

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title:	<b>Activities Coordinator (Band 2)</b>
Responsible to:	Senior Charge Nurse, MAT
Accountable to:	Senior Charge Nurse, MAT
Department(s):	Medicine of the Elderly, WGH
Job Reference:	<b>156040</b>
No of Job Holders:	7

### 2. JOB PURPOSE

As part of the meaningful activities team, the post holder will help deliver and encourage clients with dementia, cognitive impairment or depression to participate in therapeutic activities which will enhance their sense of wellbeing, self-esteem, belonging and orientation.

The post holder will be allocated patients by a qualified registered nurse to encourage participation in therapeutic activities.

The post holder will be expected to carry out personal care duties for patients, in support of the registered nurse and other relevant professional practitioners, where appropriate. The post holder will contribute to the maintaining a safe and effective working environment being assigned duties from the shift coordinator.

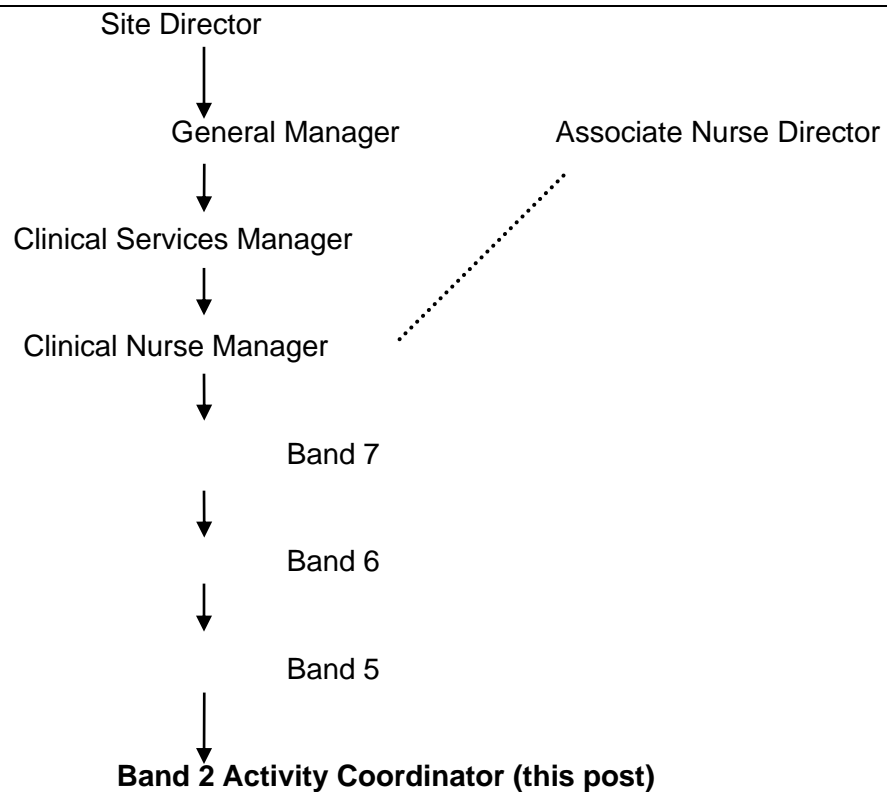
### 3. DIMENSIONS

The post holder will:

- Work as an integral part of the medicine of the elderly team responsible, delivering and encouraging participation in therapeutic activities in collaboration with the client group and ward staff.
- Contribute to the development and maintenance of a patients therapeutic activities timetable and therapeutic activities plan for patients referred to the meaningful activities team.
- In collaboration with the patients and the multidisciplinary team deliver therapeutic activities for patients both within the Hospital Site.
- Work closely with other departments (e.g. occupational therapy, volunteer hub) to encourage and support individuals assume control of their life.
- Contribute to the organisational objectives by attendance at relevant departmental meetings e.g. ward rounds, multidisciplinary meetings and staff meetings.

The post is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To deliver high quality meaningful activities for elderly patients with dementia, cognitive impairment or depression which will enhance their sense of wellbeing, self-esteem, belonging and orientation.

The Meaningful Activities Team (MAT) works across all ward areas within the Western General Hospital providing provide high quality, safe and recovery focussed care to patients who are elderly, meeting their identified physical and psychological needs.

The post holder will promote the engagement of patients in therapeutic activities during their hospital stay ensuring the highest standard of patient care.

The post holder will, when required, assist the registered nurse with the management of direct and in-direct patient care.

#### 6. KEY RESULT AREAS

**General:**

1. To work within defined standards, protocols, policies and procedures for the ward, directorate and NHS Lothian e.g. lone working policy and procedure to ensure delivery of the highest level of client care at all times.
2. To co-operate with and maintain good working relationships with both the multidisciplinary team and other Healthcare and Social Care professionals. Have an empathetic and recovery focussed approach to clients, carers and relatives, answering any queries, suggestions or concerns they may have where possible, referring them to the registered nurse where appropriate.
3. To plan day to day workload, under the direction of the registered nurse and according to client need and ward needs.

4. To maintain up to date written and electronic records and reporting and escalating as required, informing the registered nurse of any observed change in the client's condition. Recording any changes to comply with local, Professional and Health service standards. Maintain client confidentiality at all times.
5. To be responsible for ensuring personal ongoing training as required, ensuring skills / competencies are maintained. Participate in regular appraisals e.g. via EKSF.
6. To work within defined standards, protocols, policies and procedures for the ward, directorate and NHS Lothian including contributing to the development of risk assessments to ensure delivery of the highest level of client care at all times.
7. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

***Specific Nursing Duties:***

8. To carry out a range of personal care clinical duties including bathing, oral hygiene, assist in maintaining patient nutritional/fluid balance status to ensuring delivery of high quality client care at all times. NB: this list is not exhaustive and will vary depending on area of work.
9. To undertake escort duties as required and in line with local protocols.
10. Ensure clients property and valuables that are received by the ward for safe keeping are secured and processed as division policy.

***Specific Activities Co-ordinator Duties:***

11. With support from the Therapeutic Activities Manager (if relevant), Shift Coordinator and Multidisciplinary team, contribute to providing a range of therapeutic activities, e.g. activity groups, social, physical and skills training, in groups and on an individual basis, with minimal supervision.
12. Under guidance from the Shift Coordinator or Therapeutic Activities Manager, prioritise workload according to patient need and ward needs, including increasing engagement with clients who may be on increased levels of observations.
13. In collaboration with the client group and Therapeutic Activities Manager develop therapeutic activities timetable for the ward and for each client on an individual recovery focussed basis.
14. Work alongside colleagues e.g. Occupational Health, Physiotherapy and Nursing staff to deliver a range of therapeutic activities that are recovery focussed and suit the individual needs of each client.
15. Contribute to the regular updating of individual therapeutic activity timetables for clients which offer a range of activities on an individual and group basis dependent on the patient's needs. This can be subject to regular change.
16. Engage with clients both within and out with the ward environment to ensure diversity in the activities being offered and maximise recovery potential.
17. Document all engagement with clients in their case notes to ensure the clinical team is kept up to date with client's participation in activities. Verbally hand over this information to the Therapeutic Activities Manager or Shift Coordinator on a shift by shift basis.
18. Communicate with the multidisciplinary team regularly regarding patient's participation or changes in activity levels by attendance at ward rounds and during handovers.

**7a. EQUIPMENT AND MACHINERY**

The Nursing Assistant/Activities Coordinator is expected to have knowledge of equipment required to a carry out their role however may not use all of them on a daily basis. Examples of equipment and machinery used:

Patient Handling Equipment:

Hoists.  
Stand Aids.  
Glide Sheets.

Non Patient Handling equipment:

Kitchen cooking equipment.

Arts & Crafts tables.

Beds – standard and therapeutic.

Step Ladders.

Trolleys.

Communication aids:

Telephone, computer, photocopier.

Software packages e.g. Microsoft word/excel.

Alarm system.

Other:

Televisions, ice machine, nurse call system, wheelchairs, specialist mattresses.

**Note:** This list is not exhaustive. New equipment may be introduced as the organisation and technology develops; however training will be provided.

## **7b. SYSTEMS**

The following are examples of system which will be used when undertaking the role:

Ward Operational Policies and Procedures.

TRAK - maintenance of patient records.

Pecos – for ordering stores and supplies.

Risk assessments – DATIX.

ELearning modules – personal development.

Intranet and Internet – access to policies.

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

## **8. ASSIGNMENT AND REVIEW OF WORK**

***Assignment:***

The post holder will be allocated work on a shift by shift basis in liaison with the available manager on shift. The post holder will work under the guidance of the Registered Nurse and Charge Nurse and supervision is available throughout the shift.

***Review:***

Formal 6 monthly reviews.

Annual appraisal from ward charge nurse or designated deputy.

Other reviews - may include sickness/absence return to work meetings.

## 9. DECISIONS AND JUDGEMENTS

Uses own initiative to plan, deliver and coordinate client activities in collaboration with the Shift Coordinator and Therapeutic Activities Manager (where applicable). Able to recognise changes in client's condition, pertaining to both emotional and physical needs. Making recommendations to changes to activity plans to registered nurse / activities manager within the bounds of existing knowledge and skills.

Prioritisation of allocated workload.

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

Undertaking a physically, mentally and emotionally demanding job whilst at the same time taking care to safeguard their own health and safety as well as those of colleagues and patients.

Maintain high standards of client care within defined resources.

Working with clients who may be distressed, anxious, or terminally ill or have cognitive impairment and communication problems.

Prioritisation of workload on a daily basis.

Maintaining skills and knowledge level in clinical competencies and core skills.

## 11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the client, their relatives, the multidisciplinary team, internal and external agencies involved with the provision of care using effective verbal, non verbal and written communication.

Will communicate proficiently with regards to planning, implementation and review of workload.

Requires to communicate effectively with clients who may be distressed or anxious.

Communicate with the Registered Nurse and Charge Nurses regarding their personal development needs.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical Skills

Manual handling on a daily basis including e.g. safely manoeuvre patients some of whom may be highly dependent, manoeuvring wheelchairs, hoists, moving clinical equipment.

Activities could include repeated bending, crouching, and kneeling in restricted areas as well as standing/walking for long periods during the shift.

Moving and handling of non patient equipment e.g. arts table.

IT Skills.

May participate in management of violence and aggression or resuscitation procedures at the direction of the registered nurse/more senior staff.

May participate in resuscitation procedures at the direction of the registered nurse/more senior staff.

**Mental Demands:**

Maintaining high levels of client interaction on a daily basis which requires concentration when observing patients conditions.

Maintaining high levels of concentration on a daily basis when checking documents/case notes and documentary observation whilst subject to frequent interruptions from clients/relatives/team members.

Ability to deal flexibly with frequently changing situations and unpredictable events (e.g. falls, patient illness) prioritising demands of workload.

Constant awareness of risk factors.

**Emotional Demands:**

Communicating with distressed, anxious, worried clients/relatives/carers.

Caring for patients who are terminally ill or have a progressive illness.

Supporting new staff and learners.

**Environmental:**

Working in conditions, which involve exposure to bodily fluids including sputum, vomit, urine, faeces, open wounds and exudates.

Potential exposure to episodes of verbal and physical aggression from clients / relatives / carers.

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

***Essential:***

SCQF Level 6 in Healthcare related subject and/or appropriate experience/competency to undertake role.

Effective written and verbal communication skills.

Ability to work with people and as part of a multidisciplinary team.

Ability to show initiative and work without direct supervision on a daily basis.

Organisational and time management skills.

#### 14. 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: