

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Assistant Therapy Practitioner – Surgery |
| **Reports to** | Clinical Lead OT - Surgery |
| **Band** | 4 |
| **Department/Directorate** | Specialist Services |

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| **JOB PURPOSE** |
| This position is based as part of the OT therapy team at the Therapy Department, located on the Royal Devon & Exeter Hospital site. The post holder will support the occupational therapy team to deliver functional assessments and implement treatment and advice to ward based patients. This will include functional task practice and consideration of home circumstances and discharge planning. The post-holder will be responsible for assisting with timely and appropriate discharges from the ward or transfer to other services as appropriate. The post-holder will liaise closely with senior staff across the team.  The post holder is responsible for providing Occupational Therapy assessment & treatment of a specified caseload within the Surgical ward environment. Patient management will include the assessment and the delivery of care; including liaison with patients, family, appropriate members of the MDT and external agencies. This post will involve delegation and supervision of appropriate tasks to bands 2 and 3.  This post is static within the clinical speciality area of the Surgical Occupational Therapy, a service working flexibly over 7 days including bank holidays. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The post-holder will be responsible for delivering therapy interventions and a range of assessments for which competencies have been agreed, to elective and emergency surgical patients across the Surgical Wards. * To understand a range of General Surgical procedures and conditions managed within the Surgical Wards and underlying prescribed treatment programmes such that the post-holder can explain to patients & relatives the effects of the surgical procedure, and the role of occupational therapy / physiotherapy in assessment and rehabilitation. * To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic progress and discharge planning with appropriate support from senior specialist therapy staff. * To develop skills in the provision of clinical treatment related to, functional tasks, balance management & falls prevention exercise programmes, mobility, gait re-education. * To be involved in the therapeutic moving and handling of patients as part of every-day clinical activities. To have skills of concentration as part of patient assessment and treatment. * To seek advice from the supervising therapists regarding non-routine patients or those who do not progress as predicted by protocols. * To actively engage in the use of the EPIC electronic patient record system. * To take responsibility for own on-going clinical personal development to ensure relevant clinical knowledge and skills are attained. * To ensure up-to-date personal professional development plans and that personal objectives are completed. * To contribute to the improvement of the OT service by evaluation of own work, and make constructive suggestions as to service improvements. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:**  Provision of support to Occupational Therapy working across the surgical Occupational Therapy service.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Head of Acute OT & Physiotherapy. * Clinical & Team Lead Therapists. * Ward Matron & Nursing teams * Consultants & Medical Staff * Hospital discharge facilitators, intermediate and community services. | * SPOA & Discharge Co-ordinators across the SW. * G.Ps and other community practitioners across the SW. * Social Services. * Voluntary agencies and other community care providers. | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To undertake assessment and rehabilitation programme as designated by senior staff. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To communicate condition related information to patients and relatives and/or sensitive information with empathy and reassurance. * To communicate condition related information to patients and relatives and/or sensitive information with empathy and reassurance. To be aware of barriers to understanding for example knowledge and understanding and levels of cognition. * To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic progress with appropriate support from senior specialist therapy staff. * To attend Board Round providing appropriate information to the healthcare teams to ensure that there is an integrated approach that benefits patient’s overall care and discharge plans. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To be responsible and accountable for specific therapy assessment within the core competencies for which training has been undertaken. * To use appropriate outcome measures and set realistic and attainable treatment goals with patients with guidance from senior specialist therapy staff aiming for same-day discharge where possible. * To analyse information gained in the assessment process and make decisions about which therapy treatment programme may be most appropriate without direct therapy supervision. * To be responsible for reassessing patient status as treatment progresses and contribute to the modification of treatment programmes as appropriate using clinical reasoning supported by senior specialist therapy staff. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To organise, prioritise and adjust own workload providing assessment and treatment as required within the specified scope of practice, ensuring treatment and requests for treatment are prioritised and dealt with promptly and efficiently. * Exercise good and effective personal time management, punctuality and consistent reliable attendance. |
| **PATIENT/CLIENT CARE** |
| * To develop skills in the provision of clinical treatment related to exercise programmes, mobility and gait re-education, practising of activities of daily living, communication programmes and group activities. * To be involved in the therapeutic moving and handling of patients as part of everyday clinical activities. To have skills of concentration as part of patient assessment and treatment. * Liaise with Adult Community Services across Devon regarding equipment provision, adaptations, care packages and alternative placements with the support of senior staff. * Liaise with other members of the multidisciplinary team through effective communication regarding patient treatment aims, progress and discharge planning (providing written reports and referrals as appropriate) supported by senior specialist staff. * To use appropriate outcome measures and set realistic and attainable treatment goals with patients with guidance from senior specialist therapy staff. * Facilitate the discharge process as appropriate using the strengths-based assessment process. * Maintain accurate and timely patient records and reports in EPIC * To ensure patient and staff safety during assessment and treatment. * To work regular weekend days and bank holidays. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To maintain competencies for assessment and treatment of General Surgical conditions through regular in-service training. * Report any incident/untoward incidents/near misses to the Manager in accordance with Trust policy. * Be aware of, and follow the Health and Safety at Work Act and local/national guidelines. * Be aware of and follow Trust policies and procedures. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Assess for, prescribe and order equipment and resources with support from senior specialist staff. * Ensure safe and efficient use of stock and equipment. * Demonstrate and instruct on the use of equipment to ensure safety. |
| **HUMAN RESOURCES** |
| * Be responsible for managing own time, balancing clinical and organisational demands. * Take a flexible approach in supporting colleagues during times of caseload pressures. * Participate in the induction, training and supervision of unregistered staff. * Participate in supervision and appraisal process, identifying own areas of development. |
| **INFORMATION RESOURCES** |
| * To undertake the keeping of accurate records of patient treatments and statistical data as required. * To submit regular data about activity levels as required. |
| **RESEARCH AND DEVELOPMENT** |
| * Support any research activities as part of the unit. |
| **PHYSICAL SKILLS** |
| * To be responsible for the safe use of clinical and other equipment and to report any necessary repairs which need to be undertaken. * Basic computer skills to maintain patient records, e-mail, order equipment etc. * Therapeutic handling of patients (e.g. positioning, stair practice) demonstrating dexterity and co-ordination skills often with the need for prolonged physical effort. This may include patients with complex and specialist needs*.* |
| **PHYSICAL EFFORT** |
| * Frequent sitting or standing in difficult positions throughout shift. |
| **MENTAL EFFORT** |
| * Frequent concentration during assessment and treatment and analysis of outcomes of interventions * Planned caseload. |
| **EMOTIONAL EFFORT** |
| * Frequent distressing or emotional situations. |
| **WORKING CONDITIONS** |
| * Frequent exposure to body fluids. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  Contribute to and work within a safe working environment.  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Assistant Therapy Practitioner - Surgery |
| **Band** | 4 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Level 5 Diploma for Assistant Practitioners in Healthcare, HPD, Level 4. Diploma in Sports Therapy or equivalent or  Foundation Degree or equivalent experience.  GCSE Maths and English Grade A-C. | **E**  **E**  **E** | **D** |
| **KNOWLEDGE/SKILLS**  Knowledge of acute hospital structure and organisation.  Understanding of the role of therapy services within a hospital multidisciplinary team structure.  Understanding and experience of rehabilitation.  Evidence of the ability to communicate with a range of different people using a range of methods.  Organisational skills such as prioritisation & time management.  Evidence of problem solving and reasoning skills.  Evidence of ability to assess risk.  Knowledge of physiotherapy and occupational therapy treatment programmes for patient recovering from surgery. | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D**  **D** |
| **EXPERIENCE**  Evidence of relevant acute NHS work including orthopaedics.  Previous experience for example work as band 3 Therapy Technical Instructor, band 2 Therapy Assistant or band 2 Health Care Assistant.  Clerical skills – basic typing / word processing / IT skills. | **E**  **E** | **D** |
| **PERSONAL ATTRIBUTES**  Enthusiastic about the post Values of fairness, honesty, integrity, inclusion & collaboration.  Professional approach and appearance.  Evidence of treating patients with respect & dignity.  Evidence of ability to work as Team member.  Flexible & adaptable approach.  Demonstrating initiative. | **E**  **E**  **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  Ability to work flexibly over 7 days including bank holidays.  Ability to travel between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle. | **E** | **D** |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N | Y |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  | Y |  |
| Blood/body fluids | Y/N |  | Y |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N | N |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N | N |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N | N |  |  |  |
| Animals | Y/N | N |  |  |  |
| Cytotoxic drugs | Y/N | N |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | Y |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | Y |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | Y |  |  |  |
| Noise (over 80dBA) | Y/N | Y |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | Y |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use (>1 hour daily) | Y/N |  |  | Y |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  | Y |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N | Y |  |  |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  |  | Y |  |
| Mental Effort | Y/N |  |  | Y |  |
| Emotional Effort | Y/N |  |  | Y |  |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N |  | Y |  |  |