

Job Description

Job title	Therapy Assistant Practitioner
Grade	Band 4
Reports to	Therapy Team Lead in Specialist Area
Accountable to	Head of Physiotherapy/Head of Occupational Therapy
Directorate	Urgent and Integrated Division
Department	Therapy Services

JOB PURPOSE

The Therapy Assistant Practitioner will work under the supervision of qualified Therapy staff providing assessment and treatment programmes for patients in hospital.

The Therapy Assistant Practitioner is able to carry out a full episode of care from assessment to discharge for a specified and designated clinical caseload identified by a qualified clinician. This will include working in a wide variety of settings including ward, gym, outpatients and visiting patients for assessment or discharge.

The postholder will assist in the administration and clerical duties for the team and department.

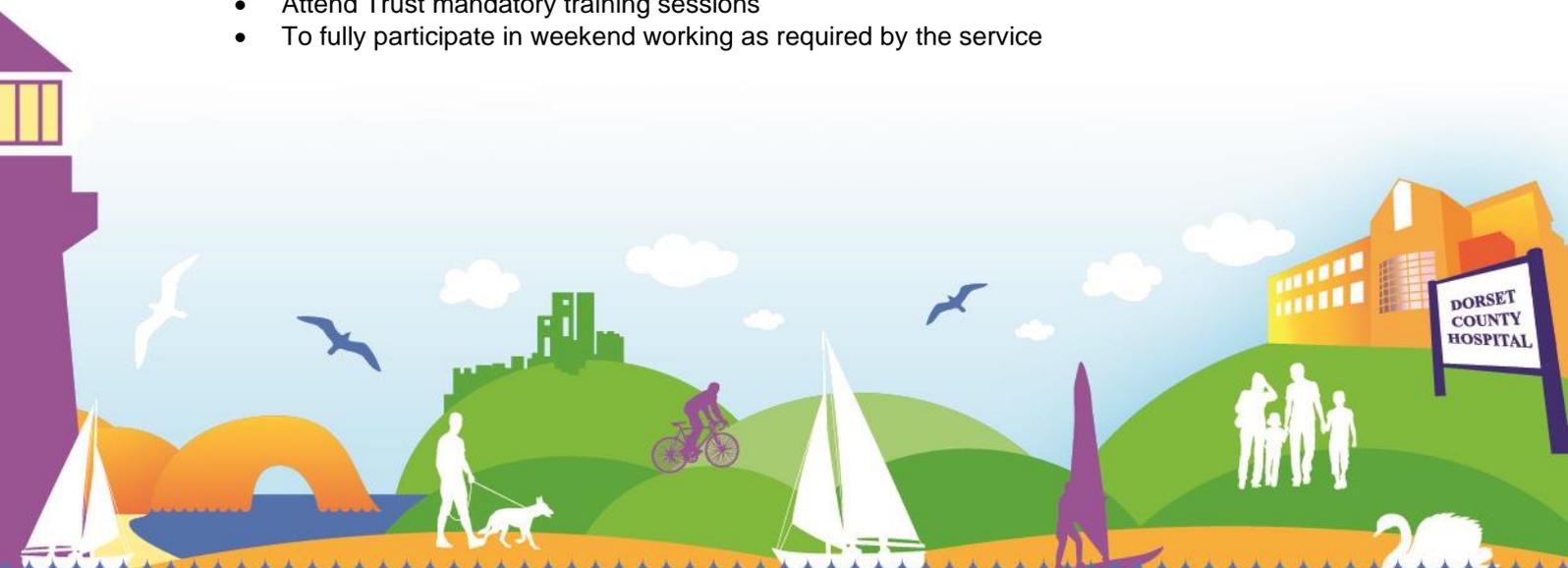
The postholder may be asked to work at any site within the trust.

FREEDOM TO ACT

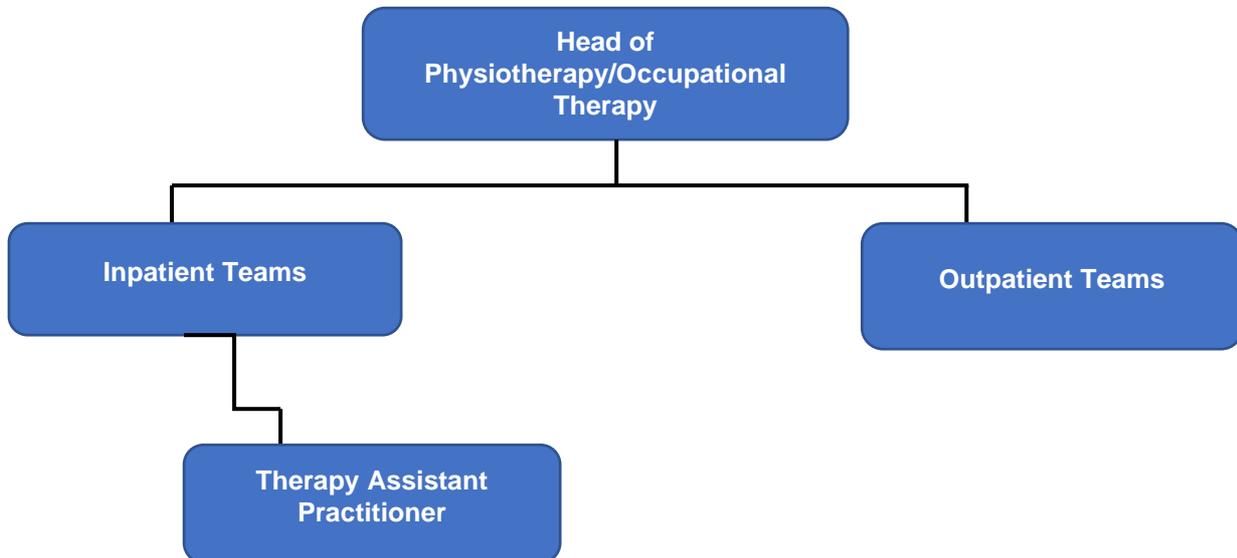
To hold responsibility for your own caseload, working without direct supervision. Supervision to be held in the form of regular training and clinical reasoning sessions, peer review and case conferences.

1 DIMENSIONS

- To be an autonomous practitioner
- To determine clinical diagnosis and develop effective treatment plans with the support of relevant senior staff
- Once considered competent, to participate in week-end, bank holiday and extended working rotas where clinically appropriate
- A full driving licence and access to a car is essential.
- Be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development and professional standards.
- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal development plan to meet set competencies.
- Be an active member of the In-Service Training Programme by attendance at, and participation in, in-service training programmes, tutorials, individual training sessions, external courses and peer review.
- Be responsible for full caseload of patients under direct and indirect supervision of a therapist
- Attend Trust mandatory training sessions
- To fully participate in weekend working as required by the service



2 ORGANISATION CHART



3 COMMUNICATION AND WORKING RELATIONSHIPS

- To Use Motivational, negotiating persuading, presenting, training, empathising, counselling and reassuring skills.
- To communicate and advise regarding complex patient related information effectively to ensure collaborative working with the multi-disciplinary team members and colleagues across health and social care sectors to ensure the delivery of a co-ordinated multi-disciplinary service.
- To be integral in discharge planning including liaison with referring hospitals or community partners to which patients are discharged, providing timely discharge reports

4 KEY RESULT AREAS

Responsibility for Patients

- To be professionally and legally accountable for all aspects of own work, including management of patients in your care.
- To assess patients' capacity, gain valid informed consent to treatment and where such capacity is lacking/absent to work within a legal framework in the management of the patient
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulty in understanding or communicating e.g. patients may be depressed, have a sensory disability, maybe unable to accept a diagnosis
- Evaluate patient progress, re-assess and alter treatment programmes if required with access to expert clinician for patients with complex presentations
- Manage clinical risk within own patient caseload. Undertaking assessment and treatment planning for these patients.
- Be accountable for own work including clinical governance, knowledge of indications and precautions of chosen techniques in line with national and trust clinical guidelines and protocols where they exist.

- To represent individual patients at the multi-disciplinary team meetings, to ensure the integration of therapy treatment into the treatment programme. This will involve discussion of patient care, patient progress and discharge planning.
- To use recognised outcome measures to evaluate the effect of therapy interventions and ensure that treatment programmes are progressing appropriately
- To educate patients/relatives/carers regarding their condition and the aims of therapy intervention

Responsibility for Policy and Service Development

- Maintain and develop current knowledge of evidence based practice in the area of work, developing basic knowledge of particular conditions and patient types.
- Undertake an evidence- based project, and make suggestions for improved service delivery and clinical practice
- To contribute to developments within therapy services and the wider multi-disciplinary team, participating in implementation of service agreed policy and service changes for local work area in line with policy agreed for the pathway as a whole.

Responsibility for Staff

- To be accessible and provide clinical information to colleagues
- To demonstrate own duties to other support workers and provide practical training for less experienced staff.
- To be aware of and comply with trust policies and procedures
- To facilitate effective team working within the pathway, leading assisting, and supporting other team members
- To contribute to clinical induction of staff

Responsibility for Research and Development

- Contribute to development of a designated speciality in line with trust development
- Undertake as directed the collection of data for use in clinical audit and research projects.
- To take an active role in assisting and supporting colleagues undertaking higher education, audit and research projects.

Analytical & Judgement Skills

- Undertake a comprehensive assessment of patients; using clinical reasoning skills and assessment techniques
- Formulate and deliver individual therapy treatment programmes based on sound knowledge of evidence based practice and treatment options using clinical assessment reasoning skills and treatment skills e.g. patient education and exercise classes
- To be responsible for implementing programmes of care assessing patient progress and using initiative to suggest changes to treatment plan within agreed competencies. When care deviates from standard operating procedures report back to the therapist.
- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.

Planning & Organisational Skills

- Be responsible for organising and planning own caseload to meet service and patient priorities. Re-adjusting plans as situations change/arise. E.g. Other colleagues sickness/annual leave.

Physical Skills

- Be responsible for the safe and competent use of all equipment, patient appliances and walking aids by patients

5 ENVIRONMENT AND EFFORT

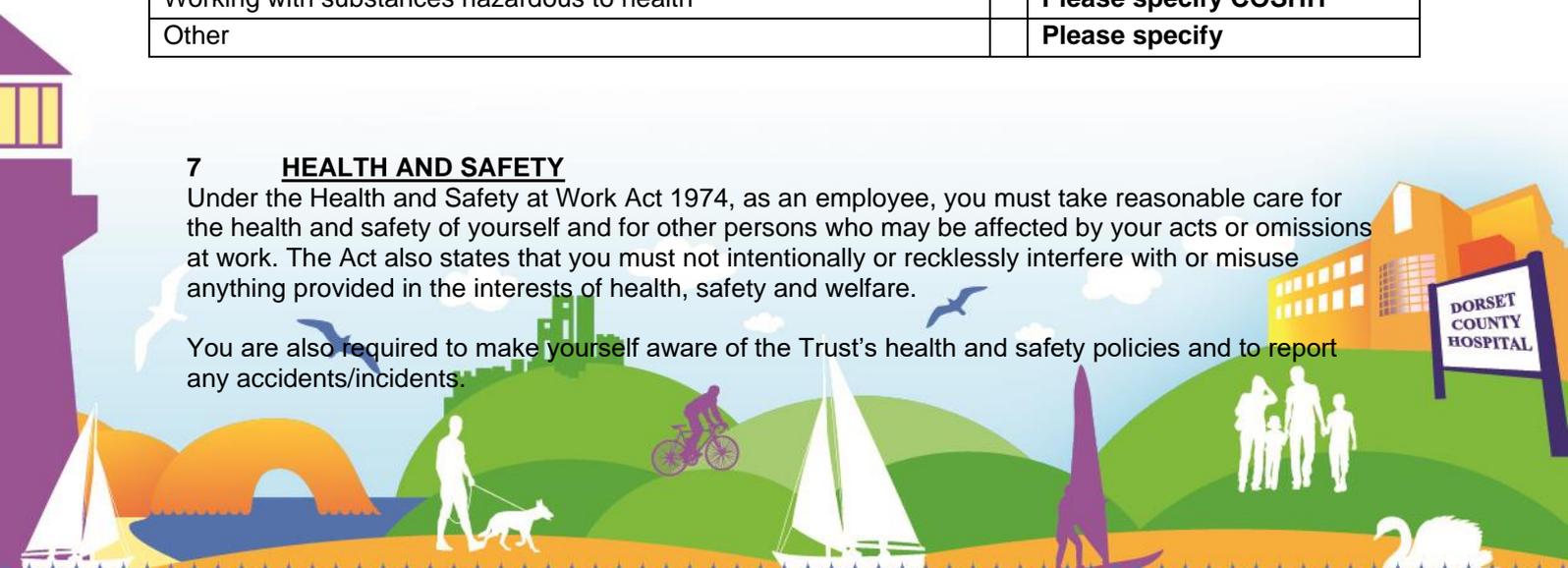
- Carry out assessments and treatments of patients with moderate physical effort, on a daily basis
- Comply with the Trust Manual Handling Policy and local therapeutic handling guidance at all times
- To concentrate and interpret complex clinical information for the majority of each shift every day.
- Deal sensitively with patients who might have high levels of anxiety and aggression caused by pain, dementia or limited mobility
- The job involves frequent exposure to unpleasant working conditions on a regular basis e.g. bodily fluids including blood, sputum, vomit, urine, fleas and lice, and occasional exposure to verbal and physical aggression

6 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u> (Please tick as appropriate)					
Patient contact	X	Lone working	X	Working in isolation	X
Passenger / Client Transport	X	Exposure prone procedures		Patient Handling	X
Strenuous Physical Activity		DSE user (defined in DSERegs)		Confined Spaces	X
Night working		Food Handling / Preparation		Working at heights	
Working with vibratory tools		Noisy Environment Working		Safety Critical Work	
Working with respiratory irritants (including latex)			Please specify Gloves		
Working with substances hazardous to health			Please specify COSHH		
Other			Please specify		

7 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.



8 INFECTION CONTROL

All staff are reminded of their responsibility to adhere to Trust and Departmental infection Prevention Policies, including policies for the cleaning and contamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

Any employee who wilfully disregards Trust and Departmental infection prevention policies may be liable to serious disciplinary action, which could result in dismissal.

9 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

10 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

11 DISCLAIMER

You are employed by Therapy Services (Occupational Therapy) and may be required as the service demands to be seconded to other areas of work within the department, inkeeping with your role and skill set. This is at the managers discretion as dictated by the needs of the service and will be discussed with you if the situation arises.

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13 JOB DESCRIPTION AGREEMENT

Signed by: **Postholder** **Date:**

Signed by:..... **Manager** **Date:**

This job description is subject to a regular review – Last Review December 2022

- The Trust operates a No Smoking Policy
- ID badges must be work whilst on duty

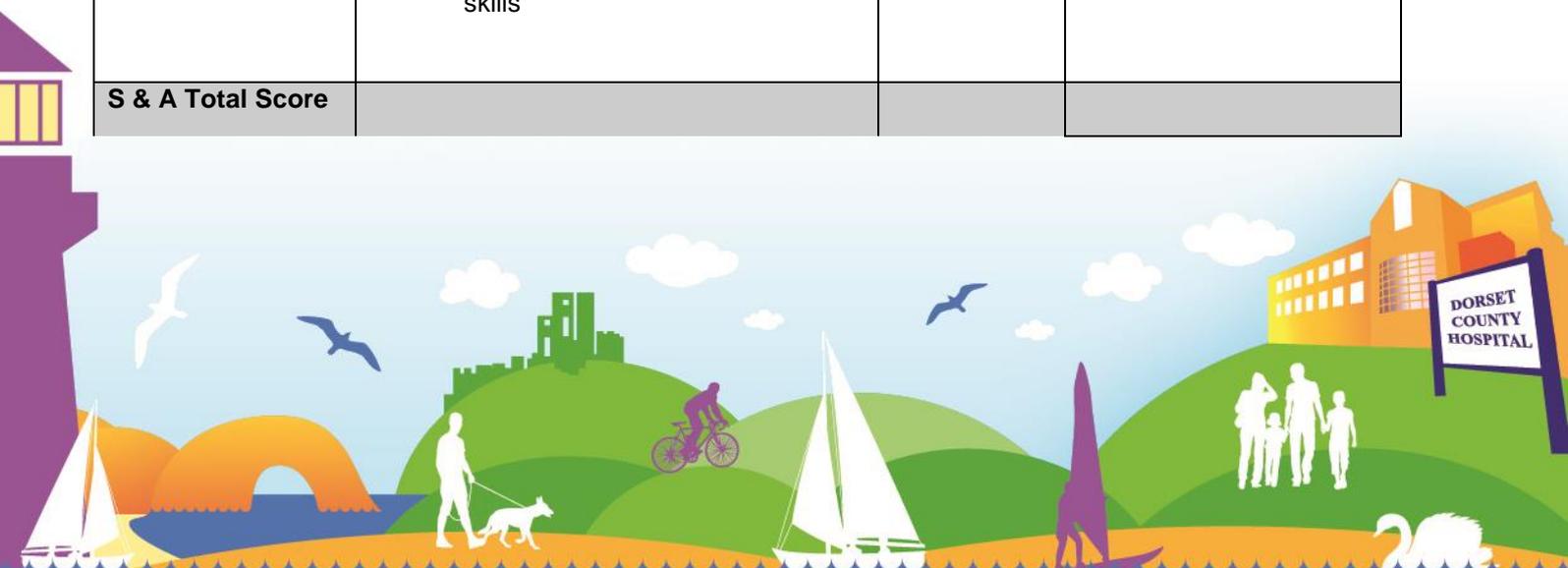


PERSON SPECIFICATION

POST: Band 4 Therapy Assistant Practitioner

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
EDUCATION, QUALIFICATIONS & TRAINING	<p>Essential</p> <ul style="list-style-type: none"> • BTEC/HND/NVQ Level 3 or equivalent experience in relevant subject • Foundation degree (or willing to work towards foundation degree within first 2 years in post) <p>Desirable</p> <ul style="list-style-type: none"> • CSP/ RCOT associate member • Relevant Healthcare courses 		
E, Q & T total score:			
KNOWLEDGE & EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> • Able to demonstrate an intermediate level knowledge of conditions, clinical pathways and therapeutic interventions • Awareness of clinical governance and its implication for Therapy • Significant experience in health or social care setting • Experience and ability to work collaboratively within MDT • Experience in delivering and developing therapy plans <p>Desirable</p> <ul style="list-style-type: none"> • Awareness and understanding of NHS structure • Knowledge of local service • Previous experience of working within a therapy rehabilitation area, therapy assistant or equivalent • Experience of an NHS environment 		
K & E Total Score			

<p>SKILLS & ABILITIES</p>	<p>Essential</p> <ul style="list-style-type: none"> • Willingness and ability to undertake competency based skills programme • The ability to identify and act upon potential clinical risks • Able to communicate complex information to patients, carers, other health professionals and team • Positive interpersonal skills • Ability to work effectively in a team environment • Good time management skills with ability to organise and prioritise. • Proactive approach to learning, demonstrated in a CPD portfolio • Able to provide a good standard of clear, concise, written and verbal reports in English. • IT skills, including using hospital databases, word processing and email • Ability to manage own stress and work in a stressful and unpredictable environment. • To show empathy and fairness to give support to others • Ability to work autonomously <p>Desirable</p> <ul style="list-style-type: none"> • IT skills – ability to create and/or format data and/or spreadsheets using computerised systems • Demonstrate good motivational skills 		
<p>S & A Total Score</p>			



OTHER	<p>Essential</p> <ul style="list-style-type: none"> • Self-motivated • Be able to demonstrate flexibility and reliability • Able to use own initiative • Work in a flexible manner and adapt to changing environments • Physically fit and able to comply with trusts moving and handling guidelines, therapeutic handling • Professional Manner and Appearance • Available for weekend duties and altered working patterns where clinically appropriate • Car driver 		
Other Total Score			
Total shortlisting score:			

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important
SHORTLISTING CRITERIA

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria

