

# Job Description

Clinical Support Health Group

**Job Title:** Therapy Assistant  
**Band:** 3  
**Accountable To:** Head of Therapies  
**Reports To:** Clinical Lead Therapists

**OUR VALUES**

CARE	HONESTY	ACCOUNTABILITY
We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.	We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.	We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.
We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.	We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.	We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

## Job Summary:

Contribute to service delivery by managing delegated clinical and non-clinical tasks under the supervision of a qualified therapist or Assistant Practitioner.

Contribute to assessing, implementing and monitoring the treatment plans of patients within the inpatient / outpatient setting, performing specific clinical duties under direct supervision.

Be responsible for own caseload with supervision.

Develop and maintain communication with a wide range of patients, carers, health care professionals and other departments as appropriate

Perform administrative duties as required supporting the supervising therapist, Assistant Practitioner and the wider department.

Ensure equipment is available for treatment and responsible for checking it is safe for use prior to issue.

### **Knowledge and Skills**

#### **1. Communication and Relationship Skills**

Effectively communicate with patients, carers, relatives in the written form, verbally (face to face or telephone) and non-verbally

Ability to take into account and recognising situations that are distressing or emotional and respond appropriately.

Overcoming barriers to communication such as emotional, physical and psychological.

Taking into consideration privacy and dignity, ensure patients are suitably dressed for therapy treatment and are transported appropriately to treatment area.

Maintain effective communication links with all levels of nursing and other healthcare professionals

Record clinical observations and provide feedback to the supervising therapist/Assistant Practitioner using Trust and departmental standards for record keeping.

#### **2. Knowledge, Training and Experience**

Demonstrate knowledge of the therapeutic techniques and principles of Occupational Therapy, Physiotherapy and their role

Have knowledge and experience of general medical conditions and or clinical interventions that may be beneficial in supporting patient progression.

Be able to effectively use equipment

### **3. Analytical Skills**

To monitor treatment under the supervision of the therapist, taking in to account medical condition, medical treatment, physical condition

### **4. Planning and Organisational Skills**

Plan and prioritise own workload in accordance with departmental standards and in conjunction with the supervising dietitian.

## **Responsibilities**

### **5. Responsibilities for Patient/Client Care**

Monitor, assess and analyse progress and report back to qualified staff at regular intervals

Encourage patients to engage in planned intervention

Discuss simple modifications and clearly explain written information under the direction of a registered Therapist/Assistant Practitioner

### **6. Responsibilities for Policy and Service Development**

Actively participate in improving standards in the department by proposing any service improvements.

Contribute to the production of up to date information resources for use by patients and carers and for presentations to groups.

Active involvement with quality issues across the Department will be expected.

Participation in standard setting and updating of the Department resources in conjunction with colleagues.

When required support the team by undertaking patient related admin duties.

Follow Trust, Directorate, and Therapy protocols and guidelines

## **7. Responsibilities for Staff/HR/Leadership/Training**

In collaboration with the therapist, contribute to teaching groups of patients, carers, health care professionals

Identify personal training needs, undertake regular CPD and participate in annual appraisals and practice supervision .

Support the development and practice of students as directed by Line manager

## **8. Responsibilities for Information Resources**

Comply with Department and Trust policies and procedures, e.g. to maintain records and participate in data collection

## **9. Responsibilities for Research and Development**

Participate with departmental audits

## **10. Freedom to Act**

To work under direct supervision of a qualified therapist assistant practitioner

## **Effort and Environment**

### **11. Physical Effort**

Working alone in environments where assessment and management of risk may be required

### **12. Mental & Emotional Effort**

Continuous mental effort, concentration whilst treating critically ill patients, analysing documentation and assessing patients.

Frequent interruptions from internal and external sources leading to unpredictable work patterns

This job can involve frequent exposure to highly unpleasant working conditions on a regular basis e.g. body fluids including sputum, vomit, urine and blood.

Potential for occasional verbal and physical aggression

Occasional exposure to death and palliative care, distressed patients and carers

### 13. Working Conditions

Work alone in environment including domiciliary settings, assessing and managing risk. Domiciliary visits may be to unknown environments, which may be highly unpleasant with potential dangers

#### **Health and Safety**

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

#### **Infection Control**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

### **Sustainability**

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

### **Safeguarding**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

# Person Specification

**Job Title: Therapy Assistant**

**Department: Therapies**

Requirement	Essential	Desirable	How Assessed
<b>Qualifications</b>	NVQ Level 3 or equivalent, plus evidence of competencies OR experience/knowledge of specific patient conditions and therapeutic interventions deemed to be equivalent to diploma level	Certificate in Food Hygiene	<b>CV Interview</b>
<b>Experience</b>	Previous experience working within the healthcare setting – able to demonstrate achievement of OT and Physio assistant competencies. Experience of working within multidisciplinary teams	Previous experience of working within the acute setting	<b>CV Interview References</b>
<b>Skills, Knowledge and Ability</b>	Understands own boundaries and knows when to report to supervising therapist Understands data protection and confidentiality Excellent verbal communication and listening skills Good problem solving skills Ability to reflect Confident and self motivated being able to	Computer skills Basic knowledge of artificial feeding Behaviour change/motivational interviewing skills Anthropometric measurement skills	<b>CV Interview References</b>

	<p>work independently and communicate effectively at all levels</p> <p>Flexible, able to work under pressure</p> <p>Able to respond to unpredictable work patterns and frequent interruptions, prioritising workload in accordance with patient and service need in liaison with the supervising therapist.</p> <p>Able to deal with frequent periods of intense concentration.</p> <p>Able to deal with distressed patients and staff occasionally</p> <p>Able to cope with a physically demanding job</p>		
<p><b>Other Requirements</b></p>	<p>Good time keeper</p> <p>Ability to work from all hospital sites as required to meet the demands of the service</p>	<p>Professional Appearance</p> <p>Adaptable</p>	