working patterns with the move towards a service to cover 7 days per week and extended working days beyond traditional working hours. This will require participation in 7-day working patterns. Until this occurs, to be an active member of at least one of the following weekend teams: orthopaedics, stroke, medicine rehab and medicine acute unless specifically negotiated with Therapy Leads or Head of Therapy.

### **Communication**

- To liaise regularly with therapists and assistant therapy practitioners regarding patients progress, abilities or concerns.
- To take ward handover from nursing staff, and to report relevant information to therapist and/or assistant therapy practitioner.
- To receive complex, sensitive or contentious information from a number of sources.
- To know when to convey information to other members of the multi-disciplinary team (MDT) regarding patient safety and well-being.
- To use empathetic, motivational or reassurance skills in coming to agreement or because there are barriers to understanding.
- 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 liaise with patient, family and carers and colleagues within the multi- disciplinary team on a day to day basis.
- To liaise with colleagues in social services and primary care, voluntary sector and other agencies.
- To promote awareness of the role of occupational therapy and physiotherapy within the local and wider team.

### **Education and life-long learning**

- To keep abreast of modern trends within in the specified area.
- To demonstrate ongoing personal developments through participation in internal and external development opportunities.
- In line with local guidelines, review and reflect on own practice and performance through effective use of supervision and appraisal.
- To achieve completion of competency programme within an agreed timeframe.

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.

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





## **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.

<b>Prepared by:</b>	Louise Brookes, Therapy Lead
<b>Date:</b>	June 2021
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	

