

JOB DESCRIPTION

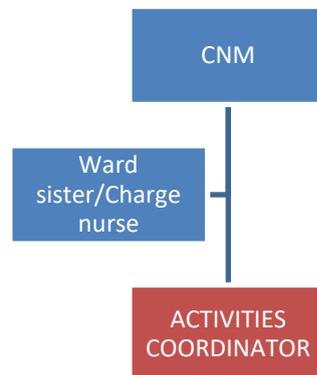
| JOB DETAILS | |
|------------------------|--------------------------------------|
| Job Title | Activities coordinator |
| Reports to | Clinical Nurse Manager |
| Band | Band 3 |
| Department/Directorate | Kenn and Bovey / Medical directorate |

| JOB PURPOSE |
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| <p>The therapeutic activity coordinator will lead on developing an activity programme, facilitating groups and individual interventions and activities to support patients in their goals. The post holder will work as a member of the multidisciplinary team, liaising closely with nursing and therapy staff to design person centred activities contributing positively to the emotional and psychological wellbeing of patients.</p> |

| KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES |
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| <ul style="list-style-type: none"> • Work with members of the multidisciplinary team and ward volunteers to prepare and implement social, leisure and recreational activities with patients • Arrange individual activities for patients as appropriate • Provide 1-1 social contact with patients according to the individual ability of the patient to participate. • Ensure there are a range of individual activities for patients; e.g. board games, electronic games, music therapy, creative crafts and reading/observational material. • Organise social events on the ward to include patients, relatives, staff and visitors. • Organise and arrange group activities for patients to promote social interaction. • Liaise with other outside agencies to provide support and advice on social activities. |

| KEY WORKING RELATIONSHIPS |
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| <p>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. The post holder will work closely as part of the multidisciplinary team including Occupational therapists, Physiotherapists, Registered Nurses, Medical staff, support staff and volunteers.</p> <p>In addition, the post holder will deal with the wider healthcare community, external organisations and the public.</p> <p>This will include verbal, written and electronic media.</p> |

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder is guided by standard operating procedures.
- The postholder will be expected to adapt depending on the needs of the patients i.e. organising group activities around a table or purposeful walking and taking patients off the ward to the garden or canteen.

COMMUNICATION/RELATIONSHIP SKILLS

- To protect and maintain confidentiality of information concerning patients, visitors and staff at all times.
- Communicate using appropriate verbal and non-verbal methods.
- Understand that patients who are living with Dementia or have delirium may be frightened or combative. Have skills necessary to de-escalate aggression and to reassure frightened patients.
- Deal with telephone enquiries sensitively and initiate appropriate action.
- Ensure and demonstrate written and electronic communication are up-to- date and that they are succinct, clear, legible, accurate and comprehensive.
- Co-operate and communicate clearly and professionally with the designated nurse in charge any changes that may affect patient care.
- Act in a professional manner at all times when interacting with patients, relatives, colleges, other service users and visitors.
- To communicate concerns to the MDT to plan care.
- To feedback on patient's ability to join in with activities and techniques developed to settle the patient to support discharge planning.
- Communicate effectively any situations or potential situations affecting the health and safety of staff, patients and visitors to the designated nurse in charge
- Report any untoward incidents or events either verbally or in writing, using the Trust electronic incident reporting system.

ANALYTICAL/JUDGEMENTAL SKILLS

- Observe for, and report any change in the condition of patients to the nurse in charge.

- Keeps clinical, patient areas and staff areas safe, clean and tidy.
- Contribute to the safe use, checking, maintenance and storage of equipment.

PLANNING/ORGANISATIONAL SKILLS

- Work on own initiative making assessment of workload and adjustments to daily routine as required.
- Assist patients in all activities in daily living when required.
- Identifies and takes actions when own or others behaviours undermines equality and diversity.

PATIENT/CLIENT CARE

Under the supervision and direction of a Registered Nurse/Registered Therapist the post holder will:

- Assist patients to maintain all aspects of daily living activities including toileting and personal care if required.
- To maintain and improve mobility; contribute to movement and treatment to achieve physical comfort.
- To maintain their personal hygiene and appearance.
- Assist with eating and drinking and diet requirements.
- Assist with access to toilet facilities.
- Assist patients to maximise their independence.
- Ensure an understanding of caring for and the protection of vulnerable people
- Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy
- Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.
- Ensure and demonstrate written and electronic communication through up-to- date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation.

POLICY/SERVICE DEVELOPMENT

- To carry out all duties in a professional manner, adhering to the policies and procedures of the Trust and conforming to current legislation concerning health and safety at work.
- Be aware of and work in accordance with Trust's infection control standards.
- Report any untoward incidents / events either verbally or in writing.
- Carry out other duties as may be required and which are consistent with the responsibilities of the post.
- Attend mandatory training relevant to the post as specified by the Trust.
- Be aware of, promote and work within all policies and procedures adopted by the Trust
- Contribute to the effective and efficient use of Trust resources

FINANCIAL/PHYSICAL RESOURCES

- Be responsible for the safe handling of patient property / valuables in line with Trust policy
- Be aware of limited resources and supply
- Assist with ordering of equipment and resources under supervision of the line manager.
- Maintain the clinical area in an organised and professional manner - clean and tidy, well stocked and in good order.

HUMAN RESOURCES

- Learn new skills and utilise educational opportunities to facilitate learning in the clinical environment in which they work.
- To undertake any mandatory training and to be active in developing knowledge and skills to support their practice.

INFORMATION RESOURCES

- Enter and update patient documentation and records, utilising computerised information systems where required.
- Report all incidents and be familiar with DATIX reporting system.
- Report all accidents and incidents to the nurse in charge.
- Understand and adhere to the procedure for handling complaints and ensure that they are dealt with promptly and sympathetically

RESEARCH AND DEVELOPMENT

- To act under direct supervision in regard to any tasks involved in research and development within the organisation.

PHYSICAL SKILLS

- Must have basic IT skills in order to be able to access and use Electronic Medical notes.
- Must be able to perform patient manual handling. I.e. be able to support someone walking and using transfer aids. Be able to use a wheelchair to transfer patients around the hospital environment.

PHYSICAL EFFORT

The post holder will be working 7.5-hour shifts. They will be expected to be standing or walking for the majority of this time.

They will be required to participate in patient care e.g. position changing, toileting, meeting personal needs

MENTAL EFFORT

- Work pattern is unpredictable and subject to interruptions, priorities can change to meet the needs of the patients/family/carer.
- Concentration required for personal care duties which are routine within the hospital environment

EMOTIONAL EFFORT

- Routine work involves looking after patients that can be acutely unwell or at the end of life.
- Support bereaved and distressed patients, relatives and carers as appropriate.
- Ensure an understanding of caring for and the protection of vulnerable people

- Assist volunteers on the ward who visit patient's with therapy assistance dogs.

WORKING CONDITIONS

- Possible contact with blood/body fluids
- Manual Handling
- Noise
- Food handling
- Care for the distressed patient
- Aggressive behaviour

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.

PERSON SPECIFICATION

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| Job Title | Activities coordinator |
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| Requirements | Essential | Desirable |
|--|----------------------------|------------------|
| QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> • NVQ level 3 or equivalent relevant experience • Good numerical skills • Completion of the Care Certificate programme provided by RDUHT, within 6 months of completing post. • Art therapy/Play work/Music therapy | X X X | X |
| KNOWLEDGE/SKILLS <ul style="list-style-type: none"> • Prepared to participate in further training necessary for the post/service. • Willingness to undertake clinical and IT skills required for the speciality. • Willingness to maintain competency skills via the Trust skills passport and where appropriate support other team members to maintain their own skills. • Understanding of medical conditions that may affect patient cognition. • Ability to work under minimal supervision using own initiative • Commitment to patient centred non-discriminatory practice. • Knowledge of, and ability to design suitable activities to meet patients' needs | x x x x X x | x |
| EXPERIENCE <ul style="list-style-type: none"> • Experience of individual and /or group work • Experience of team work • Experience in working with patients that have a cognitive impairment | X X x | |
| PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Handle difficult or emotional situations. • Demonstrate care, compassion empathy and professionalism • Provide support to patients, families and carers as appropriate • Demonstrate effective communication skills and ability to work as part of a team • Being a self-manager with good interpersonal skills | X X X X X | |

OTHER REQUIREMENTS

The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.

X

| | | FREQUENCY | | | |
|--|---|---|---|---|---|
| | | (Rare/ Occasional/ Moderate/ Frequent) | | | |
| WORKING CONDITIONS/HAZARDS | | R | O | M | F |
| Hazards/ Risks requiring Immunisation Screening | | | | | |
| Laboratory specimens | Y | | X | | |
| Contact with patients | Y | | | | |
| Exposure Prone Procedures | N | | | | |
| Blood/body fluids | Y | | | | X |
| Hazard/Risks requiring Respiratory Health Surveillance | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | | | | |
| Respiratory sensitisers (e.g isocyanates) | N | | | | |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | Y | | X | | |
| Animals | Y | | | X | |
| Cytotoxic drugs | N | | | | |
| Risks requiring Other Health Surveillance | | | | | |
| Radiation (>6mSv) | N | | | | |
| Laser (Class 3R, 3B, 4) | N | | | | |
| Dusty environment (>4mg/m ³) | N | | | | |
| Noise (over 80dBA) | N | | | | |
| Hand held vibration tools (=>2.5 m/s ²) | N | | | | |
| Other General Hazards/ Risks | | | | | |
| VDU use (> 1 hour daily) | Y | | | | X |
| Heavy manual handling (>10kg) | Y | | | X | |
| Driving | N | | | | |
| Food handling | Y | | | X | |
| Night working | N | | | | |
| Electrical work | N | | | | |
| Physical Effort | Y | | | | X |
| Mental Effort | Y | | | | X |
| Emotional Effort | Y | | | | X |
| Working in isolation | Y | | X | | |
| Challenging behaviour | Y | | | | X |