J

O

B

D

E

S

C

R

I

P

T

I

O

N



***“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”***

|  |
| --- |
| **JOB DETAILS**  |
| **Job Title**  | Therapy Rehab Support Worker – Mardon Neurological Rehabilitation Centre |
| **Reports to**  | Clinical Lead Therapists |
| **Band**  | 3 |
| **Department/Directorate**  | Specialist Services |

|  |
| --- |
| **JOB PURPOSE**  |
| This position is based at Mardon Neurorehabilitation Centre to support the in-patient therapy team of speech and language, physiotherapy and occupational therapy teams as part of the Royal Devon University Healthcare NHS Foundation Trust (Eastern Services).The post holder will provide a range of therapeutic interventions, treatment, exercises and advice to patients with acquired disorders of communication and swallowing, physical limitations of disability and functional problems as well as supporting the administration tasks across the teams.The post holder will undertake routine assessment and treatment including mobility, assessments of personal and domestic care activities and provide equipment as necessary and provide clinical intervention in the treatment of dysphagia and communication disorders. 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 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. The post also holds a requirement to work flexible hours and will provide weekend cover at Mardon. |
| **KEY WORKING RELATIONSHIPS**  |  |
| * Professional Lead for OT/PT across community hospitals
* Clinical leads for Physiotherapy & Occupational Therapy at Mardon
* Occupational Therapy, Physiotherapy and Speech Therapy teams
* Consultant and other Medical Staff
* All other members of multi-disciplinary team.
 |
| **ORGANISATIONAL CHART**  |
|  |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**  |
| * To organise own work within an identified caseload under supervision of a senior therapist, providing assessment and treatment to patients as required.
* To participate in the rotas for regular weekend cover as required.
* To maintain a close liaison with other members of the multidisciplinary team through effective communication regarding patient treatment aims, progress and discharge planning (providing written referrals as appropriate).
* To undertake physiotherapy assessment and treatment of a designated caseload looking at falls and mobility, basic respiratory assessment and intervention and exercise provision, seeking guidance from senior staff as appropriate.
* To participate in & provide clinical treatment & rehabilitation programmes without direct OT / Physiotherapy supervision, following professional assessment and guidance. These may relate to all areas of personal & daily living, including return to leisure and work activities.
* With SLT support and guidance, provide appropriate therapeutic intervention, monitoring and information gathering.
* Demonstrate sound clinical skills in the treatment of dysphagia and communication disorders, commensurate with grade.
* Develop the patient’s ability to use appropriate compensatory strategies.
 |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * To maintain a close liaison with other members of the multidisciplinary team through effective communication regarding patient treatment aims, progress and discharge planning (providing written referrals as appropriate).
* To undertake physiotherapy assessment and treatment of a designated caseload looking at falls and mobility, basic respiratory assessment and intervention and exercise provision, seeking guidance from senior staff as appropriate.
* To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic and rehabilitative requirements and changes in progress.
* Help to identify and develop the communicative competence of patients with acquired communication disability, helping them to improve their communication skills and be actively involved in decision making wherever possible.
* To communicate effectively with patients and carers to maximise rehabilitation potential.
* Communicate condition-related information to patients, carers, relatives and members of the multidisciplinary team/other agencies in a way that is accessible and easily understood. This will include the use of facilitative strategies for people with communication and/or cognitive disorders and other barriers to understanding.
 |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To implement and evaluate therapeutic treatment plans on a case-by-case basis.
* To seek advice from the supervising therapist regarding non-routine patients or those who do not progress as predicted by protocols.
* To be responsible for the safe use of equipment and to report any necessary repairs which need to be undertaken.
 |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To organise own work within an identified caseload under supervision of a senior therapist, providing assessment and treatment to patients as required.
* To ensure treatment and requests for treatment are prioritised and dealt with promptly and efficiently.
* To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic and rehabilitative requirements and changes in progress.
 |
| **PHYSICAL SKILLS**  |
| * To be computer literate and able to use electronic systems, including MyCare.
* To be able to carry out manual handling procedures as required.
 |
| **PATIENT/CLIENT CARE**  |
| * To undertake physiotherapy assessment and treatment of a designated caseload looking at falls and mobility, basic respiratory assessment and intervention and exercise provision, seeking guidance from senior staff as appropriate.
* To participate in & provide clinical treatment & rehabilitation programmes without direct OT supervision, following professional assessment and guidance. These may relate to all areas of personal & daily living, including return to leisure and work activities.
* With SLT support and guidance, provide appropriate therapeutic intervention, monitoring and information gathering.
* To implement and evaluate therapeutic treatment plans on a case-by-case basis.
* To collate relevant information from medical notes and the patient regarding their clinical situation and domestic/social arrangements as relevant, to assist in treatment and discharge planning.
* To set realistic and attainable treatment goals for patients with regular re-evaluation using appropriate outcome measures.
* 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 take responsibility for own on-going personal development
* To ensure up-to-date and timely reviews of personal development plans and objectives.
* To attend regular (relevant) team in-service training sessions to ensure continued professional development.
* To undertake clerical and administrative duties as required by the Physiotherapy or Occupational Therapy service, commensurate with current Policy and Practice.
* To keep updated of changes in care guidelines and protocols.
* To work to standards as set by the Trust and department.
* To submit regular data about activity levels as required.
* 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.
 |
| **FINANCIAL/PHYSICAL RESOURCES**  |
| * To undertake routine maintenance and safety checks of any therapeutic equipment/apparatus, as required.
* 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 be responsible for the safe use of equipment and to report any necessary repairs which need to be undertaken.
 |
| **HUMAN RESOURCES**  |
| * To ensure patient and staff safety during treatment.
* To ensure up-to-date and timely reviews of personal development plans and objectives.
 |
| **INFORMATION RESOURCES**  |
| * To collate relevant information from medical notes and the patient regarding their clinical situation and domestic/social arrangements as relevant, to assist in treatment and discharge planning.
* To undertake the keeping of accurate records of patient treatments and statistical data as required.
* To submit regular data about activity levels 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 objectives.
* To attend regular (relevant) team in-service training sessions to ensure continued professional development.
* To keep updated of changes in care guidelines and protocols.
 |
| **FREEDOM TO ACT**  |
| * Under guidance of qualified staff and within agreed competencies
 |
| **OTHER RESPONSIBILITIES**  |
| * To actively assist in the smooth running of the whole therapy service throughout the RD&E NHS Foundation Trust.
* To keep Clinical and Team Leads and the Head of Physiotherapy & Occupational Therapy Services informed of any matters that could have relation to the effectiveness and efficiency of the service.
* To undertake any additional duties commensurate with this grade as required by the Physiotherapy & Occupational Therapy service.
* To participate in the rotas for regular weekend cover as required
 |
| **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:Honesty, Openness & IntegrityFairness,Inclusion & CollaborationRespect & DignityWe are committed to serving our community by being a high-quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.We recruit competent staff whom 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. |
| **GENERAL**  |
| * This is a description of the job as it is presently constituted. Job Descriptions are reviewed and updated as appropriate to reflect changes in working practices and in order to meet service needs. Changes are only made after consultation with the post-holder. The post-holder is expected to fully participate in the process; however, the Trust reserves the right to insist on changes after consultation.
* We are committed to equal opportunities for all sections of the community regardless of age, gender, disability, race, sexuality. All employees are expected to comply with Trust policies and treat others with respect and dignity.
* As part of our commitment to ensure the safety and welfare of all employees, patients and others who attend the hospital, the post-holder will have a responsibility for promotion and safeguarding the welfare of children, young people and vulnerable adults that they are responsible for, or comes into contact with.
* The Trust is committed to providing high quality patient care; maintaining confidentiality and promoting dignity and fairness. Individuals and teams are expected to act with integrity and probity and accept responsibility for their own work and performance and engender an honest and respectful attitude to others.
* All employees are expected to comply with health and safety; governance; professional codes of conduct and legislation, as laid down within Trust policies; legislation and contained with professional bodies’ codes of conduct. All staff are expected to familiarise themselves with Trust policies that are pertinent to their employment, these can be found on the Trust’s internal website.
* All staff are expected to complete an annual appraisal and undertake and training (including all mandatory training) or development that is required in order to maintain and develop skills to meet service requirements.
* The Trust operates a ‘no-smoking’ policy. Employees are not allowed to smoke anywhere within Trust premises or when on official business.

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. |

|  |  |
| --- | --- |
| **POST** | **Rehabilitation Support worker – Mardon Neuro Rehab Centre** |
| **Band** | **3** |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**GCSE ‘O’ level Maths/English A-C (or equivalent)Level 3 qualification (or studying for)Health-care related degree (eg Sports Science) or equivalent experience | **E****E****E** |  |
| **KNOWLEDGE/SKILLS:**Evidence of good time managementPrioritisation of workloadGood verbal and written communicationDocument filing/retrievalUnderstanding of acute care Understanding of exercise, falls and basic care of neurological conditionsExperience of delivering personal careUnderstanding discharge planningUnderstanding of role of Physiotherapy and Occupational Therapy | **E****E****E****E****E****E****E** | **D****DD** |
| **EXPERIENCE:**Previous post as therapy assistant/HCAEvidence of dealing with public in healthcare settingPhysiotherapy / Occupational Therapy or other therapy workExperience of an acute healthcare setting | **E** | **D****D****D** |
| **PERSONAL ATTRIBUTES**Good self-presentationEvidence of PunctualityShown previous initiative at work  | **E****E** | **D** |
| **OTHER REQUIREMENTS:**Flexibility - workload and workplaceConsidering career as physiotherapist / occupational therapistAbility to work flexibly over 7 days including weekends and bank holidays | **E****E** | **D** |

|  |  |
| --- | --- |
|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
|  |
| **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 | N |  |  |  |  |
|  |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  |
| 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 |  |  |  |  |
|  |  |  |  |  |
| **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 |  |  |  |
|  |
| **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 |  |  |