

**Job Description**

**Job title:** Therapy Assistant

**Spinal Point Range:**  4,5

**Hours:** 16 hours per week (Full time 37.5 hours per week)

**Department:** Patient services

**Location:** St Michael’s Hospice, Bartestree

**Reports to:** Therapy Lead

**Job Purpose:**

The Therapy Assistant will be part of the multi-disciplinary team, providing in-patient and day service therapy, treatment, support, and advice for patients and their families.

**Responsibility Areas:**

**Clinical Work**

* + Support the qualified Occupational Therapists and Physiotherapists in the assessment and ongoing re-assessment of the client’s needs, maximising their independence and promoting the rehabilitative palliative care philosophy.
  + The post holder will be a valued member of the Therapy Team, working under the guidance and supervision of the qualified Therapists. They will assist staff in providing an efficient and effective service; ensuring patients receive the highest standard of care.
  + Carry out basic assessments where appropriate and competent, giving advice and treatment on an ongoing basis.
  + Deliver delegated therapy programmes devised by the Occupational Therapist and Physiotherapists empowering users and families to participate in the management of their illness.
  + Advise, educate, give and adapt treatment, under the guidance of the Therapists, and using the ability to empathise, motivate, negotiate, persuade and communicate sensitively and reassuringly to those you are working with.
  + Liaise with external health and social care professionals and AHP’s within the community and hospital setting.
  + Undertake detailed risk assessments before and during clinical interventions to ensure the safety of patients and yourself.
  + Fully involve the patient and liaise with other staff involved in the patient’s care, as well as the family and carers, in the planning, coordination, delivery and follow-up of the intervention.
  + Instruct patients, relatives and carers in the use of recommended equipment including the Health and Safety and Manual handling aspects of its use.
  + Prioritise daily workload, some of which may be on going according to the needs of the caseload or service.
  + Check and maintain adequate levels of equipment for the service and input care data for the team.
  + Maintain up to date accurate clinical and statistical records, by written and electronic means, as required by the service.

**Training and Development**

* + Share knowledge base with other hospice staff, including being an integral part of the rehabilitative palliative care training, development and philosophy.
  + Attend mandatory training.
  + Take responsibility for Continuing Professional Development by accepting clinical supervision, maintaining a personal portfolio and attending mandatory training as well as developing and maintain own knowledge and skills in palliative care.
  + Be involved in user feedback and audit.
  + To work alongside the wider multidisciplinary team in promoting the Rehabilitative Palliative Care approach enabling people to live fully until they die.

**Person Specification**

**1) Specialist Knowledge and Experience**

**Essential**

* + Working knowledge of OT/Physiotherapy team and experience of working with patients with physical impairment
  + Experience of rehabilitation and using and fitting adaptive equipment
  + Experience of Risk Assessment
  + Knowledge of core Occupational Therapy skills
  + Knowledge of core Physiotherapy skills
  + Experience of multi-disciplinary assessments and record keeping
  + B Tec or NVQ 2 in Care or equivalent

**Desirable**

* + Experience of work within Palliative care

**2) Skills and Behaviours**

**Reliability:** Is reliable, and able to follow direction from qualified therapists, respecting policies and procedures. Is able to report any concerns/changes in the patient’s condition to qualified therapists.

**Communication:** Confident and clear communication skills and able to explain equipment or exercises in an easy to understand manner.

**Interpersonal skills:** Good teamwork ability and able to take direction from senior therapists. Interacts with others in an effective way and quickly builds relationships

**Team working:** Develops effective and supportive relationships with colleagues.

**Organisation:** Organises own time effectively and creates own work schedules. Able to accurately document clinical work in both paper notes and electronic systems and set realistic time-scales.

**3) Special Conditions**

This post is conditional to an enhanced Disclosure and Barring Service (DBS) Check.

**Our values**

* Respect, dignity and the privacy of our patients and families always come first
* Compassion and respect towards each other
* People are at the heart of everything we do
* Transparency and candour
* Collaborative working and a common-sense approach

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

**January 2023**