



# Together

**LANCASHIRE TEACHING HOSPITAL NHS TRUST  
HUMAN RESOURCES DIRECTORATE**

**JOB DESCRIPTION**

**JOB TITLE:** Senior Therapy Assistant - Stroke

**DIRECTORATE:** Core Therapies

**REPORTS TO:** Clinical Lead Physiotherapist and Clinical Lead Occupational Therapist

**ACCOUNTABLE TO:** Professional Lead Occupational Therapist, Professional Lead Physiotherapist

**KEY RELATIONSHIPS:** Core Therapies Team and Multidisciplinary Team

**DIRECT REPORTS:** n/a

**HOURS:** 37 ½ hours per week

**LOCATION:** Chorley and South Ribble Hospital but required to work cross site

**BAND:** 3

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

**DBS (Criminal Record) Check Level required for role:**

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
						X

**KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
2	1	2	1	2	2

**Role Summary**

- To deliver high quality care to patients along the stroke pathway.
- To provide current and competent treatment to allocated patients within delegated scope.
- To carry own designated caseload to provide therapeutic interventions.
- To support with administrative duties

**Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust.

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## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*








### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*



### Taking Personal Responsibility

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<b>To communicate and collaborate with all Core Therapies Service stakeholders</b>	<ul style="list-style-type: none"> <li>• Effective communication with the public, patients IT and Trust staff both directly and over the telephone</li> <li>• Effective communication with external agencies</li> <li>• Ability to deal with emotional and distressing circumstances</li> <li>• Attendance at staff and other service meetings</li> </ul>	X	X	X	X	X
<b>To support personal and people development</b>	<ul style="list-style-type: none"> <li>• Demonstration of a commitment to independent learning including</li> </ul>	X	X	X	X	X

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	<ul style="list-style-type: none"> <li>completion of Level 3 training if not already done so.</li> <li>Support for the organisation of In-Service Training sessions</li> <li>Support for the training and education of assistants and undergraduate therapists</li> </ul>					
<b>To help to ensure the health, safety and security of users of the Core Therapies, self and colleagues</b>	<ul style="list-style-type: none"> <li>Participation in Service and Trust mandatory training schedule</li> <li>Awareness of and adherence to Service and Trust Policies and Procedures</li> <li>Implementation of monitoring systems which ensure essential equipment maintenance</li> <li>Implementation of Trust Infection Control procedures including support for implementation within the team</li> <li>Competence in the safe use of therapy equipment and delivery of training to other members of the team in the safe use of therapy equipment</li> <li>Management of clinical and physical risk within own patient caseload and support provided for other therapy staff and students to do so</li> <li>Compliance with Trust, Service and Professional standards for documentation</li> <li>Demonstration of personal responsibilities related to Information Governance</li> <li>Timely reporting of adverse occurrences via Datix</li> </ul>	X	X	X	X	X
<b>To support service development and planning</b>	<ul style="list-style-type: none"> <li>Ideas are contributed to support service development and improvement</li> </ul>			X	X	X

	<ul style="list-style-type: none"> <li>Support is provided for team and service developments</li> </ul>					
<b>To support the Clinical Governance and Quality agenda within Core Therapies</b>	<ul style="list-style-type: none"> <li>Active participation in Service Clinical Governance groups</li> <li>Support provided for audit activities within the team/ service through the collection and collation of data</li> </ul>			X	X	X
<b>To support equality of opportunity and access within the Core Therapies for both staff and patients.</b>	<ul style="list-style-type: none"> <li>Knowledge of personal responsibilities related to Equality and Diversity (E&amp;D)</li> <li>Reporting of incidents which potentially breach E&amp;D legislation/ Policies</li> </ul>	X	X	X	X	X
<b>To support financial and other resource management within the Core Therapies</b>	<ul style="list-style-type: none"> <li>Equipment stocks and delivery are monitored, and supply issues identified to line manager.</li> <li>To identify financial streamlining opportunities where appropriate</li> </ul>				X	X
<b>To provide and use information to support admin processes and patient care</b>	<ul style="list-style-type: none"> <li>Patient records are completed in a timely way and are compliant with Trust, Service and Professional Standards</li> <li>Activity and Performance data is provided as per Service schedules</li> </ul>	X	X	X	X	X
<b>To directly support the delivery of therapy to patients</b>	<ul style="list-style-type: none"> <li>Ensure consent is obtained from patients and recorded in their notes</li> <li>Management of own caseload as delegated by the therapist</li> <li>Interventions and treatments directly provided to the patient</li> <li>Assessment and measurement for and provision of equipment as per agreed protocols</li> <li>Support to therapy assistants in the prioritisation and organisation of their patient caseload</li> </ul>	X	X	X	X	X

	<ul style="list-style-type: none"><li>• Timely feedback to the supervising therapist re patient response to treatment/ changes in condition</li></ul>					
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Occupational hazards or exposures relevant to this job			
<b>Physical</b>			
Patient moving & handling	X	Regular DSE work	X
Regular equipment / material moving & handling > 10kg	X	Climbing ladders and / or working at height	
Noise (LEP,d > 80)		Hand Arm Vibration	
Hot or cold conditions		Exposure to Ionising Radiations	
Entry into confined spaces		Other potential ergonomic problems	X
Driving on Trust business		Vocational driving (C1,D1, LGV, PCV)	
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers		Exposure to known skin irritants or sensitisers (including latex)	X
Exposure to asbestos (non-licenced work)		Exposure to any other chemicals	X
<b>Biological</b>			
Exposure-prone procedures		Laboratory exposure to pathogens	
<b>Other</b>			
Night work		On-call duties/ lone working	

## Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

## Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

## Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct

- set an example and encourage openness and honesty (particularly in reporting incidents and near misses ) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST: Senior Therapy Assistant**

**Band: 3**

**DIVISION: DCS**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>GCSE Maths &amp; English grade C or above / Grade 4 - 9</li> <li><b>OR</b></li> <li>Functional/Key skills level 2 numeracy and Functional/Key Skills level 2 literacy</li> <li>Level 3 qualification or willingness to work towards on employment</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 3 or equivalent in relevant area</li> <li>Clinical skills/care certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in health care or related setting</li> <li>Understanding of health and safety issues within healthcare</li> <li>Understanding of concept and application of confidentiality</li> <li>Understanding of the role of a band 3 senior therapy assistant</li> <li>Experience of working effectively within a team</li> <li>Experience of working with the public</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an NHS Occupational therapy or physiotherapy department</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Basic IT skills</li> <li>Excellent written and verbal communication skills</li> <li>To be adaptable and flexible to meet the needs of the service</li> <li>To be able to work under supervision / direction</li> <li>Willingness to develop clinical skills and competency relevant to role</li> <li>Ability to organise own time and workload</li> <li>Clear and accurate reporting and recording skills</li> </ul>	<ul style="list-style-type: none"> <li>Skills in dealing with challenging patients</li> <li>Able to move and handle safely and use therapeutic handling techniques under direction</li> <li>Awareness of Health and safety policies and skills in application</li> <li>Ability to deliver a good standard of basic rehabilitation skills and quality patient care</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

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**Values & Behaviours**

- Adherence to the Trust Values
- Empathetic
- Enthusiastic
- Team player
- Committed to working in a caring role
- Aware of boundaries of the role

- Application form
- Interview

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