

Department:	Health & Social Services	Section:	Allied Health
Job Title	Therapy Assistant - Level 2	Reports to:	Physiotherapists & Occupational Therapist
Grade:	Falkland Islands Government Grade – F	Job Code:	217TA1

Job Purpose

Working predominately independently on specified tasks, with regular clinical support and supervision by a qualified practitioner, the post holder will provide direct and indirect patient care within a variety of settings including the community, the ward, the Physiotherapy Department at KEMH, schools and therapy groups. In doing so, they will support the assessment of service users and the implementation of programmes of care delegated to them by the appropriate staff member ensuring that they practice within their sphere of competence and knowledge. The post holder will also work within a range of procedures and pathways in which they have received training in order to be competent.

Main Accountabilities

CLINICAL

- Provide ongoing therapy treatment sessions under the guidance of a qualified PT or OT. These may be mainly exercise based or designed to facilitate the client to undertake functional tasks as independently as possible. Initially this will be under close guidance from the qualified PT or OT but with time the post holder will be expected to work more autonomously with less regular supervision and guidance.
- Work with the client to build rapport and develop a therapeutic working relationship
- Carry out therapy programmes provided by the qualified physiotherapists and/or occupational therapist to a variety of clients with varying need. This may be children, adults or older adults.
- Within and between therapy sessions to reassess the client and in conjunction with the qualified therapists decide on whether the programme prescribed is appropriate and make changes to the programme to better suit the client and their goals. This includes using standardized outcome measures.
- Instruct and provide home exercise programmes, and to facilitate clients to exercise and be active in the community.
- Assist the physiotherapists and occupational therapist in the assessment and treatment of ward and community-based clients. With time, to independently provide basic assessment to patients, including mobility and environmental.
- Independently run rehabilitation exercise classes in a variety of clinical and community settings.

Job Title	Therapy Assistant -Level 1
MAIN ACCOUNTABILITIES CONTINUED	
<p>CLINICAL continued</p> <ul style="list-style-type: none"> • Make follow up (and manage) appointments for their own case load. • Make new patient and follow up consultations for the qualified therapists. • Provide occupational therapy/education groups as appropriate. • Facilitate clients to be able to access the community and achieve community-based goals. • Demonstrate appropriate dexterity and coordination when undertaking treatment of patients where accuracy is important, e.g. taking clinical observations, passive exercises etc. • Actively contribute towards the KEMH's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality. • Attend and contribute to Multidisciplinary Team meetings, discharge planning meetings, goal setting meetings for complex clients. <p>STAFF DEVELOPMENT</p> <ul style="list-style-type: none"> • Undertake any learning and development activities required to develop or maintain competence within the clinical area. • Keep up to date notes of a standard consistent with professional UK governing bodies ie the Chartered Society of Physiotherapists, (CPS) and Royal College of Occupational Therapists (RCOT) • Independently identify own development needs through reflective practice and undertake additional training as required and as agreed by the qualified therapists. • Participate in individual personal development programmes and receive peer review and clinical supervision. • Attend and contribute to Professional Development sessions. <p>GENERAL</p> <ul style="list-style-type: none"> • Independently manage appointment bookings and send reminders in order to reduce 'Do Not Attends', both for own caseload and that of the qualified therapists. • Help with day to day running of the departments by cleaning equipment, tidying and ensuring stocks of clean linen. • Be responsible for ensuring equipment is used safely, following relevant training, and that it is maintained appropriately. • Contribute to the development of procedures, policies and standards for service delivery. • Ensure good time keeping and planning. • Collate statistics for each department. <p>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</p>	

Additional Information

The post holder will be expected to work flexibly in supporting Therapy Services and depending on service needs, may be asked to provide cover in any of these areas at short notice.

The post holder will work with patients referred to the service who may have a wide range of acute and chronic physical disabilities – this may be with children, adults and older adults.

This is a progression planned post and the post holder will be expected to engage in training.

Additionally the post holder will be expected to ensure that all FIG and DHSS Health and Safety Policies are understood and observed and that procedures are followed and that they take the necessary precautions to safeguard the welfare and safety of themselves, service users, the public as well as their work colleagues.

Employees are also required to respect confidentiality of all matters that they learn as a result of the employment with the FIG, including matters relating to other members of the staff and members of the public/patients.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:	Therapy Assistant		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
Five GCSEs (grades A-C) including English Language, Maths and Science or alternative equivalent qualifications	✓		A
NVQ Level 3 (or equivalent qualification) in an exercise-related field or ability to demonstrate relevant experience in a similar role operating to this level of complexity and competency	✓		A/I/R
NVQ Level 4 (or equivalent eg BTEC, HND or HNC) in a relevant field or ability to demonstrate relevant experience in a similar role operating to this level of complexity and competency	✓		A/I/R
Demonstrates commitment to further learning and development	✓		A/I/R
In date relevant safeguarding certification for vulnerable adults/children	✓		A
Basic first aid certification	✓		A
Current valid driving licence	✓		A
Knowledge, Skills and Experience			
Excellent oral and written communication skills, including the ability to provide clear and concise information to clients	✓		A/I
Competent in the use of Microsoft packages such as Word, Excel, Access etc	✓		A/I/R
Excellent interpersonal skills – including observational, communicative, active listening skills and ability to apply empathy	✓		I/R
Excellent problem-solving skills	✓		I/R
Clear ability and evidence of working effectively both independently and as a member of a team	✓		A/I/R
Capacity to undertake relevant specialist training – competencies relating to the job across both physiotherapy and occupational therapy will be required to be completed within 12 months	✓		I/R
Excellent organisational and timekeeping skills and the ability to prioritise workload effectively	✓		A/I/R
Six months experience working as Therapy Support Worker, Health Care Assistant or a similar role in a health/fitness environment	✓		A/I
Ability to establish and maintain appropriate working relationships with colleagues, patients, and other health care professionals.	✓		I/R
Demonstrate understanding of the roles of PT and OT in a rehabilitation setting		✓	A/I

Person Specification:	Therapy Assistant		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Ability to recognise when working outside of scope of experience/ability and when to seek help	✓		I/R
Physical capacity to demonstrate exercises and assist in patients with poor mobility as appropriate. Dexterity to undertake fine motor tasks required for fitting equipment.	✓		I/R
Adaptable approach, with a friendly, co-operative attitude	✓		I/R
Capacity to be decisive and assertive, yet sensitive and sympathetic to the needs and abilities of others	✓		I/R
Ability to maintain confidentiality at all times	✓		I/R
Aligns with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference