**Royal Hospital for Neuro-disability**

**Job Description**

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| **Job title:** | Bank Therapy Assistant |
| **Department:** | Continuing Care Services / Brain Injury Service |
| **Salary grade:** | Assistant: £20,629 - £23,433 per annum |
| **Responsible to:** | Service Therapy Manager via Line Manager |
| **Behavioural Framework:** | Employee |

**Scope**

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

The Bank Therapy Assistant role offers the opportunity to work across our Brain Injury Services and Continuing Care Services, providing excellent clinical support for patients with a range of neurological disabilities including cognitive, sensory and/or physical impairments, which impact on their day to day lives. This role involves working alongside a multidisciplinary team across the RHN, with the potential to work in all clinical areas including Hydrotherapy.

The postholder will be accountable to the Head of Therapy via their Line Manager. The postholder will deliver an effective and responsive service to patients within the service.

This is a bank post on a zero hour contract, working on an as and when required basis

**Main Objectives of the role**

1. Demonstrate an awareness of RHN’s objectives and contribute to achieving them appropriately.
2. Strive to improve efficiency in all areas of your work.
3. To demonstrate the ability to reflect on practice with peers and supervisors, to maintain own knowledge base and to identify own areas for development.
4. Assist Therapy team to provide specialist therapeutic treatment with allocated patients in variety of mediums and situations.
5. Work under the supervision of a registered Therapist or Nurse.
6. Support all clinical or administrative tasks as delegated by Line Manager or registered Health Care Professionals.

**Key Responsibilities**

1. Be a full member of the multidisciplinary team, carrying out delegated activities as tasked.
2. Assist the Therapists to undertake the assessment of patients, and provide the appropriate physical management / treatment of patients.
3. The post holder will work in any area (administrative, ward based, or therapy sessions on land or in the hydrotherapy pool) as directed by registered health care professionals.
4. The post holder will assist the pool support staff in the preparation for the individual client for the pool session, and the care required after a pool session.
5. To maintain appropriate, accurate and up to date patient records in line with policies and standards in both written and electronic format.
6. Undertake regular health & safety checks of designated areas. The post holder will be expected to support the therapy teams by monitoring the equipment available to be used in the therapy areas, reporting any damage, and ensuring equipment is readily available and safe to use.
7. Promote hygiene and infection control through washing and cleaning of equipment, maintaining a tidy and safe area, and managing stocks of linen, etc, and cleaning agents. He / she will be expected to note shortages of stocks of cleaning agents and order as required.
8. Will undertake unit and departmental administrative tasks to assist in the smooth running of the therapy and/or ward based service.
9. Take responsibility for own timetabling, liaising with the Therapy team and relevant MDT members for the designated area ensuring equality of time for all patients.
10. To work collaboratively and assist the wider ward MDT in the delivery of direct care to patients, as directed by the patient’s care plan and behaviour support plan and in support of the patient centred goals. This may include aspects of personal care including toileting, showering and feeding.
11. To incorporate safe manual and therapeutic handling skills within your practice, requesting clarification and teaching where necessary. Skills that will be required include:

* Mobilising techniques
* Facilitatory techniques
* Splinting application
* Moving and handling techniques
* Aquatic Therapy skills and techniques
* Application of knowledge relating to basic wheelchair and specialist seating systems
* Application of knowledge relating to bed positioning, and other postural management systems

1. To maintain effective and professional communication with colleagues, patients and relatives at all times. This includes implementing communication guidelines with patients and been aware of the needs for flexible and adaptive communication skills.
2. To proactively contribute, as required, to the in-service training and on-going service development of the therapy department.
3. To contribute to supporting and induction new staff members ( as appropriate)
4. Demonstrate an awareness of RHN’s values and contribute to achieving them appropriately. Demonstrating an openness and ability to be receptive to change.
5. To actively partake in identifying individual learning needs and undertaking the required developmental plan, as identified at the Individual Performance review process.
6. To be able to work clearly within your scope of practice at all times.
7. To maintain and demonstrate compliance with all mandatory training and training required to safely and effectively complete the post.
8. To demonstrate awareness of hospital policies and ensure they are adhered to.
9. Strive to be holistic, proactive, professional and efficient in all areas of your work.

**Person specification: Essential and Desirable**

**Essential**

1. English GCSE or equivalent.
2. Basic understanding of communication difficulties in brain injury and stroke and the impact upon the patient.
3. Experience of working with adults with a disability either in health, social or educational setting.
4. Excellent organisational, interpersonal and communication skills.
5. Evidence of ability to cope effectively in difficult situations
6. Ability to organise work and manage time effectively and independently.
7. Ability to build effective working relationships with patient, multi-disciplinary team and with other professionals.
8. A degree of physical fitness.
9. Competent IT skills.

**Desirable**

1. Attended any relevant training courses for adults with communication disability
2. ECDL qualification.
3. Knowledge of rehabilitation practices.
4. Some evidence of self-management skills.
5. Evidence of being able to work effectively in teams.
6. Evidence of ability to work as part of a multi-disciplinary team.

**Employee Behavioural Framework**

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| **Working Collaboratively for RHN** | |
| Demonstrating our values and working together to deliver the best possible service for patients and customers. | |
| * I share information within my team. * I will ask for assistance if I need help. * I work with my team to resolve problems. | * I am willing to learn new skills. * I offer help to my team if they need it. |
| **Achieving our Potential** | |
| Developing our skills and knowledge, reflecting on successes and set-backs, and demonstrating a commitment to development at RHN. | |
| * I take personal responsibility for my tasks * I seek opportunities for personal development * I am willing to carry out new tasks if required | * I suggest improvements and new ideas * I know what I’m good at and where I need to improve. |
| **Preparing for the Future** | |
| Looking forwards, reflecting on current activities, accepting change and being part of a culture of continuous learning and improvement. | |
| * I know what areas I need to improve * I am willing to learn to broaden my skills and knowledge | * I reflect on my team’s successes and challenges * I speak up in team meetings and express my views |
| **Leading by Example** | |
| Acting as a role model and setting an example that motivates and inspires others at RHN. | |
| * I take pride in what I do * I am punctual * I try not to let my team down and ask for support when I need it | * I’m a good team player * I improve my knowledge by learning from others |
| **Committing to our Patients & Customers** | |
| Providing high quality patient care and customer service to patients and customers, and treating them with respect, dignity and consideration. | |
| * I demonstrate a positive attitude * I am proud of the work I do * I always promote a positive image of the RHN | * I respond in a timely manner * I share knowledge with my team * If I cannot answer a question, I’ll ask my nearest colleague to help |

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: