

THERAPY CENTRE JOB DESCRIPTION

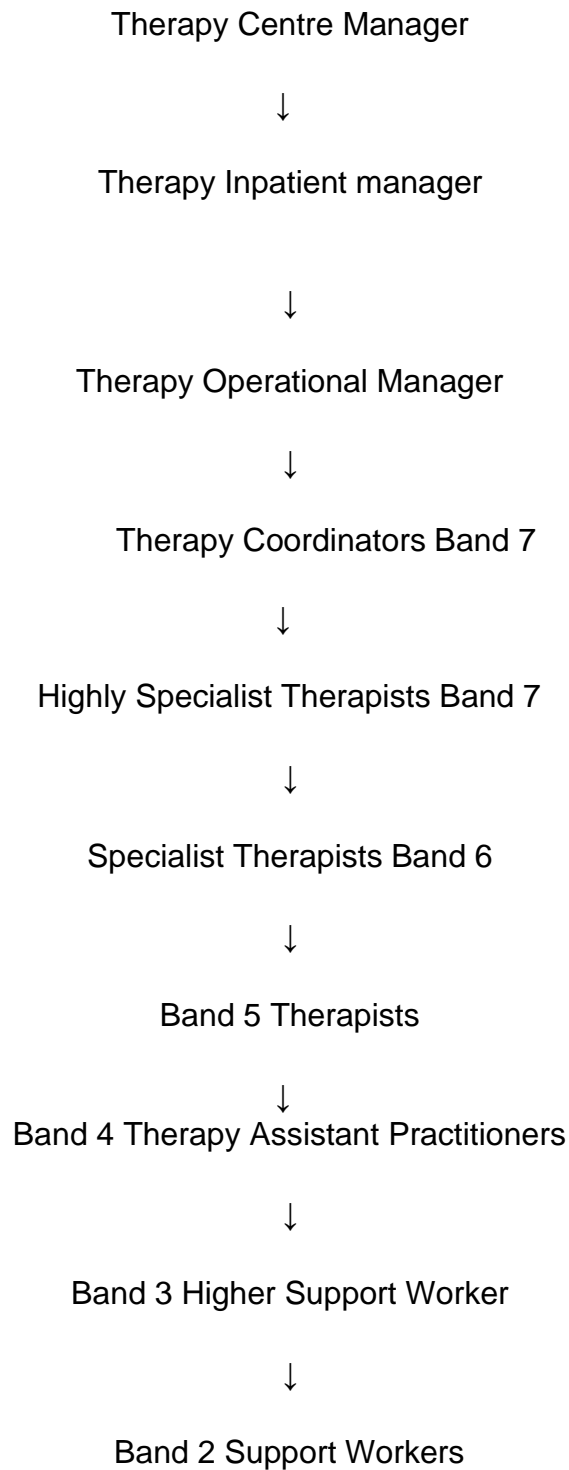
Post Title:	Therapy Assistant Practitioner
Hours of work:	Full/ Part time tbc hours
Band:	Band 4
Base:	Shrewsbury and Telford NHS Trust
Manager responsible to:	Inpatient Therapy Manager
Line Managed by:	Team Coordinator

1. Post Purpose

- 1.1 To assess plan implement and progress treatment programmes for specific patient groups, working within designated protocols without direct supervision.
- 1.2 To hold responsibility for own caseload with access to and support from a qualified Therapist
- 1.3 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.
- 1.4 To demonstrate own duties to other support workers, students and to provide practical training and education to staff, patients and carers and external agencies when required.
- 1.5 To assist when required in audit and make recommendations to team co-ordinator for service improvements to contribute to the implementation of specific changes to practice and or protocols.
- 1.6 The post holder may be required to work flexibly, within their competence across all locations within Therapy Centre, working across 7 days as required. Notification of flexible working may be communicated at short notice.

1.7 To use the Trust values at all times, as a framework for own behaviour and encourage others to do likewise, ensuring the values underpin all that is done by the Therapy teams.

2. Organisational position:



3. Competency Framework:

This job description should be read in conjunction with the competency framework for the post.

4. Main Responsibilities

- 4.1 To carry out the assessment of patients within a specific diagnostic group in partnership with the patient, identifying needs, devise objectives, provide and deliver an individualised treatment programme within agreed protocols/ guidelines.
- 4.2 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.
- 4.3 To attend board rounds and multidisciplinary team meetings communicating and recording accurate patient information.
- 4.4 To assess the patient understanding of treatment proposals, gain consent and feedback to the Therapist information regarding the patients who lack capacity to consent to treatment.
- 4.5 To assist Therapists in the delivery of treatment programmes and cover for support worker/house keeper/Admin and Clerical colleagues.
- 4.6 To liaise with members of the multidisciplinary team and external agencies ensuring accurate and timely communication
- 4.7 To liaise with relatives/carers to gain their opinions and views as part of the overall assessment process and safe discharge planning.
- 4.8 To make referrals to therapy colleagues and external agencies according to protocols.
- 4.9 To communicate effectively with the other members of the multidisciplinary team, attending meetings as appropriate and actively contribute to the discharge planning process.
- 4.10. To be aware of clinical risk within own patient caseload escalating issues to senior staff and act in accordance with Trust policy.
- 4.9 To comply with the legislation regarding patient confidentiality.

- 4.10 To comply with the Trust and Therapy Centre policies, procedures and guidelines.
- 4.11 To be responsible for maintaining accurate and comprehensive treatment records in line with the Trust and Therapy Centre standards of practice and reports to external agencies.
- 4.12 To be responsible for the collection of statistical data.
- 4.13 To assist in research, audit and developments in relation to the area of work.
- 4.14 To be aware of the need to continually maintain own competency in accordance with the Therapy competency framework and to maintain a portfolio of evidence.
- 4.15 To participate in annual appraisal and Personal Development Opportunities including regular clinical supervision with a Therapist.
- 4.16 Be an active member of the in-service training programme by organising, and participation in, Continual Professional Development and in-service training programmes, tutorials, individual training sessions, external courses and peer review.
- 4.17 To attend all statutory and mandatory training as required.
- 4.18 To be aware of the safety of patients and staff at all times and to carry out duties in line with the Health and Safety at Work Act.

5. Decisions, Judgements and Freedom to act

- 5.1 To work independently and have full responsibility for organising own caseload on a day to day basis within agreed protocols.
- 5.2 To receive support as required with access to a Therapist at all times and to participate in supervision sessions as per the Therapy Centre Policy.
- 5.3 To respond positively to service change and development together with the team members identify areas for future development.
- 5.4 To delegate tasks to the Band 2 & Band 3 support workers and housekeepers

6. Communication and Relationships

- 6.1 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.

- 6.2 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.
- 6.3 To exchange appropriate condition related information with patients, relatives and carers.
- 6.4 To use information gained to communicate with members of the multi-disciplinary team regarding patient issues, respecting the confidentiality of patient information disclosed.
- 6.5 To be aware of the referral mechanisms to outside agencies either verbal or written and to carry out these tasks when required. The focus will include patient information in order to promote seamless patient care.
- 6.6 To demonstrate effective listening skills

7. Systems and Equipment

- 7.1 To be responsible for the safe use of any equipment needed for the assessment of patients.
- 7.2 To have a comprehensive understanding of equipment required in the course of therapy intervention, using agreed instructions or manufactures guidelines.
- 7.3 To demonstrate the safe use and maintenance of equipment to patients, relatives and carers including decontamination and cleaning and to assess understanding of recipients.
- 7.4 To use appropriate equipment within the remit of the post including I.T. equipment
- 7.5 To respond to equipment issues, assessing for and prescribing equipment, to organise delivery and fitting with demonstration of safe use and maintenance to patients and carers

8. Working Conditions and Physical, Mental and Emotional Demands

- 8.1 To perform tasks involving the handling of patients or loads on a frequent and repetitive basis.

8.2 The workload is frequently complex and challenging, and is usually delivered under significant time constraints.

8.3 To develop and maintain the ability to cope with and prioritise many unexpected work demands and deadlines.

8.4 To develop competencies in handling the complexity of issues when dealing with distressed or unpredictable behaviour.

8.5 In conjunction with team co-ordinator regularly review and develop own competencies.

8.6 Frequent periods of concentration are required to record patient information ensuring accuracy at all times

8.7 The post holder will frequently encounter unpleasant working conditions.

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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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.
- Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- 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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

The post holder may be required to perform other duties on an occasional basis, which are commensurate with the grade and agreed by the post holder and the line manager.

This job description can only be altered with the approval of the post holder and line manager.

Job Description agreement

Manager	Postholder
Name:	Name:
Signature:	Signature:.....
Date.....	Date: