

## Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training	1.SVQ/HNC or equivalent.	5. Background in healthcare.
Skills/Knowledge	2a.- Ability to demonstrate. "team working" skills  2b.- Excellent communication skills.  2c.-Computer literate.	
Additional job requirements Eg. car driver, unsocial hours	3. Flexible with working hours.	
Any other additional information	4. Evidence of good and relevant supporting statement. Please state why you have applied for this post.	

**1. JOB IDENTIFICATION**

**Job Title: Rehabilitation Assistant – Band 3**

**Department(s): Rehabilitation**

**Job Holder Reference: 040654**

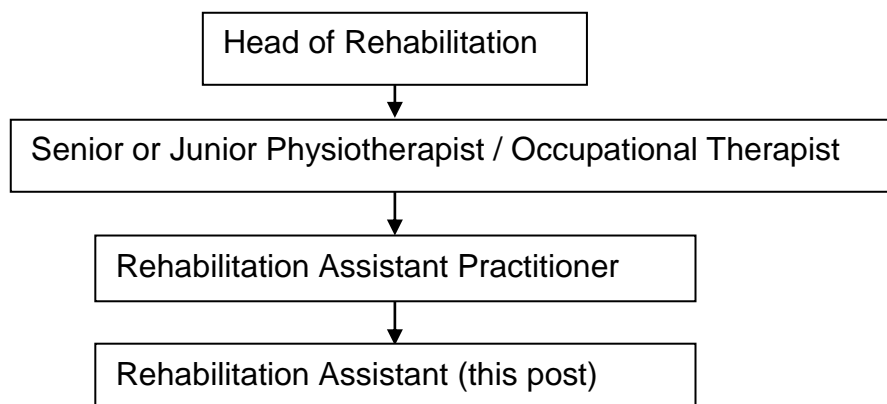
**No of Job Holders: 1.2 WTE**

**2. JOB PURPOSE**

To assist the Therapy staff in the delivery of patient care, primarily in cardiothoracic, maximizing the cost-effective use of professional time, both clinically and non- clinically. There may be an occasional requirement to assist in Orthopaedics.

Able to work independently and to assist with seven day working without supervision carrying their own caseload, under instruction from the Rehabilitation Assistant Practitioner/Junior / Senior Therapists, reporting back patient progress and informing Therapists of any problems.

**3. ORGANISATIONAL POSITION**



**4. SCOPE AND RANGE**

No supervisory or budgetary responsibilities.

Responsible for checking and maintaining stock levels, annual stock count and liaising with the Manager.

Responsible for induction of new staff members of a similar grade or less.

Will be required to participate in seven day working and have a degree of flexibility.

## 5. MAIN DUTIES/RESPONSIBILITIES

Under instruction of the Rehabilitation Assistant Practitioner, Physiotherapist daily or occasionally Occupational Therapist (OT), not supervised: Assist in the rehabilitation of Cardiac and Orthopaedic patients, managing and prioritising own caseload as delegated by the Rehab Team.

Treat patients individually or in a group either in the patient's room (Intensive Care Unit (ICU) / High Dependency Unit (HDU) / ward), the OT treatment room or a gym without the direct supervision or presence of a therapist.

Encourage patients and their carers in an active approach to regaining and maintaining personal independence. This requires empathy, sensitivity and good interpersonal skills.

Collect / escort patients who are mobile or in wheelchairs within the hospital and provide hospitality if necessary.

Provide Admin / Clerical services for the department.

Order and collect Stock / Store items frequently and perform an annual stock count.

Ensure all equipment / stock is maintained, clean and safe to use.

Responsible for issuing equipment to patients on admission and collecting on discharge as appropriate (time consuming).

Provide general housekeeping within the department.

Provide specialist cleaning when required (MRSA infection) (variable).

Comply with GJNH and departmental Health & Safety Policies to ensure safe delivery of healthcare to patients and maintain a safe working environment, applying risk management.

Adherence to infection control policies.

To take part in clinical supervision, objective setting and performance review.

Actively participate in own development and identify personal development and training needs.

Complete and maintain competencies on a yearly basis.

Participate in In-service training and be responsible for Continuous Personal Development, attending mandatory training as per Organisational Policy.

To undertake any other appropriate duties as required by the Rehabilitation Manager / Team.

Actively participate and have a clear understanding of clinical and staff governance as per

Department/Organisational policy.

Participate in reviewing and up-dating departmental policies and procedures as appropriate.

## 6. SYSTEMS AND EQUIPMENT

The following are applied via the computer:

Booking appointments, inputting clinical data	- SCI/ EXCELICARE
Updating data (customer satisfaction survey)	- EXCEL
Stock control	- EXCEL
Drawing up forms, information booklets, monthly rotas	- WORD
Presentations	- POWERPOINT
Complete patient records manually or electronically in ICP (Integrated Care Pathway)	
Maintain cleanliness and check equipment (to the value of £3000)	
Report faulty equipment to Manager/Senior member of therapy staff	

## 7. DECISIONS AND JUDGEMENTS

Need to use initiative in deciding whether a patient is fit for treatment and check with Therapist / Nurse if a patient seems unwell or there is an obvious problem, but decisions regarding patient treatments are outwith role generally.

The post-holder will perform defined treatment procedures as assigned by the professional staff, generally unsupervised– some discretion is to be applied with patient care e.g. if patient unwell – report to Therapist/ Nurse.

Uses judgement to ensure safety when rehabilitating patients by continuous risk assessment throughout the day in all environments.

## 8. COMMUNICATIONS AND RELATIONSHIPS

In contact with the following people frequently, both verbally and electronically, providing or receiving, at times, sensitive patient information and adhering to the GJNH Equality and Diversity/Dignity at Work policy:

Medical personnel, Admin staff, external Contractors, Clinical and non-clinical departments within the hospital or the hotel.

Persuade, motivate, reassure and comfort patients and relatives in all aspects of their care. Treating patients with complex conditions can be emotionally demanding.

Conform to Data Protection according to Organisational Policy – using initiative and maintaining confidentiality when required to fax information to referring sources.

## 9. PHYSICAL DEMANDS OF THE JOB

Frequent and long duration of standing, sitting, walking and climbing stairs (60-80% per day).

Kneeling – occasional daily.

Transporting equipment – daily and frequently.

Operating equipment – e.g. CPM (continuous passive motion), Cryocuff (ice), Flowtron

(compression) and working with aids for daily living, which will require knowledge of equipment and manual application.

Working in confined spaces – daily – patients' rooms.

The physical effort of mobilising / moving a patient (e.g. getting a stroke, cardiac or orthopaedic patient from lying to sitting) and while assisting with specific interventions.

Moving & Handling generally.

Keyboard work.

The post holders are exposed to unpleasant working conditions during clinical duties. This involves body fluids e.g. blood, sputum or vomit (could be daily).

A post holder is at times required to assist with rehabilitation in the leisure pool (can be variable, few times a year).

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Dealing with complex circumstances relating to patient care (e.g. terminally ill, in ICU / HDU areas, post-op pain).

Communicating with patients whose first language is not English with and without an Interpreter and with patients who have a hearing impairment.

Time management with regard to dealing with external agencies and the frustration this generates (sending / faxing or telephoning referrals etc).

The physical aspect of transporting equipment to patient rooms etc assisting in rehabilitation programmes / transferring and mobilising patients.

## **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

NVQ or SVQ Level III or equivalent qualification is essential.

A background in Healthcare is desirable, as is a degree of computer literacy.

Good communication skills – demonstrated on application form and at interview.

Ability to work unsupervised or on instruction from professional staff.

Previous work experience is essential.

Good organisational and time management skills.

Ability to work on own initiative and to manage own caseload.

Able to work as part of team.

## 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

# Delivering care through collaboration

## NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

### **POST: Rehabilitation Assistant**

**HOURS: 15 hours per week**

**CLOSING DATE: 10 January 2021**

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely  
Recruitment Assistant

## Golden Jubilee Foundation

### General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System to:-  
**recruitment@gjnh.scot.nhs.uk**
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

**Golden Jubilee Foundation**  
**Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

**1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

**2. Salary**

£20,700 to £22,594 per annum

**3. Grade**

This post is offered at Band 3.

**4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

**5. Hours of Duty**

15 Hours per week

**6. Tenure of Employment**

This post is offered on a permanent basis

**7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

### **NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

### **Discounts at the Golden Jubilee Conference Hotel**

**Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.

**Discounted Room Rates** - Rooms rates discounted subject to specific conditions.

**Discounted Dining** - 20% off food and beverage when dining in the hotel.

**Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.