



## Royal Hospital for Neuro-disability

### Job Description

<b>Job title:</b>	Occupational Therapy Assistant
<b>Department:</b>	Continuing Care Services/Specialist Services / Brain Injury Service
<b>Responsible to:</b>	Therapy Manager via line manager
<b>Behavioural Framework:</b>	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 Occupational Therapy Assistant role will be a post giving the employee the opportunity to work on our Brain Injury Service or Behavioural Service, providing excellent clinical support under the supervision of an Occupational Therapist, 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 will involve working as part of a multidisciplinary team, as well as working alongside other services across RHN.

The postholder will be accountable to the Lead Occupational Therapists, and to the Therapy Manager, and will deliver an effective and responsive service to patients within the service.

#### 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. Demonstrate the ability to reflect on practice with peers and supervisors, to maintain their own knowledge base and to identify own areas for development.
4. Assist Occupational Therapy team to provide specialist therapeutic treatment with allocated patients in variety of mediums and situations.
5. Work under the supervision of a qualified therapist.

#### Key Responsibilities

1. Be a full member of the multidisciplinary team, carrying out activities as trained by the therapists, and other professionals within the philosophy of the team.
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 a therapy area (gym, therapy kitchen, art room, computer room, sensory room and hospital grounds) as well as on patient wards as directed by the therapist.
4. To work with the MDT to set up and maintain enriched environments on the wards.
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 area. 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. The post holder 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 Occupational therapy service.
9. Take responsibility for own timetabling, liaising with the Occupational 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.
12. 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.
13. To proactively contribute, as required, to the in-service training and on-going service development of the Occupational Therapy department.
14. To contribute to supporting and induction new staff members ( as appropriate)
15. Demonstrate an awareness of RHN's values and contribute to achieving them appropriately. Demonstrating an openness and ability to be receptive to change.
16. To actively partake in identifying individual learning needs and undertaking the required developmental plan, as identified at the Individual Performance review process.
17. To be able to work clearly within your scope of practice at all times.
18. To maintain and demonstrate compliance with all mandatory training and training required to safely and effectively complete the post.
19. To demonstrate awareness of hospital policies and ensure they are adhered to.
20. Strive to be holistic, proactive, professional and efficient in all areas of your work.
21. To support implementation of a behaviour Management program when required

## Person specification: Essential and Desirable

### Essential

1. English GCSE grade 4 or above, 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. Competent IT skills.



## Desirable

1. Attended any relevant training courses for adults with communication disability
2. ECDL qualification.
3. Evidence of being able to work effectively in multi-disciplinary teams.

## Employee Behavioural Framework

### 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.



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

Signed:

Date: