

DIRECTORATE OF OPERATIONS
Community and Therapies

JOB DESCRIPTION

POST Therapy Assistant Practitioner OT &PT

PAY BAND Band 4 (Trainee AP Band 3)

RESPONSIBLE TO Therapy Team Lead

ACCOUNTABLE TO Operational Lead

BASE

ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust is on an improvement journey, with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from three main centres, Grimsby, Goole and Scunthorpe, as well as community services in North Lincolnshire.

We aim to combine our patient first approach with innovation and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – kindness, courage, and respect.

ABOUT THE POST

This post centres on the intervention of occupational therapy and physiotherapy but may include aspects of care relating to speech therapy, dietetics and nursing. The post may also include general administrative and housekeeping tasks. There will be frequent use of computers to place information and data into relevant systems, including patient records.

The post holder will independently treat allocated clients referred to the service when they have completed the relevant competencies to do so. The caseload of clients treated will have been triaged or assessed by registered practitioners prior to allocation. They will work jointly with the therapists or other assistants to provide interventions with clients who have more complex needs.

The post holder will undertake a holistic functional assessment with clients, including defining individual goals, assessing transfers, mobility and functional activity. They will plan, initiate, modify and complete a range of therapy programmes, evaluating outcomes achieved and discharging clients when appropriate. Work will centre on the assessment for and provision of major adaptations delivered to a specific local criteria in line with national guidance, utilising the disabled facilities grant process.

They will also complete specific allocated tasks such as the delivery and fitting of equipment.

Treatment will include providing physical support including positioning, moving and handling,

functional activity (which may include support with personal care) and the provision of equipment and/or major adaptations recommendations. It will include providing advice, motivating, and training individuals, their carers and relatives. A holistic approach will include support to make lifestyle changes to reduce the risk of complications and ill-health. Client facing activity could include both individual and group sessions.

The post holder will have direct responsibility to develop, modify and evaluate resources and ways of working in line with outcome results, client satisfaction and current research.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

Work within a competency based framework to manage an allocated caseload of clients. Gain baseline information from a variety of sources to enable comprehensive client assessment. Work independently or jointly with qualified therapists (dependent on competencies gained and level of complexity), to fully assess client needs including physical, functional, social and cognitive aspects. Plan, review and modify treatment directly in line with client goals and outcomes achieved per intervention.

Take responsibility for managing own caseload within required timescales, proactively accessing regular supervision and support to do so. Ensure every contact counts and gain supervision for tasks which are beyond competencies completed. Monitor and progress treatment format in line with clinical needs and client goals, ensuring the use of validated outcome measures with each individual. Plan, facilitate and complete discharge including provision of information to relevant professionals.

Document interventions within Trust standards on System One. Work closely with other members of the MDT in order to provide holistic person centered care.

Audit response to treatment, develop and modify resources and ways of working in line with current research.

Actively engage in training, supervision, reflection and annual reviews. Be proactive in accessing support when needed, managing risks as they occur and being responsible for ensuring appropriate level of activity against individual Job Plan.

Work flexibly as a team player, supporting the department with other tasks within own skills base as required including admin, data collection and housekeeping.

Clinical Duties

1. Follow a competency based framework to develop appropriate clinical skills supported by theoretical knowledge. Develop appropriate clinical reasoning skills to guide assessment, treatment and discharge of allocated clients.
2. Provide clinical interventions independently or jointly, dependant on the completion of own competencies, the level of complexity seen or the level of risk involved. Joint working will include working with a registered clinician for all tasks where competencies are not in place.
3. Gain valid informed consent and work within a legal framework with clients who lack capacity to consent to assessment and treatment.
4. Gain relevant assessment detail for all clients from a variety of sources. Information may include the client's medical and social history, a physical assessment, functional and cognitive ability, the initiation of a validated outcome measures and their goals for treatment.
5. Ensure individual short term and long term goals for intervention are clearly negotiated, realistic and achievable. Actively engage clients in the planning of their individual treatment programme to meet their personal goals.
6. Organise and plan therapeutic treatment and support for allocated clients within appropriate settings; either individually or in groups, in outpatient, community or acute settings. Provide continuity of care- working in liaison with other healthcare professionals, developing care around the client, ensuring convenience and efficiency and effectiveness of service. Monitor

- and modify treatment within own competency in response to their progress.
7. Provide timely discharge. Ensure relevant discharge information is shared using departmental standards and timescales, with both the client and appropriate professionals.
 8. Provide competency based treatment which could or may include:
 - 8.1 The moving, handling or positioning of individuals who are unable to manage this independently, including the use of equipment to enable or support.
 - 8.2 Facilitating and actively supporting clients to mobilise or perform functional activities.
 - 8.3 Providing personal cares for those who are unable to independently manage themselves.
 - 8.4 The provision, delivery and fitting of equipment
 - 8.5 Communication or activities specifically designed to facilitate improved cognitive functioning, speech or swallowing.
 - 8.6 Providing information and advice to individuals, their relatives or carers and other healthcare professionals.
 9. Communicate complex information and ensure patients are engaged and fully involved in their care. Involve carers and relatives dependant on client consent and relevancy. Use a range of verbal and non-verbal communication tools, including where there may be barriers to communication. Gain support and advice from the MDT to aid communication where there are complex needs and where joint working is required. Provide and develop relevant written resources to enhance client understanding.
 10. Actively use validated outcome measures to evaluate and monitor progress of individual treatments and the service. Use feedback from outcomes, current evidence and levels of client satisfaction to continually improve the care given, ensuring a high standard of clinical outcomes.
 11. Provide prompt, accurate and factual client records, using standardised format such as SOAP and ensuring Trust and professional standards are maintained.
 12. Use clinical reasoning and current evidence to guide interventions. Form a professional judgement of individual needs, acting within protocols and competency to manage or escalate conditions or problems assessed. Gain the assistance of a registered clinician to deal with complexity.
 13. Ensure every contact counts, considering relevant preventative or supportive information to meet longer term concerns.
 14. Prioritise and manage allocated caseload effectively and efficiently, with the indirect supervision of registered practitioner. Appoint and organise interventions in a timely manner, each contact being relevant to patient goals.
 15. As an integrated member of the MDT, communicate effectively and appropriately including within MDT meetings. Support relevant interventions of others, maximising outcomes and ensuring a smooth patient journey.
 16. Develop innovative approaches to service provision, reviewing current evidence to guide practice. Follow and contribute to the pathways and protocols for the service.
 17. Gain the support and advice of senior staff for all situations which you do not have the skills to address
 18. Provide or participate in the training of other staff, relatives or carers. Delegate and supervise others dependant on service needs, competency and role.
 19. Work flexible hours, which could include evenings and weekends, to ensure client and carer participation. Contribute to the wider team, supporting others –especially during periods of staff pressures.
 20. Manage clients within expected number of contacts, communicating anomalies with senior staff. Ensure minimum contacts detailed in job plan are managed.
 21. To undertake any other duties that may be required in negotiation with as specified by the service management to support service delivery/ development and which are applicable to the

grade of the post

Administrative Duties

1. Perform general admin tasks such as answering the telephone, taking messages, photocopying, ordering of supplies and accessing medical records.
2. Use computer programmes as required. This includes the use of Systm One for clinical records, the use of Word and Excel for projects or tasks including the collection of data and collation of quality information.
3. Manage and maintain own resources dependant on role.

Training and Education

1. Work within defined competencies and protocols as established including the Calderdale Framework.
2. Proactively engage in competency based learning, developing and maintaining own competency to provide interventions relevant to client and service needs.
3. Maintain Best Practice; adhere to NICE Guidelines, Trust standards and current legislation.
4. Actively participate in Continuous Professional Development (CPD), including in-service training programmes by attending, delivering and assisting in the delivery of presentations and courses. Use other relevant forms of CPD including integration of evidence based trends and developments within team practice.
5. Evaluate own work and current practices through analysis of current evidence, supervision, reflection, appraisal, audit and active use and evaluation of outcome measures.
6. Participate in teaching students to graduate level on clinical skills and knowledge within core clinical areas, including gaining APPLE accreditation or equivalent.
7. Participate in the development of joint competences across professions in order to minimise transfers of care and promote cross professional working

Governance

1. Actively engage in the clinical governance of services providing; including the quality, safety and effectiveness of the service delivered, managing risk within the work situation on a daily basis in all settings.
2. Accept clinical responsibility for an allocated caseload, working independently without direct supervision to manage those clients, within own competency.
3. Be aware of own ability, knowledge base and limitations, ensuring advice is gained from a relevant registered clinician to manage issues outside of own ability.
4. When working as a lone practitioner ensure clinical supervision is maintained and Trust Lone Worker Policy is followed.
5. Meet regularly with supervising clinicians to gain clinical supervision, including support to problem solve
6. Manage and monitor the work environment and resources prior, during and after clinical activity including the preparation and cleaning of resources,
7. Maintain client confidentiality at all times.
8. Plan and take responsibility for own mandatory training, supervision and annual review (PADR). Ensure all are completed within required timescales. Be proactive in researching and requesting training required, acknowledging own training needs.
9. Ensure personal fitness for work, presenting a positive image of self and Trust. Exercise good personal time management and reliable attendance. Ensure professional conduct and appearance at all times,
10. Have an awareness of and adhere to all Trust and departmental policies and other statutory requirements such as Infection Control, Health and Safety, Equal Opportunities, COSHH, Fire

Safety, Complaints and Accident Reporting.

11. Take appropriate action, including reporting via Datix, in the event of incidents and near misses to staff, patients or any other person. Actively request and engage in incident investigation, driving forwards service improvements to reduce risks in the future.
12. Be responsible for maintaining accurate, comprehensive client treatment records in line with Trust and Professional Standards of Practice
13. The staff member will ensure that (s)he follows the Trust's infection prevention and control policies and procedures to protect clients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures, when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies as required.

OUR VALUES

Kindness

We believe kindness is shown by caring as we would care for our loved ones

- I will be compassionate, courteous and helpful at all times
- I will be empathetic, giving my full and undivided attention
- I will show I care by being calm, professional and considerate at all times

Courage

We believe courage is the strength to do things differently and stand up for what's right

- I will be positively involved in doing things differently to improve our services
- I will challenge poor behavior when I see it, hear it or feel it
- I will speak up when I see anything which concerns me

Respect

We believe respect is having due regard for the feelings, contribution and achievements of others

- I will be open and honest and do what I say
- I will listen to and involve others so we can be the best we can be
- I will celebrate and appreciate the successes of others

Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

LEADERSHIP RESPONSIBILITIES

What are the specific leadership responsibilities associated to this role?

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the

elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). this duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.