**JOB DESCRIPTION**

**JOB TITLE** Therapy Technical Instructor (Therapy assistant) - Inpatients

**GRADE/BAND** Band 3

**LOCATION**  Trustwide

**RESPONSIBLE TO** Integrated Therapy Team Leader

**ACCOUNTABLE TO** Therapy Service Lead

**JOB PURPOSE**

To support Therapy staff in the assessment and treatment of inpatients referred into Mid Yorkshire Therapy Services and complete delegated tasks as required. This would be including, but not limited to, mobility practice, washing and dressing reviews, supporting on visits and daily admin to support patient discharge.

**Professional**

* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
* Uphold the privacy and dignity of the patient at all times
* Adhere to departmental and Trust wide policies, procedures and guidelines
* Ensure compliance with mandatory and departmental training including competency frameworks and appraisal

**Key responsibilities**

**Clinical duties / Patient contact**

* To support qualified therapists to provide assessment, treatment and rehabilitation to patients
* Use technical/creative skills to engage patients in therapeutic activities and exercise programmes to promote rehabilitation, independence and well-being

* Demonstrate the use mobility aids where appropriate and adjust aids as necessary
* Assist in the implementation, evaluation and modification of Therapy and team interventions
* Ensure appropriate and safe manual handling at all times and highlight concerns when this is not being adhered to
* Be responsible for the assessing, issuing and fitting of specialist equipment and the provision of adaptations, aiming to maintain the independence of patients living on or returning to their home environments
* Ensure equipment is safe to use and cleaned in line with trust policies, this includes wheelchairs, walking aids, equipment issued to increase independence and treatment areas
* Within set protocols, facilitate and where necessary instruct in planned group work
* Work with patients on individual activities, providing ongoing continuous assessment and adjust own clinical interventions based on fluctuating needs of the patient
* Under the guidance of a qualified therapist, contribute to formal therapy assessments and provide detailed written and verbal feedback on the patient’s therapeutic functioning and progress
* Review and follow care and treatment plans and assist in the implementation, evaluation and modification of therapy and team interventions
* Under guidance of a qualified therapist, provide a range of activities/exercises, instructing and guiding patients to support them achieving identified therapy goals
* Work effectively as a member of the multi-disciplinary team to undertake delegated tasks to contribute to the safe and smooth running of the service
* Be responsible for planning own day to day allocated workload and manage and prioritise own caseload as appropriate
* Use analytical skills to assess and make judgements on patient ability e.g. with mobility, progression of exercises, providing aids / equipment working within health & safety policy
* Attend home visits and facilitate with access visits and deliver equipment as appropriate
* Undertake follow up visits to review and monitor the continued suitability of equipment and adaptations

* To work independently in a variety of settings including visits in the community, where the environment is previously unknown and may pose a risk to personal safety including exposure to varying degrees of cleanliness, space and temperature
* To be responsible for your own safety and the safety of others by adhering to health and safety and lone worker procedure
* Adhere to policy and procedure when exposed to bodily fluids i.e. sputum, faeces, urine, vomit
* To be adhere to policy/procedure when transporting equipment in vehicles, either trust, own or private hire vehicles
* Be able to recognise changes to a patient’s condition and report to appropriate professional
* Support a patient to manage nutrition and hydration as required
* Alert any concerns regarding a patient/ carer via the appropriate channels, i.e safeguarding concerns, risks identified
* Keep up to date with medical conditions and procedures relevant to your area

**Departmental**

* Be responsible for stock control within the sphere of the therapy team, ordering, but not authorised signatory from the NHS distribution centre and outside companies.
* Ensure that treatment areas are clean, tidy and well maintained in order to comply with health and safety and infection control guidelines, and facilitate the safe use of equipment and storage of materials.
* Be responsible for the safe and effective use of therapy equipment for use by both patients and staff and complete checks prior to provision. Report any health and safety issues to relevant person
* Carry out some administration and clerical duties such as filing, photocopying, making appointments, requesting and collecting x-rays and medical notes, access to appropriate information technology systems

**Ability to:**

**Impart knowledge clearly and effectively**

### Communication

* To maintain confidentiality in line with Trust standards and policies.
* To gain and record consent prior to each intervention with a patient and prior to sharing information with others.
* To use a range of verbal, non-verbal and active listening skills to establish a professional rapport with patients and encourage their interest and participation in the therapy intervention by communicating with them in a way that reflects their views, autonomy and culture.
* To adapt own verbal and non-verbal communication in order to work with service users in sensitive situations.
* To modify individual interaction where there may be difficulties with understanding for reasons such as physical or psychological impairment or language barriers.
* To report effectively to a registered Therapist and other agencies on recommendations for equipment or adaptations and in areas of patient risk, self- maintenance, productivity and leisure.
* To communicate effectively with the therapy team and the multidisciplinary team regarding patients’ performance/progress in their rehabilitation.
* To understand and act appropriately on, written and verbal instruction from a registered therapist to carry out specific treatment and interventions.
* Maintain confidentiality in line with both Trust and social service policies and procedures.

**Documentation**

* To be responsible for the written recording of up to date, accurate information concerning the Therapy interventions in line with Intermediate Care, Trust and College of Occupational Therapy guidelines, Chartered Society of Physiotherapy guidelines and the British Dietetic Association.
* To be responsible for the completion of appropriate departmental statistical records.
* Accurately complete specific referral and assessment forms as required by the needs of the service e.g. for out-patients, ambulance bookings and transfers to other hospitals
* To access appropriate electronic databases in order to gather specific information.
* Prepare therapy notes both written and electronic, taking relevant information from referral forms and medical records.

## Personal Development and Training

* In line with the Trust and departmental guidelines, review and reflect on your own practice and performance through active participation in monthly professional supervision, competencies and appraisal
* Maintain an up to date portfolio to evidence adherence to competency framework and achievement against appraisal objectives.
* Participate in the induction, training and education of students and other staff in areas of responsibility under guidance from qualified staff.
* Deliver and attend in service training as appropriate
* Identify own learning needs and take responsibility to ensure these are addressed by actively participating in learning opportunities as agreed
* Recognise own limitations and seek support as required
* Ensure compliance to all mandatory and necessary local training
* Act as a resource for advice on therapy issues in the absence of registered therapy staff in line with own competence and scope of practice.
* Be responsible for maintaining own knowledge and standards of practice in line with Physiotherapy/Occupational Therapy and Trust guidelines including incorporating new ways of working and changes to practice.

## Service development

* Actively contribute to the implementation of the Therapy team service plan
* Identify and contribute ideas for service improvement to meet the demands of the wider trust and improve efficiency and patient experience.
* Participate in specific projects or departmental working parties as directed by the team leader or senior Therapist
* Participate in therapy/team audit and evaluation activities as agreed and directed by the team leader.

**Resources and Finance**

* The post holder will ensure efficient use of the Trust’s resources such as stationery, telephone usage, photocopying, expenses claim and other consumables in the course of business, ensuring minimal waste and minimal cost.

**Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
	+ Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
	+ Attending all mandatory safeguarding training in accordance with their role
	+ Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken
* Ensure reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* Comply with Trust Policies and Local Procedures.

**Area of work**

* To undertake duties and attend training events at any site trust wide.
* To work on other wards/ department within the Trust at short notice to cover sickness or annual leave
* To work on a 7 day rota which includes extended hours and shifts as required

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patients own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy.

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**THE MID YORKSHIRE TEACHING NHS TRUST**

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **POST TITLE: Therapy Technical Instructor Band 3**  | **POST REF NO. 000508** | **LOCATION: Pinderfields Hospital** |

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| **Attributes**  | **Essential** | **Desirable** | **How Identified**  |
| Qualifications | * GCSE in maths and English grades A-C or equivalent relevant experience
* NVQ 3 in Health and Social Care (or equivalent, working towards or willing to complete in post)
 | * Completion of care certificate
 | Application FormInterview  |
| Experience | * Experience of working as a support worker within a health care setting
* Experience of working as part of a team
 | * Experience of working within a therapy/ rehabilitation environment
* Experience of using health care / disability equipment
 | Application FormPortfolioInterview |
| Knowledge and Awareness | * Awareness of the impact of health and disability on lifestyle
* Awareness of health and social care systems
* Awareness of respiratory and surgical conditionsand the impact these have on function
* Awareness of how communication can be adapted to respond to a variety of clinical situations
* Awareness of the role of an Occupational Therapist and Physiotherapist in health care
* Knowledge of health and safety issues within the work place and how risk can be managed
 | * Evidence of Continuing Professional Development and portfolio
* Knowledge of disability equipment and adaptations
* Awareness of the different roles and their importance within the multi-disciplinary team
 | Application FormPortfolioInterview |
| Skillsand Abilities | * Able to communicate clearly both verbally and in writing
* Able to work independently under direction and follow through agreed plans
* Ability to prioritise tasks and manage time effectively
* Ability to participate and complete competency and training frameworks relevant to post
 | * Skills in communicating with people with language difficulties
* Evidence of competency completion relevant to post
 | Application formInterviewPortfolio  |
| Personal Attributes | * Commitment to providing a quality service and participating in personal and service development in line with Trust values and behaviours
* Ability to carry out moderate physical effort throughout the day and carry out concurrent activities
* Motivation to learn and develop
* Ability to demonstrate a flexible approach to working practice and changing situations
* Ability to work alone and seek help when required
 |  | Application FormInterviewPortfolioOccupational Health Review  |
| Other Factors | * Experience of using information technology.

  | * Experience of using SystmOne and/or other electronic systems.
* Full clean driving license
 | Application formInterviewPortfolio |