



MACMILLAN ASSISTANT
PRACTITIONER – OCCUPATIONAL
THERAPY/PHYSIOTHERAPY
INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Macmillan Assistant Practitioner – Occupational/Physiotherapy
Band	4
Directorate	Clinical Support Services/Therapy Centre
Accountable to	Therapy Centre Manager
DBS Required?	Enhanced Check

JOB PURPOSE

1. To assess and implement treatment plans for a specific patient group.
2. To hold responsibility for own caseload with access to and support from a qualified Therapist.
3. To carry out the assessment of patients within a specific diagnostic group. In partnership with the patient, identify needs, devise objectives, provide and deliver an individualised treatment programme, within an agreed protocol and progress treatment plans.
4. To hold responsibility for own caseload, working without direct supervision within the remit of the post. Formal Supervision takes place regularly and access to advice and support from a qualified Therapist is always available, clinical work is routinely evaluated.

5. To work within agreed protocols and own competencies referring cases that progress to be complex back to the Therapist or to continue after advice has been given.
6. To assist when required in evidence-based audit to further own and team's clinical practice. Make recommendations to team co-ordinator for changes to practice that would benefit the patient. May contribute to the implementation of specific changes to practice or contribute to service protocols.
7. May be required to demonstrate own duties to other support workers, students and to provide practical training and education to staff, patients and carers and external agencies.
8. The post holder may be required to work flexibly, as part of the cover arrangements within their competence across all centres/locations within Therapy Care Group, working across 7 days as required. Notification of flexible working may be communicated at short notice.
9. To always use the Trust values as a framework for own behaviour and encourage others to do likewise, ensuring the values underpin all that is done by the Therapy teams.

MAIN RESPONSIBILITIES

Clinical

1. To carry out assessments with patients from own caseload.
2. To attend nursing hand over/board rounds and multidisciplinary team meetings.
3. To assess the patient understanding of treatment proposals, gain valid consent and feedback to the Therapist information regarding that patients who lack capacity to consent to treatment.
4. Following initial assessment to implement the patient's treatment programme, modifying, and progressing treatment to promote safe and timely discharge
5. To liaise with members of the multidisciplinary team and external agencies as appropriate.
6. To liaise with relatives/carers to gain their opinions and views as part of the overall assessment process.
7. To respond to equipment issues, safe use, and maintenance
8. To provide accurate feedback to the Therapist of any change in the patient's condition where the patient's presentation differs from that identified with the agreed protocols and guidelines or that falls beyond own competency levels.
9. To make referrals to external agencies
10. To liaise with the other members of the multidisciplinary team, and work alongside Assistant Practitioner colleagues, attending meetings as appropriate and actively contribute to the discharge planning process including the completion of any documentation required.
11. To plan the discharge of patients on own caseload following progress review meetings and in agreement with the multidisciplinary team following relevant protocols.
12. To deliver education sessions to patient groups either individually or as part of a team.
13. To be aware of clinical risk within own patient caseload escalating issues to senior staff and act in accordance with Trust policy.

14. To be aware of and comply with the legislation regarding patient confidentiality.
15. To be aware of and work to Trust and departmental policies, procedures, and guidelines.
16. To be responsible for maintaining accurate and comprehensive treatment records in line with the Trust and departmental standards of practice and reports to external agencies.
17. To be responsible for the collection of statistical data for use in service audit.
18. To be aware of the need to continually maintain own competency in accordance with the Therapy competency framework
19. To participate in Annual appraisal and Personal Development Opportunities
20. To participate in regular supervision with Therapist
21. Be an active member of the in-service training programme by attendance at, and participation in, CPD and in-service training programmes, tutorials, individual training sessions, external courses and peer review.
22. To attend all statutory and mandatory training as required.
23. To be always aware of the safety of patients and staff and to carry out duties in line with the Health and Safety at Work Act.

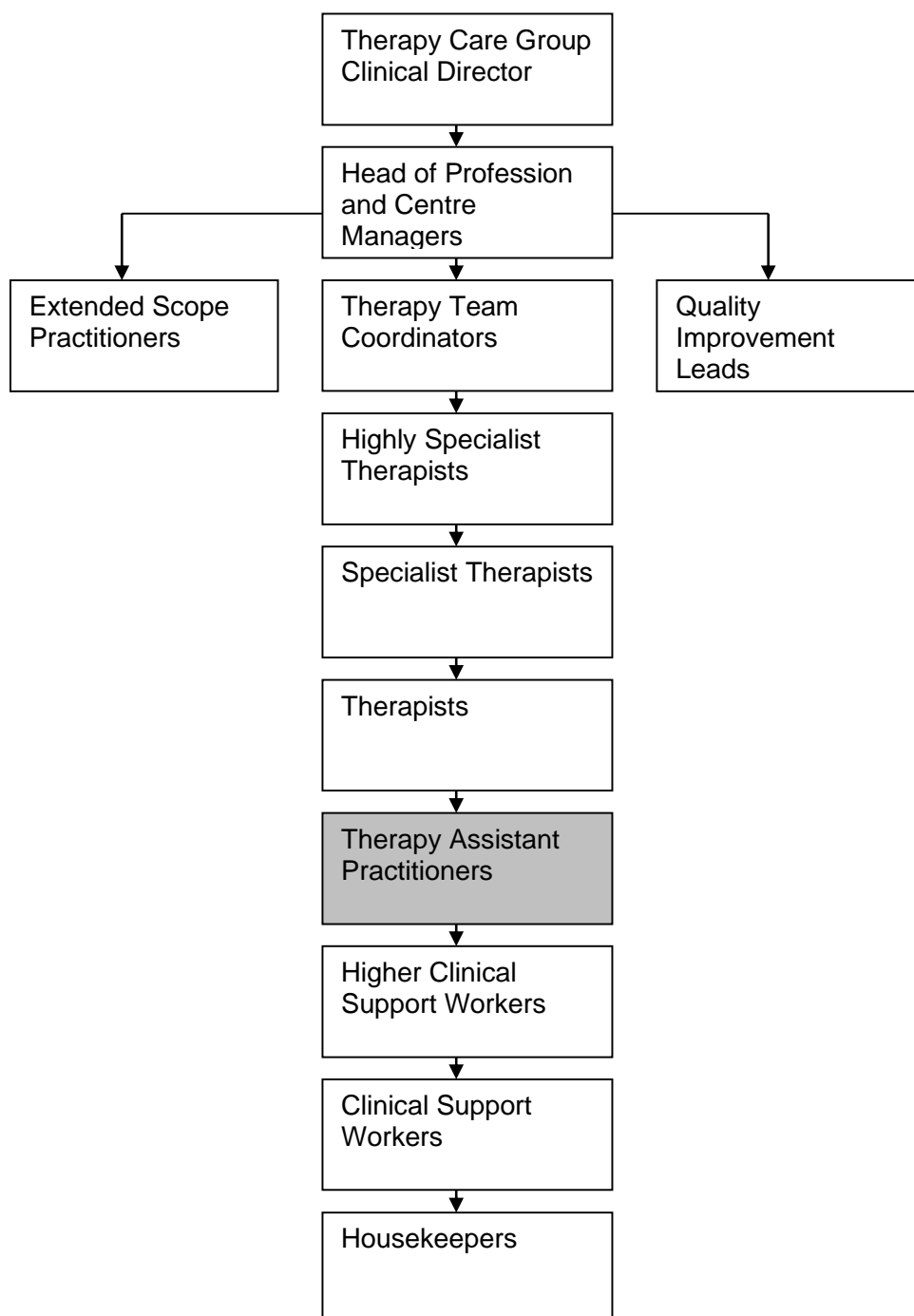
Specific Clinical Elements of the Post

1. The post holder will carry out specifically delegated tasks, independently, according to protocols or under the direction of qualified therapists within the Macmillan Acute/Community Interface Therapy Service.
2. To assist the Macmillan Service in case finding and case management of patients, attending board rounds and handovers, disseminating information to relevant therapists and the communicating with the wider multidisciplinary team.
3. To initiate and progress mobility and exercise programmes that have been designed by the Macmillan Physiotherapists for cancer and palliative care patients, using agreed protocols and guidelines.
4. To initiate and progress assessments that have been designed by the Macmillan Occupational Therapist for cancer and palliative care patients, using agreed protocols and guidelines, for example kitchen practice.
5. To assess and deliver Physiotherapy advice and exercise programmes for breast surgery patients, according to the existing protocols and guidelines.
6. To assist with the delivery of follow up advice, always working independently following protocols and guidelines.
7. To work collaboratively as part of the multidisciplinary team with the Macmillan Dietetic and Speech and Language Therapists to deliver programs of care.
8. To maintain competence to demonstrate the safe use of equipment to patients and carers as appropriate to role.
9. To undertake unaccompanied home visits when required, at the request of the Macmillan therapists to carry out agreed treatment plans. These visits will involve demonstrating equipment in the home, instructing, and assessing the patients in the safe use of the equipment and ensuring that patients competencies are maintained.

10. To collect equipment from other agencies as required

11. To participate in educational programs delivered to therapists and other disciplines under the guidance of the qualified therapists.

ORGANISATIONAL POSITION



MANAGEMENT

To be responsible for the day-to-day organisation of own caseload, planning own caseload to meet service and patient priorities, readjusting plans as situations change / arise.

DECISIONS, JUDGEMENT AND FREEDOM TO ACT

1. To work independently and have full responsibility for organising own time on a day-to-day basis of agreed protocol.
2. To receive informal supervision as always required with access to a therapist and to participate in formal supervision sessions as per the Therapy Care Group Policy.
3. To respond positively to service change and development and with the team members identify areas for future development.
4. Indirect supervision of staff Delegation of tasks to Band 2 & Band 3

COMMUNICATION AND RELATIONSHIPS

1. To develop and maintain the skills required to provide and receive sensitive or contentious information, from patients and carers. The skills required include those of persuasion, motivation, negotiation, training, empathy, and reassurance. This may be because agreement or co-operation is required or because there are barriers to understanding.
2. To exchange appropriate condition related information with patients and relatives.
3. To use information gained to communicate with members of the multi-disciplinary team regarding patient issues, respecting the confidentiality of patient information disclosed.
4. Use the referral processes to outside agencies both verbal and written and to carry out these tasks when required. The focus will include patient information to continue seamless patient care.
5. Use a range of verbal and non- verbal communication skills to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating.

SYSTEMS AND EQUIPMENT

1. To use appropriate equipment within the remit of the post including I.T. equipment
2. To assess and request equipment as identified during the therapy intervention, to a patient or to a designated patient representative or carer using agreed instructions or manufacturers guidelines to assess understanding of recipients.

SPECIFIC EQUIPMENTS REQUIREMENTS RELEVANT TO THE POST

1. To be responsible for the cleaning and storage organisation of all OT and Physiotherapy equipment in use on the oncology wards and to act as a resource for all in the Macmillan Therapy team concerning the provision and maintenance of equipment.

2. To maintain a database indicating stock levels and maintenance status of equipment used by the service.

WORKING CONDITIONS AND PHYSICAL, MENTAL AND EMOTIONAL DEMANDS

1. To perform tasks involving the handling of patients or loads (refer to the clinical section).
2. The workload is frequently very complex and challenging and is usually delivered under significant time constraints.
3. The post holder will be imparting unwelcome or sensitive news on a frequent basis, regarding treatment outcomes, rehabilitation prospects or condition deterioration.
4. To develop and maintain an ability to cope with and prioritise many unexpected works demands and deadlines.
5. To develop own competencies in handling the complexity of issues relating to the management of people and frequently be required to deal with distressed or unpredictable behaviour from patients, their carers and staff members, for example, when dealing with complaints and patients / carers.
6. To maintain intense concentration for prolonged periods.
7. The post holder will encounter frequently unpleasant working conditions.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths at Grades 9 – 4 (or equivalent) • Foundation Degree or equivalent / or willingness to work towards a Foundation Degree 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Substantial previous therapy experience within a Health care environment • Practical and theoretical experience of teaching and presentation • Experience in working with people in a busy acute medical setting. 	<ul style="list-style-type: none"> • Experience in liaising with other agencies. • Experience of working with cancer patients

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work independently to an agreed protocol, evaluating patient's condition and modifying programmes as appropriate within levels of competence. • To demonstrate the ability to self-manage workload and prioritise caseload daily. • Good interpersonal skills. • Ability to multi-task. • Good communication skills both oral and written, being able to communicate with the multidisciplinary team reporting on patients' progress. • Ability to exchange condition related information with patients and relatives and responding appropriately when there are communication difficulties. • Flexible in working practice. • Proven evidence of good organisational skills • An aptitude to work with individuals and groups of patients. • Able to make accurate and legible entries into patient documentation. • Able to use own initiative • Evidence of relevant CPD • Ability to learn through experience and feedback from others. • Ability to show empathy with patients and carers. • Keen to personally develop and receive training. • Competent IT skills with packages such as Microsoft word, excel and PowerPoint. 	<ul style="list-style-type: none"> • To be able to organise and deliver a health education session either in 1:1 or group sessions. • To assist in research, audit, and development • in relation to the area of work.

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Able to meet the travel requirements of the post. 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired 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; and
- 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 colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all

information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines

- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

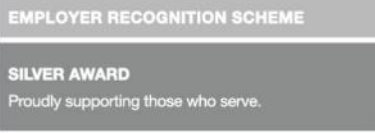
NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or

within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

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Apley Castle

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TF1 6TF

[Getting to The Princess Royal Hospital](#)