

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Physiotherapy Assistant
Responsible to:	Inpatient Physiotherapy Team Leader
Accountable to:	Director of Patient Services
Key working relationships:	Director of Patient Services, Therapy staff, all professional clinical staff and assistants, external agencies e.g. wheelchair services

1. JOB SUMMARY

The post holder will work closely with the multidisciplinary team and under the direction of the Physiotherapists, Occupational Therapist and Speech and Language Therapist to provide rehabilitation and/or maintenance therapy programmes.

The post holder will have specific duties providing support and assistance to the therapy department, which may include assessment and treatment of patients as well as administrative tasks.

The post holder will be responsible for sharing relevant information and maintaining high quality documentation.

The post holder will work mainly with the physiotherapists and will assist the Occupational Therapist, Speech and Language Therapist and Psychologist if and when needed.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Clinical

2.1.1. Maintain a caseload of allocated patients, prioritising and reporting changes to the physiotherapists and other therapists

2.1.2. Assist physiotherapists and other therapists during treatment sessions (land and water based, including splinting, postural management, Respiratory management etc)

2.1.3. Implement treatment plans as agreed with physiotherapists and other members of the multidisciplinary team and where possible the patient

2.1.4. Provide assistance to other clinical team members as necessary

- 2.1.5. Ensure safe and competent use of equipment
- 2.1.6. Ensure patients and/or carers attain competency in safe use of all equipment issued
- 2.1.7. Report any concerns regarding patients to the appropriate person, this may be a senior nurse or a therapist
- 2.1.8. Understand and abide with the outcomes and recommendations of risk assessments in clinical and non-clinical work
- 2.1.9. Encourage and support patients to actively participate in and contribute to treatment plans and rehabilitation
- 2.1.10 Achieve competence in the safe use and decontamination of medical devices, wheelchairs and other equipment
- 2.1.11. Ensure physiotherapy department and equipment is clean and tidy

2.2. Communication and documentation

- 2.2.1. Attend relevant staff and team meetings and contribute towards discussions
- 2.2.2. The post holder will ensure:
 - Information given to patients is clear, accurate and presented in a way that is appropriate taking into account any communication difficulties
 - Written documentation is legible, accurate and meets hospital record-keeping standards
 - All communication with outside agencies are conducted in a manner which enhances and promotes the reputation of the hospital
 - Conflicts and misunderstandings are handled in a positive manner and a satisfactory resolution is normally achieved
 - The Director of Patient Services is informed of any complaints by patients or family members according to hospital complaints procedure

3. PROFESSIONAL DEVELOPMENT

- 3.1. Participate in in-service training and feedback on courses attended
- 3.2. Take responsibility for own professional development – plan and attend relevant in-house trainings as suggested by PTL

- 3.3. Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate

4. HEALTH AND SAFETY

- 4.1. Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.
- 4.2. Maintain and protect the safety, confidentiality and dignity of patients and families.
- 4.3. Manage a clean, safe and tidy environment. Take an active role in the prevention and control of infection.
- 4.4. Ensure programmes in place for the cleaning and maintenance of equipment
- 4.5. Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency

5. GENERAL

- 5.1. Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment
- 5.2. Act in accordance with the hospital's Data Protection Policy
- 5.3. Monitor the use of stock items, ordering stock as necessary
- 5.4. Be aware of the Equal Opportunities Act and how it is implemented within Holy Cross Hospital
- 5.5. Adhere to diversity and ethical principles with particular attention to the Race Relations Act (1976), Disability Act (1995) and the Sex Discrimination Act (1975)
- 5.6. Be able to use the Microsoft word and Excel spreadsheet
- 5.7. Be able to use the computer, digital camera and camcorder for assessment purposes and preparation of photographic guidelines and protocols

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

PERSON SPECIFICATION AND COMPETENCY PROFILE

PHYSIOTHERAPY ASSISTANT

Qualifications and Knowledge Required	
Essential Requirements	Desirable Requirements
	NVQ level 2 in promoting independence

Skills and Experience Required	
Essential Requirements	Desirable Requirements
	Experience working in a rehabilitation environment
	Experience in working with adults with severe disabilities
	Ability to use computer – Microsoft office packages
Able to converse in English and write basic information about treatment provided.	

Key Competency Areas
1. Sensitivity to others needs
2. Adaptability / flexibility
3. Communication - verbal and written
4. Relationship building / teamwork
5. Willingness to learn