

***“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”***

J

O

B

D

E

S

C

R

I

P

T

I

O

N

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Rehabilitation Support Worker – Trauma & Orthopaedics |
| **Reports to** | Clinical Lead Physiotherapist T&O |
| **Band** | 3 |
| **Accountable to** | Head of Acute Therapy, RD&E |

|  |  |
| --- | --- |
| **JOB PURPOSE** | |
| This position is based as part of the ward team at the Princess Elizabeth Orthopaedic Centre (PEOC), on the Royal Devon & Exeter main hospital site, Wonford, to support the therapy teams to enable patients across the Trauma & Orthopaedic (T&O) wards to be rehabilitated as part of their daily activities within the T&O pathway.  The post holder will carry out routine assessments for mobility, advise on exercise programmes and provide a range of therapeutic interventions, treatment, exercises and advice to patients following their admission to hospital. Treatment activities might include following and adapting exercise and mobility programmes; practising personal activities of daily living such as washing and dressing and supporting the discharge and follow-up processes and providing mobility equipment as required.  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 setting to home or other services as appropriate.  The post-holder will include regular weekend and bank holiday commitments across seven days. When the services demands it they will support rehabilitation in other areas of the hospital. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * Head of Acute Therapy AHP * Clinical and Team Lead Physiotherapists * 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** | |
|  | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * The post-holder will be responsible for delivering therapy interventions and basic assessments for which competencies have been agreed, to patients attending the PEOC following injury or for management of a chronic musculoskeletal condition. * To understand the nature of the orthopaedic conditions and their clinical presentations and support treatment programmes to deliver appropriate therapy in assessment and rehabilitation. * They will work with the team to use the EPIC electronic patient record system. | |
| **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). * 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. | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| * To organise own work within an identified caseload under supervision of a senior therapist, providing assessment and treatment to patients as required. * To attend Board Rounds and provide therapy feedback on behalf of the service. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| * Implement patient therapy programmes without direct supervision. * Plan and organise delegated workload. * 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. | |
| **PATIENT/CLIENT CARE** | |
| * To undertake therapy assessment and treatment of a designated caseload looking at falls and mobility, exercise provision, enabling personal care, and seeking guidance from senior staff as appropriate. * To participate in and provide clinical treatment/rehabilitation programmes without direct supervision, following assessment and guidance. * 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. * Support the T&O pathway as appropriate using the strengths-based assessment process. * To set realistic and attainable treatment goals for patients with regular re-evaluation using appropriate outcome measures. * To ensure clear liaison with patient, family, carers and MDT re transfer of patient care from in-patient setting to home or other place of residence and that all documentation is completed in a timely manner. * Maintain accurate and timely patient records and reports in EPIC * To work regular weekend days and bank holidays | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * To maintain competencies for assessment and treatment of orthopaedic 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** | |
| * 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 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 programme 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 themselves 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** | |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  Proportion of line managers whose job descriptions include supporting employee health and wellbeing.  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. | |
| **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. | |

|  |  |
| --- | --- |
| **Post** | **Rehabilitation Support Worker – Trauma & Orthopaedics - PEOC** |
| **Band** | **3** |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING:**  GCSE ‘Maths/English grade A-D (or equivalent); Literacy & Numeracy L2  Level 3 diploma in Healthcare / NVQ 3 Sports Therapy | **E**  **E** |  |
| **KNOWLEDGE/SKILLS:**  Evidence of good time management  Prioritisation of workload  Good verbal and written communication  Document filing/retrieval  Understanding of exercise and rehabilitation  Experience of delivering personal care  Understanding discharge planning  Understanding of role Physiotherapy and elective orthopaedics – THR, TKR | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |
| **EXPERIENCE:**  Evidence of relevant acute NHS work  Previous / appropriate experience for example work as band 3 Therapy Technical Instructor, band 2 Therapy Assistant or band 2 Health Care Assistant  Good IT and keyboard skills – including working knowledge of Word and Excel | **D**  **D**  **E** |  |
| **PERSONAL ATRIBUTES:**  Enthusiastic about the post Values of fairness, honesty, integrity, inclusion & collaboration  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** | **D** |
| **OTHER REQUIREMENTS:**  Ability to work flexibly over 7 days incl bank holidays  Ability to travel between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle. | **E**  **E**  **E** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **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 | Y/N |  |  | Y |  |
| Blood/body fluids | Y/N |  | Y |  |  |
| Laboratory specimens | Y/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 |  |  | 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 |  |  |