



JOB DESCRIPTION

JOB TITLE: BAND 3/4 CLINICAL THERAPY ASSISTANT

POST HOLDER:

PART 1: JOB PROFILE

1. Main Purpose of Job

To work flexibly within the Clinical Therapies Team as part of the wider Hospice, Community and Practice Education teams to deliver a high level of specialist palliative care, encompassing a supportive and holistic approach to the health and wellbeing of the child/young person and their families with a life-limiting condition both in the hospice and in their home environment.

The post holder will work under the supervision of registered practitioners (physiotherapists/Occupational therapists) from Claire House and external community teams to implement new and existing clinical therapy programmes for children and young people such as hydrotherapy, postural management, moving and handling, basic chest physiotherapy, sensory processing plans etc.

As a Clinical Therapy Assistant within the clinical therapies team, the post holder will assist in ensuring a high-quality service by participating in areas of audit & evaluation, in the induction & training of non-registered staff including volunteers and in areas of service development such as family splash and hydrotherapy sessions.

To work flexibly across a 7-day service.

2. Position of the role in Claire House

- The post holder reports operationally to the registered practitioners within the clinical therapies team
- The post holder is directly line managed by a Clinical Therapies Team Leader, is responsible to the Integrated Care Services Lead and is ultimately accountable to the Director of Clinical Services

3. Scope of Job

- To act as a positive role model.
- To work collaboratively with other members of the hospice, community teams and external professionals from health, social care and education to provide clinical therapy support for children and families both in the hospice and in their home environment

- To assist the clinical therapy team in managing a changing case load of children and demonstrating good communication skills.
- To assist in planning, implementing, and evaluating clinical therapies for children/young people with complex, palliative and end of life care needs.
- To assist/support the clinical therapy team in the planning and organising of new referrals and current work/case load as appropriate
- To be competent in identifying own scope of practice and referring onto a registered practitioner appropriately, to maintain safety and well-being of the children/young people

4. Dimensions and Limits of Authority

- To work under the supervision and guidance of registered professionals within the clinical therapy team.
- Able to support the induction of new HCSWs and volunteers and support the training of existing members of the clinical team.
- To refer to the registered practitioner for advice/ guidance should they be concerned about a child in their care.
- Able to carry out clinical therapies competencies as agreed by the service leads.

5. Qualifications and skills level

- (Band 3) Professional background NVQ level 3 in health-related subject or equivalent apprenticeship or other vocational qualification.
- (Band 4) Foundation degree in Health and Social Care (Assistant Practitioner) or other Level 5 qualification in health-related subject.
- Experience of implementing clinical therapies
- Excellent interpersonal and communication skills
- Experience in paediatric/Palliative and/or complex care experience

PART 2: MAIN DUTIES AND RESPONSIBILITIES

1. Responsibilities for Staff

- To act as a positive role model by displaying CH values, attitudes, and behaviour. In clinical practice, role model by using evidence/research-based care and practice.
- To participate in in-service training programmes and teaching sessions.
- To assist the clinical therapy team in the induction, training & support of non-registered staff with regards to areas of mandatory & essential training and clinical competence.
- To participate in the orientation of new staff, students, and volunteers.

2. Responsibilities for Patient Care

- To assist in the management of a changing caseload of children/young people who are referred to the clinical therapy team.
- To assist in planning, implementing, and evaluating clinical therapies for children/young people with complex, palliative and end of life care needs within their scope of clinical competence, recognising when to refer to a registered practitioner namely Physiotherapists within the team.
- To support the clinical therapies team in reviewing, updating and amending plans of care, including manual handling, respiratory, sensory & postural support. To accurately evaluate and document the care of the child/young person in accordance with Claire House documentation policies.
- To share responsibility within the Hospice to maintain a safe but homely environment considering health and safety, including infection control and risk assessments.
- To share the responsibility for ensuring regular audits are completed on clinical therapy and moving and handling equipment.
- To liaise with outside agencies from health, education and social care involved in the care and support of children/young people and their families.
- To attend regular meetings with the multi-disciplinary team to discuss individual children, respecting and inviting the sharing of skills and expertise.
- To liaise with internal teams to keep them updated on children/young people receiving support from the clinical therapy service.
- To be competent in Claire House's clinical therapy core clinical competencies such as respiratory management, postural support, hydrotherapy, and other skills as agreed by the service leads.
- To participate in internal referral panel.
- To participate in group events for children and families, providing support and education regards to clinical therapies.
- To be aware and working to Safeguarding and Prevention of Vulnerable Adults policies and procedures
- To comply with moving and handling policies and procedures and encourage clinically excellent moving and handling practice within the hospice.
- To be able to undertake the mental, physical and emotional demands of the role, whilst at the same time taking care to safeguard their own health and safety as well as fellow care team members, children, young people and their family

3. Responsibility for Clinical Governance and Quality

- To work alongside the different teams in conducting clinical audit and evaluation to ensure a safe high-quality service.
- To undertake risk assessments for the clinical therapy team.
- To actively complete care improvement documentation in accordance to “no blame” and whistle-blowing policy
- To adhere and comply with all Hospice policies and procedures

4. Personal Professional Development & Responsibilities

- To take responsibility for maintaining his/her own professional development, meeting with an assigned registered practitioner for regular appraisals, identifying and agreeing personal targets
- To maintain appropriate client records, ensuring they are stored securely and confidentially
- To be proactive in identifying ways of improving practice, contributing positively to the development and audit of standards
- To ensure the economical and appropriate use of all resources within the Hospice
- To attend and participate in Hospice meetings
- To be fully involved in the process of preventing and controlling infections

5. General Claire House Requirements

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Implement risk management strategies (including reporting, registering risk and learning), taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Implement Health and Safety regulations and maintain a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves, reporting any accidents or faults in line with organisational policy. Participate fully in Health and Safety training.
- Comply with the organisational policy on confidentiality and the Data Protection Act 1998 relating to information held manually or on computerised systems.
- Respect the confidentiality and privacy of children, young adults, volunteers and staff at all times.

- Participate in personal training, development and appraisal, and attend all relevant training courses as required.
- Take part in organisational research.
- Embrace the positive volunteer culture which Claire House strives to create.

The post holder must act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties, such as link roles, and/or hours of work as may reasonably be required, commensurate with your general level of responsibility with the organisation, at your initial place of work or at any other of the Claire House establishments.

DBS Level: Enhanced with child and adult barred list

Our working premises are no smoking areas.

Person Specification

Job Title: Assistant Practitioner/Therapy Assistant

Criteria	Essential	Desirable
Qualifications & Special Training & Education	<ul style="list-style-type: none"> • (Band 3) Professional background NVQ level 3 in health-related subject or equivalent apprenticeship or other vocational qualification. • (Band 4) Foundation degree in Health and Social Care (Assistant Practitioner) or other Level 5 qualification in health-related subject. • Evidence of continued professional development 	Care certificate Clinical therapy skills
Knowledge & Experience	Experience of working with children/adults with complex health needs Experience of working in a multi-disciplinary Team Experience of working in partnership with families	Understanding of specific needs of children/ young people with life limiting/ threatening conditions Experience in Paediatric complex health care palliative/ end of life care

	<p>An understanding of the principles and implementation of safeguarding processes and procedures</p> <p>Experience in clinical therapy skills</p>	<p>Experience of working in a hospice or special educational school</p> <p>Hydrotherapy experience</p> <p>Postural support & respiratory management experience</p> <p>Sensory processing training</p> <p>Experience of lone working</p>
Skills & Abilities	<p>Effective intermediate communication skills</p> <p>Good organizational skills</p> <p>Ability to implement and evaluate planned care with support of Clinical therapy team</p> <p>Competent in recognizing own scope of practice and when to refer to a registered practitioner</p> <p>Ability to record information in a concise, legible and accurate manner</p> <p>Good interpersonal and Team working skills</p>	<p>Relates well with families and other healthcare professionals</p> <p>Communicates well with peers and supervisors alike</p> <p>Willing to assist in the professional development of others</p> <p>Experience of assisting with inducting and supporting new staff</p> <p>Clinical therapy skills</p> <p>Experience of training & assessing</p>
Personal Qualities	<p>Positive attitude</p> <p>Flexible – willing and able to cover a range of shifts across a 7-day service.</p> <p>Professional manner</p> <p>Approachable</p> <p>Motivated</p> <p>Honest and trustworthy</p> <p>Enthusiastic</p>	<p>Supportive of colleagues, children and families</p> <p>Ability to work using own initiative</p>
Special Circumstances / Additional Requirements	Basic IT skills	Car driver

CLAIRE HOUSE JOB RELATED SKILLS – Assistant Practitioner/Therapy Assistant

There are generic competencies that work for all employees at Claire House. Here is your personalised set of job related skills for your role. If you have any queries, please speak with your line manager.

COMPETENCY	EXAMPLES OF WHAT IT COULD LOOK LIKE
<p>COMMUNICATION Excellent communication is central to everything we do, and forms part of our Claire House behaviours, Together We Achieve More and We Deliver Excellence.</p> <p>Whilst we all need to be effective communicators, for some it is a particularly important job skill for building strong empathic relationships within and/or beyond Claire House.</p>	<p>Intermediate Communication</p> <ul style="list-style-type: none"> • Has enhanced communication skills, is able to communicate confidently with a wide variety of individuals across and beyond the organisation • Promotes the work of Claire House, communicating using appropriate styles, methods and timing. • Is able to explain complex concepts or processes to other in simple and understandable ways • Takes opportunities to regularly communicate and interact with own and other teams to build strong effective relationships. • Actively builds and maintains a network of colleagues and contacts within your community.
<p>SAFETY and EXTERNAL LEGISLATION Everyone in Claire House should work in a way that demonstrates awareness of key areas of safety and legislation e.g. Health and Safety, Equality & Diversity, Confidentiality, Fire Regulations etc.</p> <p>For some there is an additional responsibility to assess the risks involved in these areas and put in place policies and procedures to manage them.</p>	<p>Assessing</p> <ul style="list-style-type: none"> • Goes through either internal or external assessing process to ensure that it meets standards (legislative, regulatory or sector) • Assess and ensure adherence to legal and regulatory requirements.
COMMERCIAL AWARENESS	Not Applicable
FINANCIAL ACUMEN	Not Applicable
<p>ICT SKILLS The use of IT in our daily lives is becoming more and more common, through the way we use our phone, computer and tablets.</p> <p>IT can improve the way we work, encourage better communication and sharing of information and help raise the profile of Claire House across the region.</p>	<p>Core ICT Skills</p> <ul style="list-style-type: none"> • Has a positive “can do” attitude to using ICT on a day to day basis • Work station basics, logging on and off, using printers etc • Is able to send and read emails and use simple spreadsheets and word processing packages • Can access information kept on databases and input information onto databases • Is able to perform basic internet searches.
MANAGEMENT	Not Applicable
<p>LEADERSHIP Raising the profile of clinical therapies at Claire House</p>	<ul style="list-style-type: none"> • Encourage excellent clinical skills within the team • Promoting what therapies can offer within the team and wider environment

BUDGET MANAGEMENT	Not Applicable
RESOURCE MANAGEMENT	Not Applicable

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