

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Occupational Therapy assistant – Acute and Respiratory medicine |
| **Reports to** | Clinical Lead Occupational Therapist |
| **Band** | 3 |
| **Department/Directorate** | Specialist Services |

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| **JOB PURPOSE** |
| This position is based at the Trust's main site, The Royal Devon & Exeter Hospital (Wonford) working across the acute and respiratory medical wards. 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 as required.  The post holder will provide a range of therapeutic interventions, treatment and advice to patients with a range of medical and respiratory conditions, 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, provide equipment as necessary and provide clinical intervention in the treatment of Respiratory and acute medical conditions. 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.  **K** |
| **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 Occupational therapy assessment and treatment of a designated caseload looking at transfers and mobility, basic respiratory assessment and intervention and equipment 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 Occupational therapy support and guidance, provide appropriate therapeutic intervention, monitoring and information gathering. * Demonstrate sound clinical skills in the treatment of respiratory and acute medical conditions, commensurate with grade. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:**  Provision of support to Occupational Therapy working across the Acute and Respiratory 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 Occupational Therapy * Head of Physiotherapy. * Occupational Therapy and Physiotherapy teams * Consultant and other Medical Staff. * All other members of the multi-disciplinary team. | | * Patient family. * Carers. * External agencies. | | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Under guidance of qualified staff and within agreed competencies. |
| **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 Occupational therapy assessment and treatment of a designated caseload looking at transfers 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. * To communicate effectively with patients and carers to maximise rehabilitation potential. |
| **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. |
| **PATIENT/CLIENT CARE** |
| * To undertake Occupational therapy assessment and treatment of a designated caseload looking at falls, transfers 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 Occupational therapy 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 Occupational Therapy or Physiotherapy 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. |
| **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. |
| **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** | Occupational Therapy assistant – Acute and Respiratory Medicine |
| **Band** | 3 |

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| **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) A level or equivalent experience | **E**  **E** |  |
| **KNOWLEDGE/SKILLS**  Evidence of good time management.  Prioritisation of workload.  Good verbal and written communication.  Document filing/retrieval.  Understanding of acute care.  Understanding of exercise, falls and basic stroke care.  Experience of delivering personal care.  Understanding discharge planning.  Understanding of role of Physiotherapy and Occupational Therapy. | **E**  **E**  **E**  **E**  **E**  **E** | **D**  **D**  **D** |
| **EXPERIENCE**  Previous post as therapy assistant/HCA.  Evidence of dealing with public in healthcare setting.  Physiotherapy / Occupational Therapy or other therapy work.  Experience of an acute healthcare setting. | **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.  Considering career as physiotherapist / occupational therapist.  Ability to work flexibly over 7 days including weekends and bank holidays. | **E**  **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** |  |  |  |  |  |
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| 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 |  |  |  |
|  | | **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 |  |  |  |
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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 |  |  |