***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Therapy Assistant – Physiotherapy & Occupational Therapy |
| **Reports to** | The Clinical Lead |
| **Band** | 2 |
| **Department/Directorate** | Head of Physiotherapy & Occupational Therapy |

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| **JOB PURPOSE** | |
| The post-holder is responsible for providing assistance, as required, to the Physiotherapist(s) or Occupational therapist to whom they are assigned. Duties will include direct involvement in specific treatment routines including supporting exercise, mobility and personal care programmes as required. Duties also include more general patient care within the team and assisting patients in preparation before and after treatments. They will assist in completing falls programmes and plans for discharge. They will also undertake equipment preparation, checking and maintenance. The post-holder will be involved in a number of clerical and administrative routines and procedures associated with the implementation of treatment and care programmes.  This post is based at the Trust’s main site, the Royal Devon & Exeter Hospital (Wonford), within the Physiotherapy & Occupational Therapy Department and will be located across the wards.  Clinical staff caseloads are flexible and can involve provision of service to other areas of the Trust. Assistant support for this role is expected to be flexible and this post will require work at weekends. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * Physiotherapy & occupational therapy team * Consultant and other Medical Staff * All other members of multi-disciplinary team. | |

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| **ORGANISATIONAL CHART** |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To carry out own workload as delegated by supervising therapist. * To supervise clinical treatment & rehabilitation programmes as directed by Therapists. These may relate to all areas of personal & daily living, including return to leisure and work activities. * To participate in the rotas for weekend cover. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To inform the supervising therapist of any change in patients' state during and between treatment sessions that may require amendments to treatment programmes. * To assist in planning for the patient’s discharge from hospital which may include written and verbal communication (eg via phone) to external agencies. * To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic and rehabilitative requirements. * To communicate effectively with patients and carers to maximise rehabilitation potential. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To inform the supervising therapist of any change in patients' state during and between treatment sessions that may require amendments to treatment programmes. * To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic and rehabilitative requirements. * To be responsible for the safe use of equipment and to report any necessary repairs which need to be undertaken. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To carry out own workload as delegated by supervising therapist. * To assist in planning for the patient’s discharge from hospital which may include written and verbal communication (eg via phone) to external agencies. |
| **PHYSICAL SKILLS** |
| * To be computer literate and able to use electronic systems. * Ensure access to road worthy vehicle with appropriate car insurance, and valid driving licence if required. |
| **PATIENT/CLIENT CARE** |
| * To carry out own workload as delegated by supervising therapist. * To assist patients in preparation for therapy treatment sessions on wards. * To supervise clinical treatment & rehabilitation programmes as directed by Therapists. These may relate to all areas of personal & daily living, including return to leisure and work activities. * To communicate effectively with patients and carers to maximise rehabilitation potential. * To ensure patient and staff safety during treatment. * To undertake the keeping of accurate records of patient treatments and statistical data as required. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To assist in the daily running and upkeep of the Therapy Department; undertaking routine ordering, cleaning, preparation and checking of therapy and storage areas. * To attend relevant service Staff Meetings. * To ensure that all Trust Policies & Procedures and Statutory Acts & Regulations are known and implemented/adhered to as necessary/appropriate. * To participate in team and department audit activity and peer review to ensure best practice. * To undertake clerical and administrative duties as required by the therapy service, commensurate with current Policy and Practice. * To participate in the rotas for weekend cover. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To be responsible for the safe use of equipment and to report any necessary repairs which need to be undertaken. * To undertake routine maintenance and safety checks of any therapeutic equipment/apparatus, as required. |
| **HUMAN RESOURCES** |
| * To ensure patient and staff safety during treatment. |
| **INFORMATION RESOURCES** |
| * To undertake the keeping of accurate records of patient treatments and statistical data as required. * To participate in team and department audit activity and peer review to ensure best practice. |
| **RESEARCH AND DEVELOPMENT** |
| * To take responsibility for own on-going personal development * To ensure up-to-date and timely reviews of personal development plans and personal objectives. * To attend regular (relevant) team in-service training sessions to ensure continued professional development. |
| **FREEDOM TO ACT** |
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| **OTHER RESPONSIBILITIES** |
| * To take part in regular performance appraisal * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment   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.  The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.  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 |
| **APPLICABLE TO MANAGERS ONLY** |
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| **THE TRUST- VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Compassion  Integrity  Inclusion  Empowerment  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  GCSE ‘O’ level Maths/English (or equivalent) A-C  NVQ level 3 - Care & Mobilisation option | **E** | **D** |
| **KNOWLEDGE/SKILLS:**  Evidence of good time management  Evidence of ability to prioritise workload  Evidence of good verbal/written communication  Document filing/retrieval  Understanding of role of a therapy assistant in supporting OT and Physiotherapy  Computer skills  Understanding of acute ward care  Understanding of rehabilitation | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |
| **EXPERIENCE:**  Dealing with public  Health Care related work with adults  Physiotherapy/ Occupational therapy or other therapy work experience  Experience of working with older people  Experience of working on an acute ward  Understanding of Trauma and Orthopaedics | **E**  **E**  **E** | **D**  **D**  **D** |
| **PERSONAL ATTRIBUTES**  Good self-presentation  Evidence of Punctuality  Shown previous initiative at work | **E**  **E** | **D** |
| **OTHER REQUIREMENTS:**  Flexibility - workload and workplace  Flexibility – working hours to cover at weekends and bank holidays | **E**  **E** |  |

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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 |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N | y |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N | nnthr |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N | y |  |  |  |
| Cytotoxic drugs | Y/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 |  |  |  |  |
| Electrical work | Y/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 |  |  |