

ROLE BRIEF

Department:	Inpatient Therapy
Job Title:	Therapy Assistant
Responsible To:	Inpatient Therapy Manager
Location:	THC
Key Duties:	<ul style="list-style-type: none"> • To deliver high quality therapy intervention under delegation of registered therapist and according to protocols • To respect others individuality and acknowledge diversity ensuring patients and their relatives receive a quality service. • To assist in the provision of a Therapy service for Horder Healthcare, Duties may include work with Inpatients, Day services and Pre assessment. • To assist the delivery enhanced recovery through the maintenance and preparation of therapy equipment and materials. • To contribute to the operational delivery of services and service development.
Key Accountabilities:	<p>Clinical</p> <ul style="list-style-type: none"> • To deliver at all times high quality, professional services that promotes enhanced recovery. • To actively participate in the 7 day service for The Horder Centre, when appropriate. • To work co-operatively with the Medical staff and other members of the multidisciplinary team and outside agencies in order to ensure positive outcomes for each patient episode. • To participate in clinical and organisational audits for the maintenance and development of a quality service. • To carry out specified assessments, interventions and programmes under the direct supervision of a qualified clinician. • To report progress of patients during the implementation of planned interventions and programmes. • To work with an individual or group in a variety of settings appropriate to the patients need. • To respect the individuality, values, cultural and religious diversity of patients, contributing to the provision of a service sensitive to these needs. • To ensure patient safety and dignity at all times, using relevant methods to manage patients with challenging behaviours. • To utilise effective communication skills to ensure clinical advice and treatment programmes are delivered sensitively. • To liaise with members of the multidisciplinary team following discussion with a qualified clinician. • To ensure accurate, up-to-date clinical records are kept, ensuring their security and confidentiality at all times.

- To record and submit clinical activity data as required by the Trust in an accurate and timely manner.
- To be responsible for safe and competent use of equipment including the provision of support, education and training to other staff, patients and carers as required.
- To be responsible for the maintenance, cleaning, monitoring and loan of equipment, maintaining its security at all times and keeping accurate records as required.
- To be responsible for ordering and stock control of materials and equipment as required.
- To support administrative and housekeeping duties as required.

Education and training

- To participate in in-service and external education where appropriate.
- To contribute to the delivery of formal and informal training to patients and carers.
- To know their limitation and always seek advice from a registered practitioner.
- To attend all mandatory training sessions and undertake relevant E-learning requirements
- To extend their role under supervision following training from a registered practitioner.
- To undertake the Horder Centre Health Care and/or Therapy Care Certificate in Basic Competency and the Advanced Competencies when appropriate.
- To provide evidence to satisfy the C.S.P. and H.P.C. requirements for registration.

Professional

- To comply with all relevant professional, Horder Healthcare and departmental standards, policies, procedures and guidelines.
- To demonstrate appropriate skills and competencies in order to ensure safe delivery of patient assessments, interventions and programmes.
- To produce and maintain a personal portfolio to demonstrate on-going personal development.
- To gain appropriate support from senior colleagues and participate in supervision/peer review to enhance clinical practice.
- To fulfill all mandatory training requirements of Horder Healthcare.
- To promote the safety, wellbeing and interests of patients, staff and visitors to the department.

Leadership

- To demonstrate appropriate time management and organisation skills.
- To contribute ideas to enable the development and implementation of service improvements.
- To contribute to the delivery of service objectives and designated projects.
- To contribute to relevant departmental meetings.

Key Knowledge, Skills and Experience:	<p>Must Haves</p> <ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Basic IT skills • Willing to learn • Experience in customer care • Working in a care or Hospital setting • Able to prioritise and multi task • Able to work independently and own initiative • Team worker • Good communication and interpersonal skills • Self-directed learning • Good time management • Understanding of the needs of the patient and the role of a therapy assistant • Understanding of the benefits of exercise and well being pre and post operation • Flexible attitude • Reliable • Able to meet deadlines • Motivated and enthusiastic • Sense of humour • Lateral/creative thinker • Enjoys a challenge • Flexible and adaptable to change • Ability to work under pressure <p>Nice to Haves</p> <ul style="list-style-type: none"> • Qualification in relevant area i.e. NVQ • Clinical experience • Presentational skills • To be aware of the key issues in safeguarding children and vulnerable adults • Knowledge of orthopaedics and joint replacement surgeries • Understanding of enhanced recovery
Health and Safety:	<p>The Health Act 2008</p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques

	<ul style="list-style-type: none"> • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person .</p>
Safeguarding	<p>You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue , you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically , which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>