

Job Description

Job Title:	Rehabilitation Assistant
Base:	Macmillan Personalised Care Team, Planned Care Office, GWH, 2 nd Floor, SN3 6BB
Grade:	Band 4
Reporting to:	Macmillan Occupational Therapist and Physiotherapist

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Service	We will put our patients first
Teamwork	We will work together
Ambition	We will aspire to provide the best service
Respect	We will act with integrity

Main Purpose of the Job

The ambitions of the Personalised Care Team are to holistically support and empower people affected by cancer to take an active role in their health and care, as part of the Macmillan Personalised care team you will be expected to provide cancer rehabilitation and health and wellbeing support. This service offers people with a cancer diagnosis to access bespoke support to help them learn to live with and beyond cancer and self-manage their symptoms.

Working in an inter-disciplinary team, the post holder will assist the qualified members of the Personalised Care Team with the professional and clinical duties and with the day-to-day organisation, ensuring a high standard of care to our client group. As part of this team, you will be responsible for delivering prehabilitation and rehabilitation groups, including exercise and education sessions, and you will assist with supporting health and wellbeing workshops. The overall therapeutic aim is to empower patients to maximise their physical and mental health and wellbeing throughout their cancer journey.

Main Responsibilities and Duties

CLINICAL

1. To carry out specific tasks, interventions and / or simple assessments as delegated by or supervised by therapists (including Occupational Therapists, Physiotherapists and Dieticians), and nurses (Clinical Nurse Specialists) in the community or in unit-based venues.
2. To communicate immediately with the therapists and nurses with regard to any change in patient status or other observations about patient behaviour, ability and response to therapy intervention.
3. To contribute to assessment, treatment and clinical management of patients as guided by therapists and nurses, and to be able to signpost to available workshops for health and wellbeing.
4. To assimilate and use information and assessments provided by other professionals.

5. To manage clinical and personal risk within own caseload e.g working at times as a lone worker, dealing with exposure to bodily fluids, poor hygiene, environmental hazards, unpredictable environments /people e.g fleas, excrement animals, illegal substances, aggressions, firearms or gas leaks.
6. To accompany therapists / nurses and patients and deliver where appropriate group-based classes and health and wellbeing workshops, as well as assisting with assessments and treatments.
7. To assist in the planning, setting up and delivering of health and wellbeing and rehabilitation sessions within the community or in-unit, and supporting in administration duties such as telephone calls, booking venues and communicating with the multi-disciplinary team.
8. To be able to identify and provide available information resources in health promotion to patients, family members, carers and healthcare professionals.
9. To provide a “telephone follow up service”, and to carry out telephone and/or virtual assessments for enquiries and simple patient needs.
10. To use specific skills and therapeutic activities to implement and supervise indoor patient exercise and treatment regimes that progress function and target cancer treatment specific side effects.
11. To source, issue and teach the safe use of basic equipment appropriate to meet the patient’s needs using simple assessment skills, at the request of the qualified member of staff, following manufacturers instructions, local guidelines and departmental competencies.
12. To transport light equipment required for group-based activities and assist with setting up workshop space within the community in adherence with safe systems of work.
13. To use specific skills to carry out therapeutic group work e.g. virtual and face to face workshops and prehabilitation/rehabilitation group classes as part of individual treatment programmes providing rehabilitation and education sessions that promote health.
14. To measure for and arrange issue of walking aids i.e. frames and sticks and replace walking frames/sticks when reported broken or lost.
15. To monitor electrical equipment to ensure that it is maintained in safe working order e.g Tens machines, plinths.
16. To ensure effective communication with patient, family or carers regarding therapy ensuring valid informed consent is acquired, within the legal framework.
17. To provide support and education to patients and carers regarding aspects of therapy e.g. equipment fitting, rehabilitation programmes, manual handling, personal care, and the role of Rehabilitation Assistants within the context of the multidisciplinary team.
18. To ensure that the patient is involved in all aspects of their therapy by making information / communication accessible and understandable to patients, families, carers and other lay people, including when barriers exist e.g. Language barriers, hearing deficits, memory difficulties and challenging family dynamics.
19. To communicate effectively, share information appropriately and work collaboratively, with other members of the interdisciplinary team, multi-disciplinary team members, carers and external agencies

20. To ensure that up to date written and electronic records, reports and activity data are maintained in accordance with professional and local standards.

MANAGEMENT

1. To assist in the management and maintenance of department equipment, monitoring resources in collaboration with senior staff.
2. To contribute to the achievement of financial balance within the department by using resources in a responsible manner within day-to-day practice in accordance with GWH policy.
3. To be responsible for prioritising, organising and planning own delegated workload to meet service priorities. Readjusting plans as situations change / arise.
4. To manage own diary to incorporate sufficient time for, face to face contact, professional development, meetings and time to concentrate on written work and data input.
5. To participate in data collection as guided by senior members of staff via computer systems and spreadsheets where applicable.
6. To maintain a safe working environment for patients, carers and staff in accordance with health and safety regulations
7. Attend and participate in departmental staff meetings.
8. Maintain accurate records and comply with team "buddy systems".
9. To participate in and contribute to the work of the Personalised Care Team.
10. To maintain clean, tidy treatment, work and store areas.
11. To carry out general clerical, administrative and departmental duties in support of clerical work at the directive of the team members e.g photocopying, patient documentation systems, registering / discharging patients administration process, updating spreadsheets.
12. Maintain GWH equipment store levels, ordering equipment and placing stock orders with admin where applicable.
13. Cover the telephone system and check messages for the team in partnership with the team.
1. To have basic knowledge and computer skills and enable data entry on CaDIS, Careflow and SystmOne (Electronic records and data collection system)

PROFESSIONAL

1. To contribute and assist in the induction, training and development of others in the Personalised Care Team e.g. students, support workers and new starters.
2. To follow and support the development of safe systems of work.
3. To undertake NVQ Diagnostic and therapeutic level III training programme or equivalent and complete the Care Certificate.

4. To participate in the appraisal process as appraisee developing a personal development plan and a portfolio which reflects the development of clinical knowledge and the experience needed to be able to perform competently as a rehabilitation assistant.
5. To participate in training programmes and take every opportunity to learn and to develop skills, knowledge and competencies, including cancer specific training which will enhance both professional and personal development.
6. To review and modify practice where needed using guided reflection and effective use of supervision.
7. To attend mandatory training as required by the Great Western Foundation Hospital Trust and maintain accurate attendance records.
8. To contribute to the departments clinical governance plan and its implementation e.g. assisting in audits, using care pathways.
9. To promote the role of rehabilitation assistants and service appropriately E.g. career promotion events and educating work experience students, open days for new graduates, user and carer events.
10. To demonstrate a basic awareness of national guidelines and legislation relating to health and social care and their impact on service provision.
11. Represent peers at colleagues assembly if appropriate.
12. To respect the individuality, values, cultural and religious diversity of clients whilst contributing to the provision of a service sensitive to these needs.
13. To follow department and GWH policies and procedures.

Flexibility

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Supplementary Information

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

Person Specification

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The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
STAR Values	We will expect your values and behaviours to reflect the STAR Values of the organisation: Service - We will put our patients first Teamwork - We will work together Ambition - We will aspire to provide the best service Respect - We will act with integrity	
Education, Qualifications and Training	<ul style="list-style-type: none"> To be able to provide evidence of working successfully at a Band 3 Level Good general knowledge and education to a GCSE standard Education to Level 3 and / or A level or equivalent 	<ul style="list-style-type: none"> NVQ Level 3 or studying towards CQF diploma Level 3 in clinical health care support Can demonstrate intermediate level of theoretical knowledge and clinical reasoning skills acquired through coursework, in house training, and experience Interested or keen to work towards a Health care Apprenticeship
Experience	<ul style="list-style-type: none"> Life skills gained through work or personal experience within a healthcare environment Willingness to attend relevant training To hold or willingness and commitment to complete a Healthcare Apprenticeship 	<ul style="list-style-type: none"> Experience as a carer Experience as a therapy assistant or Rehabilitation assistant Band 3 or Band 4. Experience of participating in patient groups Experience in the treatment of patients who have cancer
Knowledge and Skills	<ul style="list-style-type: none"> Ability to work single handed with individuals / groups within a hospital or community environment. Ability to work under instruction. Basic knowledge and understanding of rehabilitation and its application e.g. personal care skills, leisure work. Ability to teach practical skills to patients/clients and new staff within the department. Responsible, non-discriminatory attitude to, and awareness of different patient / carer needs. Observation skills. Ability to cope under pressure. 	<ul style="list-style-type: none"> Basic knowledge and awareness of occupational therapy / physiotherapy and its application. Experience in training others An understanding of professional conduct Awareness of clinical governance Supervisory and delegation skills Ability to manage departmental systems e.g booking systems, stock control. Knowledge of cancer and its treatments Knowledge of exercise therapy Evidence of recent training in

	<ul style="list-style-type: none"> ▪ Good personal organisational skills ▪ Ability to work as part of a team. ▪ Good written and verbal communication skills including where there are barriers to understanding ▪ Basic awareness of Health & Safety and risk assessment. ▪ Computer literacy 	<ul style="list-style-type: none"> - manual handling - infection control - food hygiene
Other Job-Related Requirements	<ul style="list-style-type: none"> • Willing to work in other areas of the Trust, Trust-wide or within the surrounding areas as and when required to do so. • Life-long commitment to learning. • Willingness to work flexibly. • Full driving licence and access to a car or equivalent mobility 	<ul style="list-style-type: none"> ▪ evidence of continuing professional development e.g portfolio