

***“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** | Assistant Therapy Practitioner – Cardiology & General Medicine |
| **Reports to** | Clinical Lead OT – Acute Neurology & General Medicine |
| **Band** | 4 |
| **Accountable to** | Head of Acute OT & Head of Acute Physiotherapy |

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| **JOB PURPOSE** | |
| The post holder is responsible for providing therapy assessment & treatment of a specified caseload of inpatients within the acute rehab service working with both the Occupational Therapy (OT) and Physiotherapy teams.  Management of patients will include: assessment and information gathering to identify patient needs; physical and cognitive assessments, development of treatment plans (including review of progress at regular intervals); and delivery of care and rehabilitation. Treatment activities might include following and adapting exercise and mobility programmes; practising personal activities of daily living such as washing and dressing; implementing communication therapy programmes and educating & advising patients and their families about their situation and options for the future. The post holder will work alongside the therapy teams and provide close liaison with family, carers and external agencies to ensure safe and effective transfer of patient therapy from the in-patient rehabilitation setting to other services. This post may involve delegation and supervision of appropriate tasks to bands 2 and 3.  This position is based on the Cardiology wards on the main Royal Devon & Exeter Hospital site, The Royal Devon & Exeter Hospital (Wonford). This post will be static within a clinical speciality area, but there may be a requirement for the post holder to work flexibly in other areas as required (including Acute Medicine & Neurology).  The position carries an expectation to work weekends and bank holidays on a rota basis. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * Head of Acute OT & Head of Acute Physiotherapy * Clinical & Team Lead Therapists * Ward Matron and Nursing teams * Consultants, Medical staff * SPOA and discharge co-ordinators across the SW region * G.Ps and other community practitioners across SW * Social services staff * Hospital discharge facilitators, Intermediate and community services. * Voluntary agencies and other community care providers | |
| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * To be responsible for delivering therapy interventions and a range of assessments for which competencies have been agreed across the Cardiology & General Medicine wards. * To understand the nature of Cardiology condition and the symptoms that are presented as a result and to deliver treatment programmes to deliver occupational therapy / physiotherapy in the assessment and rehabilitation. * 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 Therapy service by evaluation of own work, and make constructive suggestions as to service improvements. | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| * 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. | |
| **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*.* | |
| **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 medical 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. | |
| **FREEDOM TO ACT** | |
| * To undertake assessment and rehabilitation programs as designated by senior staff. | |
| **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  The post holder is 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. | |
| **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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| **Post** | **OT Assistant Practitioner – Cardiology & General Medicine** |
| **Band** | **4** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING:**  Level 5 Diploma for Assistant Practitioners in Healthcare, HPD, Level 5 Diploma in Sports Therapy or equivalent or  Foundation Degree or equivalent experience.  GCSE Maths and English Grade A-C | **E**  **E**  **E** |  |
| **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 | **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE:**  Evidence of relevant acute NHS work  Previous experience working 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 ATRIBUTES:**  Enthusiastic about the post  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 | N |  |  |  |  |
| 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 | 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 |  |  | Y |  |
| 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 |  |  |