

JOB DESCRIPTION

Job Title: Therapeutic Activities Co-ordinator	
Reports to (post title): Ward Manager	
Evaluated Banding: Band 3	
Role Purpose: To assist in the provision of a varied and ongoing programme of therapeutic social activity for patients (on an individual and group basis). To maximise the range of therapeutic activity that can be provided to enhance the quality of life of patients.	
Role Context: To work closely with the Ward Manager and Occupational Therapists in identifying new developmental opportunities for complementary and therapeutic activity.	
Key Accountabilities	Performance Measures
Clinical Practice: To provide social / therapeutic activities for both individuals and groups of patients To identify patients' current and past social interests in consultation with patients and carers. In conjunction with the nursing team and Occupational Therapists, develop individual programmes of care and ensure that these needs are met. To organise and participate in patient outings and social events from the ward To develop own group work skills so that appropriate opportunities are provided to patients on and off the ward To participate in alternative therapies for patients e.g. massage, multi-sensory work, aromatherapy once appropriate training has been received and in line with Trust policy To liaise with outside agencies as appropriate in the provision of activities and entertainment of patients To be the ward representative with regard to fund-raising activities within the hospital/unit To be sensitive to the needs of all patients, using gentle encouragement if necessary, but respecting the rights of patients not to partake if they do	Appropriate professional standards and agreed criteria are met in accordance with the healthcare assistant code of practice. Adherence to relevant and appropriate risk assessment. Accurate & timely recording in health care records

<p>not wish to do so.</p> <p>To effectively communicate information (both verbally and written) relating to patient care to nursing staff</p> <p>To maintain accurate written records in relation to therapeutic activities.</p>	
Dimensions	
<p>The post holder must be able to work on their own initiative in organising a therapeutic social activities programme of care for individual patients with guidance from the Ward Manager and therapists to support the patients recovery This will involve working alongside ward based nursing staff and other agencies.</p>	
Safeguarding	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support</p>	
Disclosure and Barring Services	
<p>Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services</p>	
Infection Control	
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role</p>	
Equality & Diversity	
<p>All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation</p>	

Sustainability
<p>It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.</p>
Communication
<p>Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding.</p> <p>Ability to maintain a professional therapeutic relationship with patients, using tact, persuasive and reassurance skills and where barriers to understanding exist, adopt alternative methods to help overcome these barriers.</p>
Knowledge, Training and Experience
<p>NVQ III in Health and Social Care, Care Certificate, Peer Support Training or equivalent or equivalent experience</p> <p>To have a basic understanding of the different types of physical illness and maintain an understanding and caring approach to patients.</p> <p>Knowledge and use of therapeutic activities</p> <p>To work under the direction and leadership of registered professionals undertaking duties as requested and delegated.</p> <p>Developed observation skills with the ability to report and record physical/mental health observations of incidents or events and behaviours in an accurate and timely manner.</p>
Analytical and Judgement Skills
<p>Judgements involving facts or situations, some requiring analysis.</p> <p>Ability to recognise variances in the patient's condition and report to the registered professional in timely and accurate way.</p> <p>To develop own "craft" and group work skills so that appropriate opportunities are provided to patients on and off the ward</p>
Planning and Organisational Skills
<p>Organises own day to day work tasks or activities to deliver care within the parameters of the patients care plan</p>

Physical Skills
<p>Standard keyboard skills.</p> <p>Manual handling which may include manoeuvring of wheelchairs/trolleys/beds etc.as appropriate</p> <p>Ability to travel across Trust sites</p>
Responsibility for Patient/Client Care
<p>The post holder will assist patients with their personal, physical and emotional needs, within the overall programme of care as directed by the registered professional.</p>
Responsibility for Policy/Service Development
<p>Follows policies in own role but may be asked to comment on departmental policies.</p> <p>The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents.</p>
Responsibility for Financial and Physical Resources
<p>To purchase therapeutic materials.</p>
Responsibility for HR
<p>Demonstrates own duties and workplace routines and support for new, less experienced or lower banded staff.</p>
Responsibility for Information Resources
<p>Records personally generated information to healthcare records which should be countersigned/verified/validated by a registered professional as per Trust policies and procedures.</p>
Responsibility for Research and Development
<p>Undertakes surveys and audits as necessary to own role.</p>
Freedom to Act
<p>Will be guided by Standard Operating Procedures and understand what results or standards are to be achieved.</p> <p>Someone is always available for reference.</p>
Physical Effort

There is a frequent requirement to exert moderate physical effort for several short periods during a shift e.g. manoeuvring patients for treatment or personal care purposes using mechanical aids such as hoists, wheelchairs and trolleys.

Mental Effort

Frequent concentration where the work pattern is predictable, occasionally unpredictable

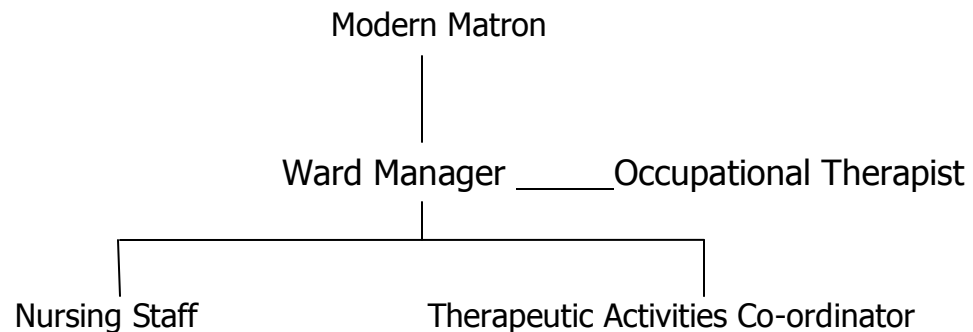
Emotional Effort

Frequent exposure to distressing or emotional circumstances, occasionally highly distressing due to the patient group involved and the unpredictable, varying and intensive nature of their illness and associated risks.

Working Conditions

Frequent highly unpleasant working conditions, verbal abuse and exposure to body fluids,

Organisation Chart



Signatures

After reviewing the questionnaire please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager :

Date:

EMPLOYEE SPECIFICATION FOR THE POST OF THERAPEUTIC ACTIVITIES CO-ORDINATOR

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Physical requirements	<p>Manual Handling which may include manoeuvring wheelchairs/trolleys/beds etc. as appropriate</p> <p>Able to undertake training in the management of violence reduction</p> <p>Has the physical ability to perform the full range of Activity Co - ordinator duties</p>				Application Form
Qualifications - Academic / Craft / Professional	NVQ III in Health and Social Care, Care Certificate , Peer Support Training or equivalent or equivalent experience				Application Form
Training	Willingness to undertake training that will enhance service delivery.				Interview
Experience	Experience of working in a Healthcare setting		Lived experience of distress and recovery		Application Form Interview

Attribute	Essential	Weight	Desirable	Weight	How Identified
Knowledge	Knowledge and use of therapeutic activities and good “craft” skills				Interview
Skills	Ability to work as part of a team Good written/ verbal communication skills Diplomatic, caring & sympathetic Ability to be flexible Developed observations skills Standard keyboard skills Able to understand the need to manage risk		Ability to draw on lived experience and life experience in order to build therapeutic relationships		Application Skills Interview
Contractual Requirements	Ability to work to meet the needs of the service				Interview

PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT