# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Therapy Assistant Practitioner (TAP)**

**Responsible to: An appropriately identified Line Manager**

**Department: Therapy**

**Job Reference: G-TAP-B4**

**2. JOB PURPOSE**

Working under the guidance of professional staff as part of a multi-disciplinary team to support the rehabilitation of patients.

Support the work of professional teams to promote and enable individuals to achieve their optimal level of independence.

Manage an agreed caseload and own schedule to ensure that time is spent in the most efficient and effective way.

Communicate patient care needs to third party personal carers contracted by Scottish Prison Service.

**3. DIMENSIONS**

There is no management, supervision, coordination, teaching or training and development of staff, students, trainees or others.

There is no budget or authorised signatory responsibility attributed to the post but there is a responsibility for ensuring that equipment issued to patients is appropriate and in a good working order.

**4. KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

Work as a member of the multi-disciplinary team to implement individualised rehabilitation programmes in a variety of settings under the guidance of professionally qualified staff in order to optimise the level of functioning for each individual. This involves using a variety of skills to carry out tasks delegated by physiotherapists and / or occupational therapists.

Support professional staff by attending therapy sessions which require more than one individual or where there is perceived risk.

* **Policy and Service**

**There is a responsibility to:**

Apply safe practice under the guidance of the Board’s policies and procedures not undertaking any task out with the boundary of defined competence.

Participate in in-service training and attend relevant training courses to ensure that working knowledge is kept up to date and that duties are performed within the requirements of relevant legislation, policies and procedures.

Participate in service evaluations, such as task or work groups and contribute to the implementation of new service developments in order that an efficient service can be provided.

* **Finance and Physical Resources**

**There is a responsibility to:**

Provide physiotherapy and occupational therapy equipment to patients under the direction of professional staff.

Assess patient’s requirements for aids to assist their independence.

Following identification for appropriate aids:-

* order same
* advise estates in correct positioning of fitting.
* Support patients and gain assurance patient is able to use equipment safely

Clean and maintain walking aids and other equipment ensuring that they are in good working order.

Advise patients regarding the safe use and storage of the equipment provided.

Assist with the maintenance of equipment stock.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

There is no management, supervision, co-ordination, teaching or training and development of staff, students, trainees or others.

* **Information Resources**

**There is a responsibility to:**

Complete patient records accurately on a daily basis.

Compile appropriate care plans relevant to patient’s care needs. Review and update careplans within agreed timescales. Liasion with registered clinicians is required if care needs are outwith job holders competencies.

Comply with all patient related and non-patient related administrative procedures.

Report accident, violent incidents and complaints according to the Board’s agreed procedures and to ensure a safe, tidy working environment at all times.

* **Research and Development**

There is no responsibility for informal or formal clinical or non-clinical research and development activities attributed to the post.

**Skills**

* **Physical**

**There is a requirement to:**

Use a variety of different tools and equipment when providing care and interventions such as domestic appliances, wheel chairs, trolleys, hoists and other lifting equipment to move or transfer patient / clients as appropriate to the situation.

Use specific techniques when providing therapy interventions such as hands on physical treatments, the use of crutches, climbing stairs and assisting with their transfer in and out of cars, chairs, beds as necessary to the situation.

Use a PC for email communication, use of specific therapy related software, word processing and internet access on a daily basis.

* **Communication**

**There is a requirement to:**

Contribute to clear communication within the team to optimise the achievement of common goals. This is done by documenting interventions in patient records and providing relevant verbal feedback to professional staff about aspects such as general behaviour, mood, attitude and abilities. This feedback will take place during patient review meetings and on an *ad hoc* basis as appropriate.

Liaise with patients, carers, and external agencies to ensure that those involved are well informed and working collaboratively.

Develop and maintain a good working relationship with patients and their carers.

Take part in case conferences every week where all disciplines are present.

Communicate with patients with Cognitive Decline/difficulties, learning difficulties and strokes by speaking clearly and making sure they understand what is being discussed.

Explain to patients / carers/SPS Officers the reason for visits and provide advice regarding safety issues e.g. lifting rugs to prevent trips / falls, loose wires etc. and issue falls prevention leaflets, dietary advice and exercise programmes.

Deal with the joint loan equipment store and assist with ordering or return of equipment.

Explain the safe use and storage of the equipment provided.

Take part in visitor programmes and external training in order to disseminate information to the team.

* **Analytical**

**There is a requirement to:**

Deal with a range of individuals with differing needs which requires a change in style of approach.

Make judgements about situations when working alone, in order to identify when to deal with situation and when to seek guidance.

Assess patients for walking aids, addressing other issues as they become apparent such as bathing, bed transfers and safety issues doing risk assessments on an ongoing basis.

As appropriate, refer patients to other multi-disciplinary teams to be assessed by an occupational therapist, physiotherapist, speech and language therapist, dietician or pharmacist.

Refer patients to social work services if they might benefit from their input.

Complete referral to registered nurse/GP/ANP if they are or become ill.

* **Planning and Organising**

**There is a requirement to:**

Organise and manage a daily diary of patient appointments.

Organise rehabilitation assistant meetings arranging a venue, date and time of the meeting and distributing this to the attendees.

Organise in-service training sessions as required.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Frequently stand for long periods of time.

Move and handle patients, assisting with their transfers in and out of chairs & beds as necessary to the situation.

Move and handle equipment on a frequent basis.

* **Mental**

**There is a requirement to:**

Concentrate when checking patient’s medical details on referral, listening to their concerns e.g. health, financial and family, making notes of details of patient medication and past medical history.

Concentrate when administering therapy to patients and ensure that their clinical notes are updated after each visit is completed.

Deal with interruptions by phone when doing paperwork.

Re-prioritise work as necessary to the situation, for example if there is a need for an urgent referral, if a patient becomes unwell during a consultation

* **Emotional**

**There is a requirement to:**

Work with patients who have deteriorating conditions, who may be emotionally upset and / or potentially aggressive.

Work with patients who have dementia, alcohol or a drug dependency.

Deal with patients who are finding it difficult to come to terms with their condition e.g. stroke which has left them dependent on others.

* **Working Conditions**

**There is:**

Exposure to unpleasant working conditions e.g. unclean environments. Occasional contact with body fluids.

Work that has to be done in confined conditions in patient’s cells.

Lone working at times.

**5. FREEDOM TO ACT WITHIN THE JOB**

Cases are allocated as they arise and guidance is provided by registered professionals regarding the type and frequency of intervention with a requirement to report back on progress made.

There is a requirement to organise a diary of appointments and manage time to achieve the necessary deadlines.

There is a need to make decisions about situations on a daily basis relating to lone working, safety and patient conditions and interventions.

Work will be reviewed informally on a regular basis with clinical supervision provided every six weeks as well as a formal Personal Development Planning and Review meeting on an annual basis when expectations will be discussed and agreed.

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

SVQ level 3 in Health and Social Care or equivalent

Experience in a relevant area

Excellent communication skills, both verbal and written

Experience of working on own

Ability to make decisions and judgements as required

Ability to work as part of a team

Flexibility

Motivation and enthusiasm

Willingness to learn and to participate in in-service education

Ability to deal with innovation and change

Ability to develop and embrace anti-discriminatory practice

Hold a current full clean UK driving licence

**7. DEPARTMENT ORGANISATION CHART**

Department Manager

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An Appropriately Identified Line Manager / Registered Professional

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**Therapy Assistant Practitioner**