

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Rehabilitation Assistant

Reports to: Clinical Area Manager/ Nursing Team Leader/ Staff Nurse

Department, Ward or Section: Maree

CHP, Directorate or Corporate Department: New Craigs Hospital hosted by SE Highland CHP

Job Reference: SEMENTNEWCMREE06

No of Job Holders: 3

Last Update: June 2005

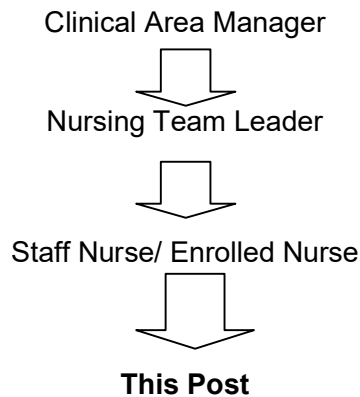
2. JOB PURPOSE

To participate as and when required, as a member of the Adult In Patient Mental Health Service, implementing care programmes agreed for individual clients under the supervision and guidance of qualified staff. The post holder may also be expected to undertake catering and domestic cleaning duties in the course of their work alongside and /or for residents

3. DIMENSIONS

The In-Patient service has 60 acute beds over 3 wards which includes 6 detoxification beds in 1 ward
12 functional elderly beds
12 intensive psychiatric care beds
8 secure rehabilitation beds
11 slow stream rehabilitation beds
15 rehabilitation beds in community facility
20 older adult assessment beds
12 continuing care and challenging behaviour older adult beds

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Mental Health Service in the Highlands provides specialised assessment, treatment and rehabilitation services for adults with mental ill health within a variety of care settings in both Hospital and Community

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. To assist in the implementation, delivery and ongoing evaluation of individual care plans under supervision and direction from professionally qualified staff
2. To assist in the day-to-day care of the patients in all areas of activities of daily living as directed by qualified staff e.g. bathing, dressing, continence promotion, housekeeping duties.
3. To work as an associate support worker to clients with supervision from professionally qualified members of staff, which includes escorting clients out with ward area unaccompanied.
4. Ensure strict confidentiality in the care of all clients in accordance with NHS Highland policies
5. Be involved in the planning and reviewing of care with the clients and the Multidisciplinary Team.
6. To be flexible in approach to patterns of work. To participate in the 24-hour shift system as required.
7. To participate in regular supervision with a designated supervisor to identify goals for personal development and to attend relevant in-service training program's as required
8. To communicate clear and concise reports on clients progress, and record this in the clients documentation as necessary. All written entry's in client's documentation to be countersigned by a professionally qualified member of staff.
9. Act in accordance with the Health and Safety at Work Act, local fire regulations and all other appropriate policies and procedures, maintaining a safe environment for clients, staff and visitors to the unit.

7a. EQUIPMENT AND MACHINERY	
Computer(internet,intranet, ,groupwise)	Communication,research
Burlodge Trolley	Bringing food to temperature
Pinpoint barrel	Staff attack and assistance alert system
Vehicles, private, public and nhs	Transportation of staff and patients for meetings and appointments and patient rehabilitation process
Pinpoint Test	For testing of pinpoint barrels
Manual handling equipment e.g., hoists, wheelchairs etc	For the safe moving and handling of patients
Resuscitation equipment, ambubag, laerdal mask	The safe and effective resuscitation of patients in an emergency
Telephone/ Fax Machine	Transfer of information from ward to other relevant parties
Safe	Secure storage of patient/ ward cash and valuables
Pressure relieving equipment, Pegasus beds, Spenco Mattresses etc	Maintenance of healthy patient tissue
Bathing Aids	Safe bathing of patients
Cooker and cooking utensils and equipment	Assist patients in rehabilitation to acquire necessary cooking skills
Domestic Appliances	Assist patients in the rehabilitation process
Cleaning Agents	Domestic cleaning in the rehabilitation process
7b. SYSTEMS	
<p>Recording in the patient record in line with the NHS Highland Standard on Record Keeping</p> <p>Information to be input on behalf of patients e.g menu choices</p> <p>In addition, e-mail messaging is the normal method of rapid communication within the hospital; the nursing assistant will be expected to be familiar with this.</p>	

8. ASSIGNMENT AND REVIEW OF WORK
<p>The rehabilitation assistant is supervised by qualified staff during the discharge of their duties.</p> <p>Work will be assigned by qualified staff and reviewed by the nurse in charge on a shift to shift basis.</p> <p>To participate in regular supervision with a designated supervisor for support and to identify goals for personal development and to attend relevant in service training program's as required</p>

9. DECISIONS AND JUDGEMENTS
<p>While working with patients who exhibit behaviours that challenge and at the same time have complex</p>

needs, the rehabilitation assistant will on occasion need to make judgements as to the most appropriate intervention. This will be done in conjunction with the qualified member of staff.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

With advice and guidance from qualified staff manage expectations of patients and carers on a shift-to-shift basis.

The post holders main aim is to assist in the promotion the philosophy and values of the Adult Mental Health Service, these are to enable clients to fully realise their potential for independent living. Initiation and development of supportive relationships with clients who have Acute/enduring mental health problems requires skill, patience and an understanding that progress towards goals can take time.

To ensure Human Rights principles (lawful, legitimate and proportionate) are applied into all practice while employed by NHS Highland.

To maintain a positive attitude to the care of patients when challenged by negative attitudes and behaviours from some patients such as aggression (verbal and physical)

Escorting patients, who are informal, detained under the Mental Health Act or are subject to the Criminal Procedures Act (1995) within the hospital and in the wider community.

On occasion assist in response to medical emergencies

11. COMMUNICATIONS AND RELATIONSHIPS

Internal-nursing staff (professional), other disciplines as part of multidisciplinary team(clinical care,), patients, carers and all other departments within health, Human Resources(personal advice, support)

Occupational Health (personal advice)

External-PFI partners (hotel and facilities)

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

PHYSICAL -Manual handling skills, including moving and handling of patients (frequently throughout the day to daily) manual dexterity (frequently for short periods throughout the day), management of violence and aggression including control and restraint(formal 3 day restraint training-erratic frequency from throughout the day to weekly dependant on patient population), breakaway techniques(Infrequent), driving (daily), keyboarding skills,(daily) Domestic Appliances (daily) Run at speed carrying emergency equipment to medical emergencies in the main building and grounds of New Craigs(Occasional)

MENTAL - Concentration (frequent short periods on a daily basis), awareness of requirement to report changes in patient condition (daily), frequent interruptions from staff/patients/carers when carrying out major parts of the job (frequently throughout the day); reading documents(daily) Diplomacy (frequent, daily), empathy(continually),knowledge of when to appropriately challenge(daily), motivational skills (encouragement, empowerment) (daily) . Constant awareness of responsibility and accountability for allocated workload (daily)

EMOTIONAL - Frequent and prolonged exposure to highly distressing or highly emotional circumstances due to the backgrounds and presentations of many of the patients and carers. (Daily up to frequently throughout the day) e.g. palliative care. This can present exceptional challenges both in working with patients and carers and in managing personal and emotional responses to work. Having to work within the parameters/restrictions of PFI/Hotel and Facilities contract as there was no clinical input to its development. (daily) Attend medical emergencies which can be distressing situations from cardiac

arrest to suicide(occasional)

ENVIRONMENTAL -Unavoidable exposure to frequent verbally and physically aggressive behaviour from patients and carers and the risk of being assaulted by a patient (daily up to several times daily). Unavoidable exposure to passive smoke. (frequently throughout the day to daily) Requirement to work in areas with exposure to unpleasant working conditions e.g. body fluids, soiled linen, offensive graffiti,(frequently throughout the day)poorly ventilated/lighted work area(daily)Poor access to cold drinking water(daily) Exposure to cleaning materials (caustic fluid, detergents) daily, Exposure to risk of burning, scalding (daily)

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

No formal qualifications required. The postholder requires good communication skills and the ability to work within a team setting.

SVQ2 in Healthcare and experience of working within a caring environment would be advantageous.

14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: