

Title of Post: **Therapy Assistant**

Reports to: **Therapy Service Manager**

Accountable to: **Registered Manager**

Job Summary:

To support the Therapy service Department in providing the necessary therapy interventions to our residents under the guidance of the registered Allied Health Care Professionals.

Non complex task to include:

• Outdoor mobility assessment • Stair's assessment • Inpatient subjective history • Inpatient objective chair / bed assessment; range of movement, muscle power and bed mobility.

Main Duties:

Quality and Regulation

- Adhere to the local Safeguarding policy, following the Duty of Candour requirements
- Understand the importance of privacy, dignity, choice and consent and uphold these basic rights at all times.
- Contribute to the individualized person-centered care planning process of each resident and recording appropriate interactions and observations.
- Complete all regulatory and statutory training requirements and comply with all company policy and procedures whilst at work
- Participate in the formal audit process at the request of the Therapy Service Manager.
- To remain responsible for the safe use of therapy equipment's and aids by residents in your care and follow infection control procedures at all times.
- Change sheets and pillow cases after every single use, collecting it to the laundry by the end of the day
- Be responsible for the administrative arrangements for organizing all outpatients' clinics on a daily basis
- Daily photocopying, letters, exercise sheets, etc. within the physiotherapy department assisting the therapist as and when needed.
- Monitoring stocks levels of therapy supplies and equipment on a daily basis taking into account cost, quality, delivery time and reliability.

Clinical

- Assist the Senior therapists in the rehabilitation of patients using a range of delegated duties, including exercises and gait re-education.
- Daily physically assist therapist in the treatment of patients with varying degrees of impaired mobility, for approximately 3 hours per day which may involve moving and handling residents and items of furniture, equipment's etc. 2 hours approx. every day.

- To be constantly aware of resident's condition and variances of same whilst treating patients on a daily basis for approx. 2-3 hours per day.
- Complete daily entries into the care plan of all interventions and therapy delivered in a timely manner.
- To undertake specific skilled support work to aid the rehabilitation of our residents.
- Treat patients according to set treatment protocols, monitoring patient progression and make minor alterations to patient treatment protocols as required.
- Work under direct supervision from the registered therapist, reporting back patient progress and informing physiotherapist of any change in patient's condition.
- Support residents in understanding the ageing process and how it affects their health and lifestyle. Support residents to maximize their independence and create the environment which supports their physical and mental well-being and ensure that all residents are treated with dignity
- To work under the guidance of the Qualified AHP in planning, implementing and evaluating group and individual treatment programmes for residents referred which includes safe and transport from their wheelchairs using hoist, stand aid or walking aid.
- To jointly, and individually deliver therapy programmes as directed by the Qualified AHP in order to promote or maintain physical capability and independence for the resident
- Daily encourage patients and their carers in an active approach to regaining and maintaining personal independence. This requires empathy, sensitivity and good interpersonal skills.
- To use a range of verbal and non-verbal communication skills to progress rehabilitation and intervention programmes with patients who have difficulty communicating or understanding
- To make arrangements for the provision of assistive technology and/or adaptations, which will be required to facilitate independence in activities of daily living once identified by the Qualified AHP
- To train clients and/or carers in the safe use of assistive technology provided and to ensure they are familiar with maintenance and breakdown arrangements.
- Provide and receive complex information regarding residents from senior therapist and therapy service manager on a daily basis.
- On a daily basis make accurate records of work undertaken and keep daily statistics as required, including documenting patient contacts in line with CSP standards in I-Care.
- To clearly understand and work within the scope of the Therapy Assistant role, reporting any changes or problems directly to the qualified AHP
- To observe general behavior, ability and response of residents during the treatment sessions and accurate recording of the information and report to the appropriate AHP when required to do so.
- To act as a member of the multidisciplinary team, sharing and disseminating information with relevant team members. To liaise with outside agencies under the direction of therapists.
- Participation and contribution in resident pre-admission, progress reviews and discharge planning
- Attend In service training and competency programme on a weekly basis in the therapy Dept.

The Chaseley Trust, South Cliff, Eastbourne, East Sussex BN20 7JH

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- To be aware of and adhere to relevant Health and Safety at work regulations.
- Assist senior therapist and therapy service manager with training newly appointed therapy assistants, experienced students and new members of qualified staff, in elements of patient care, safety and therapy department procedures.

Administration

- Accurate record keeping and communication with the MDT.
- Participate and contribute to the development of the Therapy service in the Home.
- To be aware of policy and responsibilities in managing petty cash as required within the role.
- Maintain the day-to-day running of the therapy service in the absence of any AHP.
- Ordering and replenishment of materials and equipment used by the Therapy team

Professional

- To undergo training relevant to the development of the role.
- To supervise and support the nursing and care team in specific care related to this role

General

- Establish professional working relationship with the residents their families and friends to provide a safe and reassuring environment
- Work collaboratively within the clinical team to promote a healthy, professional and friendly atmosphere for all residents and their families and friends.
- Maintain communication and working relationships with healthcare professionals in the home.
- Be professional, courteous and transparent in your communication.
- Attend opportunities for clinical/personal training and development
- Any other reasonable task requested by the Clinical lead or General Manager which is within your competence.
- Occasional cleaning of spills with the Therapy Department using spill packs e.g., vomit, urine or faeces

Safeguarding

Chaseley Trust is committed to safeguarding and promoting the welfare of vulnerable adults, employees and volunteers. All offers of employment with the trust are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS. Please note that under the GDPR, by making your application, you are consenting to Chaseley Trust processing and retaining your personal information for the purposes of the application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Chaseley Trust to process your application any further.

Final Statement

Please note, irrespective of the post held, and at all times you are responsible for the health and safety of yourself, colleagues, Residents and visitors.

This job description will be agreed between the jobholder and the officer to whom he/she is accountable.

It is a reflection of the present position and will be subject to review and alteration in the event of any future development within the Chaseley Trust. It will be used as the basis for the determination of objectives.

Please sign and return one copy to HR.

Job Holder Name: _____

Signature: _____

Date: _____

Therapy Assistant Person Specification

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Physical Requirements	Fit & Healthy Independently mobile Ability to work flexible hours	
Professional & Educational Qualifications	NVQ level 2 related to care/promoting independence	Willing to work towards NVQ level 3
Knowledge & Skills	Able to demonstrate specific knowledge of therapy to the client group Basic competency training in mobility Assessment and gait re-education. Good verbal and written communication skills	Experience in working with neuro -patients and leading exercise groups.
Special Aptitudes	Empathetic and caring nature. Organised, enthusiastic, committed and methodical approach. Team worker Caring Enthusiastic manner Trustworthy and honest Can-do attitude Strong communicator Personally committed Learns from mistakes Tenacious and resilient Takes accountability Professional	Interested in the involvement in outside activities including training sessions, staff and relatives meetings
Work Experience	Experience in a customer service environment. Experience of caring and able to demonstrate knowledge of the Therapy Assistants role Ability to work well within a team.	Knowledge and experience of Occupational Therapist, Speech and Language or Physiotherapist role
Other Requirements	Good general health and physical fitness Good organisational skills	

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