



## Rehabilitation Therapy Assistant Job Description

<b>Salary</b>	£22,819 FTE
<b>Hours</b>	30 hours – actual salary £18,255
<b>Responsible to</b>	Head of Patient and Family Support Team
<b>Accountable to</b>	Deputy Director of Clinical Services

*Overgate Hospice is an independent charity with a mission to ensure that patients and those close to them live with the best possible quality of life. This is enabled by provision of the highest standard of compassionate and evidence-based specialist palliative and end of life care for adults in Calderdale who have active, progressive life limiting illness.*

### General Statement

This job description outlines the primary role and responsibilities of a Therapy Assistant. It is not exhaustive and may be amended from time to time as the needs of the service change. As this contains core functions of the role, it is important to note that some service areas may have additional skill requirements which are subject to competency- based assessments.

There is an expectation for post holders to be flexible in order to provide cover to other clinical areas where there is an increase in service demand.

### Job Summary

The development of the Therapy Assistant role is to primarily support the Physiotherapist and Occupational Therapist and as required, support other clinical areas of the hospice.

The Therapy Assistant will report to the Physiotherapist but will undertake additional skills, competencies, and training across the following areas of expertise:

Competencies within occupational therapy and physiotherapy

Complementary therapies



## Clinical Responsibilities

The Therapist will be responsible for assessing individual patients and then delegating the duties required to the therapy assistant, who has been deemed competent to deliver enhanced skills in the above areas of extended competency.

To assist the therapist with on-going treatment of patients and perform the designated activities as delegated by the supervising therapist. Activities may include carrying out passive movements, supervising exercise programmes, washing and dressing, domestic tasks, transfers, exercises, mobility practice, and cognitive retraining exercises.

To be able to safely use a range of equipment e.g., hoist, standing frame and mobility aids.

To carry out demonstrations and practice techniques with patients and carers to ensure safe and effective use of equipment and mobility aids.

To teach and assist with exercises/treatments for individual clients once assessed and designed by qualified therapist.

To assist the therapists in the planning of activities or programmes.

Ability to work with minimal or no immediate supervision of a qualified therapist.

To assist the occupational therapists on home assessments, including the use of equipment required by patients, under direct / indirect supervision of a therapist

To manage and maintain equipment stock levels including walking aids in the Hospice with support from qualified staff.

To report defects in equipment in a timely manner.

To prepare and clean equipment used by the team.

To report any untoward changes in the patient's health status immediately to the relevant qualified health professional.

To manage clinical risk within a caseload at all times including observing patients in all situations applicable to therapy, ensuring safety and security at all times.

To liaise with patients and carers who are often distressed, to obtain specific information under the direct or indirect supervision of their therapist.

To have an understanding and be able to provide empathy in discussions around end of life and emotionally distressing issues with patients and their carers'.

To regularly report back to the relevant therapist on patients' clinical management program and progress seeking advice and guidance when necessary.

To gain valid informed consent prior to any intervention. To work within a legal framework, under the supervision of a therapist, for those patients who lack capacity to consent to treatment.



To be responsible for maintaining accurate and comprehensive patient records in line with legal requirements and Overgate guidelines.

The Therapy Assistant, once they have completed all areas of extended competency, will be expected to work independently, without direct supervision, but will seek support and guidance as necessary from the registered professionals.

The Therapy Assistant is accountable to the registered professionals and will adhere at all times to defined pathways of care, competency frameworks, standard operating procedures (SOP's) and protocols.

The Therapy Assistant will be expected to work within the Hospices standards of care and compassion whilst ensuring patient needs are met.

The Therapy Assistant will contribute to service development and be responsible for self-development and demonstrate skills in specific focused aspects of service delivery.

As a key member of the therapy team in the Inpatient Unit (IPU) ensure patients, families and carers are educated and empowered at all points of the rehabilitation pathway and the benefits are explained.

To work autonomously as agreed by a registered practitioner and to be responsible and accountable within their scope of practice.

To work as a member of the existing MDT team within rehabilitation services in IPU and Day Hospice.

### **Minimum Qualifications / Experience Required**

Minimum entry level is NVQ level 2 with an expectation that the post holder will work towards achieving NVQ level 3 or equivalent

To complete the agreed competency framework for role within an agreed timescale

To participate in the induction, their professional development and training requirements e.g., NVQ level 3 in order to fulfil / meet the Band 4 job description

In line with hospice policy and guidelines to review and reflect on own practice and performance through regular participation in professional supervision and appraisal

To undertake relevant activities to meet training objectives that have been identified with their supervisor

To participate in training of students and other staff where appropriate



## Key Working Relationships

The Therapy Assistant, under the direction of the registered professional, will work alongside:

Clinical & Medical Teams – Day Hospice & IPU

Patient and Family Support Team - Physiotherapist, Occupational Therapist, Chaplaincy, Social Workers, Counsellors, Diversional and Complementary Therapy teams

Wider Multidisciplinary team e.g., medical personnel, Specialist Nurses, Community Palliative Care Team

Patients and their relatives/carers both in the IPU, Day Hospice and patients own home

Administration team and other Allied Health Care Professionals who contribute to the delivery of care

Communication & Marketing Team

Volunteers

Senior Leadership Team

## Duties and Responsibilities

Use professional and personal skills to assist in the provision of a flexible patient centred treatment program for individuals and where appropriate, groups of patients who are requiring assessment for current or future decreased ability to perform daily living tasks

To work effectively as a member of a team providing assessment of need to promote optimal performance in daily living activities and provision of equipment.

To use skills to engage patients in therapeutic activities to promote independence and well-being

Contribute to formal OT, physiotherapy and complementary therapy assessments and treatments and provide feedback on patient outcomes

To report effectively to the team on patients progress in areas of self-care and independence and to provide advice and assessment of potential need for loan or self-purchase equipment and adaptations

To collect data for use in service audit and research projects

To ensure that up to date written records/SystemOne records and activity data are maintained

As part of a team incorporate up to date techniques and ideas of positive practice into your work.

Be responsible for organizing and planning own workload to meet service and patient priorities, readjusting plans as situations change or arise

Be aware of the individual's responsibility under health and safety legislation and take appropriate action when necessary

Take appropriate action, including reporting in the event of incident to staff, patients, or any other person within the hospice



Adhere to the hospice policies and other statutory requirements such as infection prevention and control, Health, and safety, COSHH, Safeguarding, Complaints and incident and accident reporting and all mandatory training

To ensure all areas are well maintained ensuring safe use of equipment and storage of materials

The post holder will maintain the security of sensitive personal and other confidential information in line with GDPR and the Data Protection Act 2018 policies. Additionally, they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the hospice internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with hospice Infection Prevention and Control policies that reflect evidence, best practice, and legislative requirements.

### **Overgate Duties & Responsibilities**

Overgate Hospice is a no smoking organisation.

The employee must maintain a safe working environment in accordance with Overgate Hospices Health and Safety policies & abide by the Health and Safety at Work Act (1974).

The employee must attend annual mandatory training sessions.

The employee must ensure that they comply with all Hospice policies and procedures at all times & participate in the development and implementation of Hospice policies.

The employee must be actively involved in Hospice Governance and support the audit cycle.

The employee must maintain strict confidentiality at all times, applying to all aspects of Hospice business and work within the guidelines of the Data Protection Act. Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice locally and nationally.

Employees must adhere to the Hospice's Standards of Behaviour Framework in all aspects of their work.

Work closely with the Volunteer Services Coordinator as appropriate to ensure that any volunteers are supported in their roles, addressing any issues as they arise.

Use all Hospice resources economically and cost effectively.

This job description is not exhaustive and will be subject to periodic review. The employer and the employee share responsibility to review and amend it as appropriate.



## Safeguarding Children and Adults at Risk

All Hospice staff are required to act in such a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with and adherence to the Hospice safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

## Valuing Diversity and Equality

All employees should perform their duties in accordance with the values and principles of valuing equality, diversity, and inclusion of provision. It is the responsibility of all employees to support the Hospice vision of promoting a positive attitude to equality, diversity, and inclusion of opportunity, to promote inclusion, eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Hospice's Equal Opportunities Policy.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<b>Qualifications/Training</b>			
NVQ level 3 Promoting Independence/Care. Or appropriate experience in a therapy unit/department.	X		Application form, Certificates, references, interview
Other evidence of adult education in a relevant area	X		
NHS Care certificate Health and Social Care apprenticeship.		X	
<b>Knowledge</b>			
Working knowledge of a care environment	X		Application form, references, interview
<b>Experience</b>			
Demonstrate knowledge of health care delivery	X		
Be able to recognise and be willing to seek advice and assistance from qualified staff as required	X		
Able to work flexibly based on the needs of the service	X		
Knowledge of the role of the therapist	X		
Understanding the Rehab Assistant role and its limitations	X		
Previous experience at a band 3 Therapy assistant level	X		

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Previous experience as a therapy assistant or equivalent in a health care setting		X	
Previous experience of effective multi-disciplinary team Working		X	
Demonstrate an insight in the caring/supportive role		X	
<b>Skills/Abilities</b>			
Good timekeeping	X		References and Interview
Excellent interpersonal skills			Application form, references, interview
Computer literate and proficient in the use of Microsoft Office suite of programs		X	Application form, references, interview
Ability to communicate verbally and in writing	X		Application form, references, interview
Ability to work in a team which includes volunteers	X		form, references, interview
Ability to maintain confidentiality	X		Application form, references, interview
Excellent attention to detail	X		Application form, references, interview
<b>Personal Attributes</b>			
Team player who earns the trust and respect of colleagues	X		Application form, references, interview
Positive professional approach and image	X		Application form, references, interview
Commitment to the purpose and values of Overgate Hospice	X		
Emotionally Resilient	X		
Understanding of and empathy with Hospice environment		X	Application form, references, interview
Ability to deal with conflicting demands and pressures		X	Application form, references, interview