

JOB DESCRIPTION

Job Title:	Rehabilitation Assistant
Grade:	Band 3
Professionally/ Managerially Responsible to:	Senior Therapist
Ultimately Accountable to:	Clinical Lead Therapist
Ultimately Professionally Responsible to:	Allied Health Professional Leads
Ward/ Department:	Allied Health Professions
Base:	MRI/ St Mary's Hospital (as applicable to team)

Job Summary

- To assist registered Occupational Therapy (OT) / Physiotherapy (PT)/ Speech & Language therapy (SLT) staff in working multi-professionally, ensuring high quality patient-focused care with in-patients, out-patients and in the community as required.
- To be responsible for carrying out a wide range of skilled therapeutic activities, working unsupervised with support from qualified staff if required
- The post holder will carry out ongoing Continuing Professional Development including a set of specialty-specific competences, contribute to clinical audit and to in-service training.

Main Duties/ Responsibilities

Clinical

- To work with patients to achieve their identified rehabilitation goals, which have been set by the qualified OT/ PT/ SLT, through a wide range of therapeutic activities. E.g., skilled therapeutic handling of patients, assisting in splint fabrication, mobilising, personal activities of care.
- Following delegation by the registered member of staff, carry out agreed therapeutic treatment plans, working unsupervised after successful completion of relevant competencies.
- To prepare and restore patients and the environment prior to, and following therapy treatment programmes.
- To analyse and evaluate patient performance, using agreed parameters of treatment programme, set by qualified staff.
- To correct patient's performance during treatment sessions if required and provide feedback to qualified member of staff.
- To communicate with patients to gain consent to treatment, and to ensure patients understanding, co-operation and compliance.
- To communicate information from the assessment and treatment to patients, carers, other family members, members of the multi-disciplinary team (MDT) and other professionals and agencies
- To be competent in treating patients in a group/class setting as well as on an individual basis.
- To assist and accompany therapists on home visits.
- To contribute to weekend/ 7-day service cover, as required.

Communication and Leadership

- To maintain accurate and comprehensive patient records/ local care pathways following intervention, in line national standards and local policy.
- To report changes in patient's condition/circumstances to qualified staff.
- To be familiar with and adhere to the Trust and Directorate organisational structure and lines of communication.
- Maintain excellent communication with patients, relatives, and members of the MDT regarding aspects of care demonstrating a variety of communication skills appropriate to the patient group. E.g., cognitively impaired, challenging behaviour.
- Demonstrate respect for the individual patient, ensuring religious, cultural and social needs are considered at all times and acknowledge their individual rights.

- To maintain a calm, professional approach to all duties.
- To exhibit a committed attitude to all aspects of work.
- To establish an effective rapport with patients and demonstrate the ability to empathise and motivate patients.
- To work with link workers and interpreters as necessary, to overcome barriers to communication.

Management/ Human Resources

- To explain the role of rehabilitation assistants to visitors, students and volunteers as required.
- To contribute to team and ward meetings/rounds as agreed by qualified therapy staff.
- To contribute to the service planning process, with all team members.
- To participate in the induction of new staff and students as required.
- To contribute to the implementation of service plans through identified objectives set at appraisal.
- To contribute to project groups as required. e.g., Infection control, Training and Development group.

Organisational/ Planning

- To manage and prioritise a defined caseload, after discussion with qualified staff within the specialty as appropriate.
- To manage workload and time appropriately, balancing individual on-going responsibilities and clinical caseload.
- To assist with preparation of delegated tasks for external training courses hosted at the Trust, as required.

Education/ Development

- To complete specialty-specific competencies set by qualified staff regarding patients' treatments and conditions.
- To identify, work towards and achieve personal development objectives as part of the Continuing Professional Development / appraisal process,
- To maintain an up to date Continuing Professional development portfolio.
- To maintain the skills and knowledge required of an assistant through reflective practice and attendance at in-service training, informal teaching, relevant national courses and other meetings.
- To undertake Trust and local mandatory training in line with Trust policy.

Management of Resources.

- To have delegated responsibility for the daily checking of departmental resuscitation equipment on a rotational basis.
- To be responsible for the safe issue of and fitting equipment for patients in hospital and the community, ensuring adherence to written protocols.
- To organise the stock controls, supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients, and visitors.
- To have delegated responsibility for the security and safe use of equipment within treatment sessions, reporting and removing from use any faulty equipment.
- To maintain up to date knowledge of local policies and best practice guidance pertaining to equipment provision and personal competence in use of this equipment e.g., walking aids / wheelchairs / hoists.
- To ensure equipment is maintained and cleaned as required.
- To be competent in the testing of pool chemicals and interpret the results and act in accordance with the agreed local policy, if required.
- To be responsible for own competency in the hydrotherapy emergency evacuation procedure, (as necessary)

Research and Audit Clinical Effectiveness

- To participate in service research, clinical effectiveness and audit projects under guidance of senior staff.
- To gather data for research projects, clinical audits, quality assurance standards etc in line with the service / team clinical effectiveness agenda and participate in the data analysis.

Policy

- To adhere to all Trust and departmental policies, including health and safety policies.
- To comply with the CSP/ COT/RCSLT standards and rules of professional conduct.
- To observe patient confidentiality in compliance with the Data Protection Act and Caldicott recommendations.
- To comply with the Trust Risk Management procedures.
- To operate within local and national policies and procedures.
- To adhere to Trust Lone worker policy.
- To ensure that Child Protection, Vulnerable Adult and Mental Health legislation is adhered to in accordance with safeguarding policies.

Administrative

- To support team in aspects of administrative tasks.
- Undertake rotas under the direction of registered staff as required. e.g., In service training rotas, weekend service rotas.

- To undertake administrative duties as directed by the qualified staff in relation to all verbal and written communications, ensuring messages and patient related information are passed to other team members, following local policy for the storage and retrieval of such information.

Conditions of Service

Health and Safety

The postholder must not wilfully put him/herself or others at risk while at work. Safe working practices and safety precautions must be adhered to, protective clothing and equipment must be used where provided.

All accidents must be reported to a member of management who has to participate in accident prevention by reporting all potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Confidentiality

The post holder must maintain confidentiality at all times in all aspects of work.

Security

The post holder has a responsibility to ensure the preservation of all NHS property and resources.

Equal Opportunities and Fair Treatment

The postholder will immediately report to their line manager any breach or suspected breach of both equal opportunities and fair treatment guidelines.

No Smoking Policy

The Trust operates a no smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

PERSON SPECIFICATION

Role: Rehabilitation Assistant

FACTORS	ESSENTIAL Necessary for safe & effective performance in the job	DESIRABLE	METHOD OF ASSESSMENT
<u>Qualifications</u>	<ul style="list-style-type: none"> ▪ Evidence of achievement at GCSE pass level or equivalent ▪ Achievement of specialty-specific therapy competences within 1 year of appointment 	Health and social care related course	Application form Evidence at interview Education certificates
Skills Knowledge	<ul style="list-style-type: none"> ▪ Effective verbal communication skills ▪ Evidence of literacy and numeracy ▪ Evidence of effective, appropriate written communication ▪ General administration skills ▪ Basic IT skills ▪ Demonstrate the ability to organise and plan own workload. ▪ Demonstrate knowledge of safeguarding practices relevant to the clinical area 		Application form Questions at interview References
Work Experience	<ul style="list-style-type: none"> ▪ Experience of working within a team ▪ Experience of communicating with a wide variety of people 	Experience of working in a healthcare/social care environment	Application form Questions at interview
FACTORS	ESSENTIAL Necessary for safe & effective performance in the job	DESIRABLE	METHOD OF ASSESSMENT
Personal Attributes	<ul style="list-style-type: none"> ▪ Commitment to assisting in the delivery of high-quality patient focussed care ▪ Ability to move and handle patients and equipment with appropriate training ▪ Must appear respectable to people of all ages ▪ Willingness to work flexible hours ▪ Honest and trustworthy ▪ Willingness to work in a range of settings E.g., within the hospital, patients' homes. ▪ Commitment to gaining specialty-specific therapy competences within 12 months of appointment 	Full driving licence	Questions at interview Application form Occupational Health assessment References