

A4C Banding No: P2248

Job Description

TITLE:	AHP Assistant Practitioner
DEPARTMENT:	Community Team
LOCATION:	The Greenfields
PROFESSIONALLY ACCOUNTABLE TO:	Lead Allied Health Professional
CLINICALLY ACCOUNTABLE TO:	Team Leader
BAND:	4
HOURS:	37.5 hours per week

Job Purpose

- Implements a range of therapy interventions as part of the overall package of care delivered by the Intensive Support team.
- Uses clinical judgement to develop and modify intervention packages with periodic consultation with the Allied Health Professional (AHP).
- Identifies training needs of others and delivers training related to therapy interventions.
- Supervises the work of support workers and therapy assistants.
- Initiates contact with AHPs/carers and other agencies to arrange therapy input and negotiate intervention plans.

Responsible for

Line management responsibilities: clinical supervision of Support Workers and Assistants with regard to therapy interventions.

Budgetary responsibilities: none

Main Duties

Clinical Responsibilities

- Carries out formal assessments with clients with communication and engagement difficulties, using a moderate level of clinical judgment and some formal assessments specified by the registered AHP.

- Carries out, develops and modifies therapy and intervention programmes, using a moderate level of clinical judgment, and with only minimal supervision from the registered AHP.
- Designs and prepares therapy materials, suitable activities and information for carers, including symbol resources and books.
- Manages own workload as agreed in consultation with the registered AHP.
- Writes clinical entries independently.
- Makes some recommendations regarding the modification of the communication environment and daily activities (eg advises care staff and parents). Works independently with specified cases and therapy targets and takes responsibility to consult with the AHP as needed.
- Assists the AHPs in liaison with colleagues from other disciplines/agencies and works where necessary as part of a multidisciplinary team, where the AHP may not attend regularly (eg contribution to reviews, liaison with Local Authority teams, care teams).
- Liaises with and offers support to carers/families independently regarding clients' communication and engagement skills and the intervention programme, on a daily basis
- Listens, empathises and supports to deal with complex, sensitive negotiations.
- Manages infection control risks including those from bodily fluids.
- Manages clients whose behaviour may challenge so as to cause harm to self and others, with support.
- Manages clients who may be at risk of potential/actual abuse.
- Devises and carries out one-to-one therapy interventions.
- Uses keyboard and computer skills to produce customised therapy materials and input data.
- Observes clients with eating and drinking problems. Will complete a screening checklist and inform the qualified Speech and Language Therapists (SLT) of the outcome. This will only be following training and assessment of competencies.
- Following training and assessment of competencies, carries out prescribed eating and drinking programmes written by the SLT.
- Monitors a number of clients and informs the registered AHP of any changes over time and describes these changes.



- Uses highly developed communication skills to explain information from assessment/therapy plans to clients, carers and multidisciplinary team members.
- Takes initiative for admin/clerical tasks relating to therapy interventions.

Service Evaluation/Development

- Participates in audits regarding the ongoing development and quality of the service.
- Contributes to audit of own work.
- Follows departmental and Trust policies.

Training/Support

- Identifies training needs in relation to clients on the caseload.
- Independently plans training in liaison with the AHPs using appropriate theoretical models.
- Organises locations, hospitality and materials for training.
- Delivers specified training packages, provides resources for successful implementation and evaluates the success of the training.
- Identifies training needs and programmes for other Assistants within the service.
- Shares expertise in a given area of work (eg Makaton signing, Autistic Spectrum Disorder, Challenging Behaviour, Intensive Interaction) with other colleagues, carers, users and professional groups.
- Supports less experienced Assistants, acting as a mentor and identifying their training needs.
- Trains less experienced AHP Assistants in specific programmes/packages used by the service.
- Provides observations for AHP students.
- Works for greater than 50% of the time with a degree of clinical autonomy (eg initiates supervision appropriately).
- Participates in non-managerial clinical supervision.

Research Activities

- Contributes to clinical and managerial audits.

- Provides data for research carried out by the AHPs as required.
- Undertakes simple audits in defined settings.

Service Management

- Produces, develops and modifies therapy resources.
- Monitors stock for the AHPs in the immediate working environment.
- Maintains upkeep of the AHP equipment.
- Provides statistical information on own daily practice for service management purposes.
- Provides a culturally and linguistically competent gender and disability sensitive service which meets the needs of the diverse population the Trust provides a service too City-wide.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Key Relationships

To establish effective working relation with the following:

Community Team members, members of the MDT, patients, family members and carers, providers of care, local authority.

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline/competency requirements.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the postholder will be based at The Greenfields this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations 2018.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Dignity in Care

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE: _____

DATE: _____



A4C Banding No:**PERSON SPECIFICATION**

Title	AHP Assistant – Community Team	Band	4
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Example key areas	Job requirements	Weighting	How identified	Candidate score	Comments
Qualifications training / Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	NVQ3 or equivalent qualification.	E	A		
	Willing to undertake departmental and external training.	E	A/I		
	BTec SLTA/OTA qualification.	E	A		



Example key areas	Job requirements	Weighting	How identified	Candidate score	Comments
Experience Length and type of experience Level at which experience gained	Has experience of working with people with learning disabilities/communication difficulties/behaviours that challenge, in health or third sector setting.	E	A/I		
	Is able to independently carry out tasks with a degree of planning and autonomy.	E	A/I		
	Is able to play an active role in a team.	E	A/I		
	Is able to reflect on own skills and support others in developing reflective practice through supervision.	E	A/I		
	Is able to demonstrate an ability to plan and implement work based activities in individual and/or group situations.	E	A/I		
	Has experience of supervision of others in work situations.	D	A/I		
	Has experience of training other professionals.	D	A/I		
Skills/knowledge Range and level of skills Depth and extent of knowledge	Has excellent written and spoken communication skills.	E	A/I		
	Has literacy skills to a level to be able to extract information and summarise in clinical notes.	E	A/I		
	Has knowledge of specific SLT/OT procedures/worked with an SLT/OT.	E	A/I		
	Able to organise and carry out accurate				



Example key areas	Job requirements	Weighting	How identified	Candidate score	Comments
	observations of the communication and interaction skills of clients and their communication partners in various environments, and suggest next course of action.	E	A/I		
	Has experience of producing and modifying resources and equipment for people with difficulties in communicating/engaging.	D	A/I		
	Able to support and train multi-agency team/parents or carers to work with individuals to develop, implement and evaluate programmes.	E	A/I		
	Has knowledge of communication/engagement and is able to promote this in all environments by modeling and through explanation.	E	A/I		
	Is able to independently manage and organise time for a range of people within agreed timescales.	E	A/I		
	IT literate and able to use a range of specialist programmes.	E	A/I		
	Has experience of delivering a communication/engagement programme.	E	A/I		



Example key areas	Job requirements	Weighting	How identified	Candidate score	Comments
Personal qualities	Promote and support the equality, diversity, rights and responsibilities of individuals.	E	A/I		
	Team Player	E	A/I		
Other job requirements	Ability and willingness to move around the city.	E	A/I		
	Ability to work flexibly as planned over a 7 day period	E	A/I		
Overall Candidate score					

W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.



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