

**JOB DESCRIPTION**

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| **1. JOB DETAILS** |  |
| **Job Title:** | Activities Coordinator |
| **Responsible to:** | Senior Charge Nurse |
| **Department & Base:** | Hawick Community Hospital |
| **Date this JD written/updated:** | May 2021 |
| **2. JOB PURPOSE** Coordination of a flexible, person-centred activity programme for the inpatient wardTo design and offer meaningful activities suitable for the patient group that become part of their programme of rehabilitation To enhance the patient experience on the ward that includes physical, mental, emotional and spiritual wellbeing |
| **3. ORGANISATIONAL POSITION**Senior Charge NurseCharge NurseRegistered Nurses Healthcare SupportWorkersActivities Coordinator |
| **4. SCOPE AND RANGE**Hawick Community Hospital is one of four community hospitals with NHS Borders Primary and Community Services. Hawick CH is a 23 bedded unit offering rehabilitation and end of life care; this post forms part of the multi-disciplinary team that provide this service.  |
| **5. MAIN DUTIES/RESPONSIBILITIES*** Plan and provide a variety of meaningful activities that meet the needs of the patient group at the time
* Participate in each patient’s programme of rehabilitation as directed by the appropriate member of the multidisciplinary team
* Contribute to the promotion of a healthy lifestyle for all patients in line with their personal values and choices
* Proactively involve the families, friends and carers of patients in the planning of activity as often as possible
* Work alongside and maintain communication with other members of the multidisciplinary team as required
* Work in collaboration with NHS Borders volunteers
* Liaise with non-statutory agencies such as the Red Cross, League of Friends, and the Royal Voluntary Service (RVS)
* Liaise with external companies to support specific activities
* Maintain communication with the Activities Coordinators in the other three community hospitals
* Demonstrate a willingness to share ideas and learn from others
* Ensure a patient handover is received prior to offering activity
* Assist in orientating patients to date, time and location as required
* Contribute to determining patients likes and dislikes and assist in the completion of the “Getting to Know Me” documentation
* Participate in the completion of appropriate patient related documentation including the recording of all activities undertaken and any relevant observations during time spent with the patients
* Participate in the serving of meals and assisting patients to eat and drink where necessary
* During times of high patient dependency or significantly reduced staffing levels, participation in the delivery of direct patient care or the support of other ward activities may be required
* To ensure that areas and equipment used for activities are kept safe, clean and tidy
* Ensure adherence to all infection prevention and control guidance in place
* Raise any concerns regarding patient’s health and wellbeing to the person in charge of the ward at the time
* Ensure all statutory and mandatory training is completed as directed by the Senior Charge Nurse or Charge Nurse.
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| 1. **SYSTEMS AND EQUIPMENT**
* The postholder is expected to use the following IT systems on any of the ward PC’s.
* Microsoft Word
* Microsoft Teams
* Microsoft Office (emails)
* Datix
* Wheelchairs and seating
* Moving and handling equipment
* Activities based equipment and resources
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| **7. DECISIONS AND JUDGEMENTS*** The post holder will be required to plan and prioritise their own workload using their own initiative
* The post holder will need to be flexible enough to ensure that they have another activity to fall back on should they be unable to undertake the planned activity
* The post holder will be sensitive to the environment they are working in for example, noise levels etc.
* The post holder will need to be capable of recognising obvious deterioration in the health and wellbeing of a patient and escalate this is a colleague as appropriate
* The post holder must have an awareness of patient and staff safety, risk and hazards
* The post holder will recognise their own abilities and limitations and identify these to the Senior Charge Nurse or Charge Nurse.
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| **8. COMMUNICATIONS AND RELATIONSHIPS*** To provide and receive information intended to assist in undertaking the role
* Build a rapport and promote good relationships with patients and their families, friends or carers to promote effectiveness of activities
* Build a rapport and promote good working relationships with all members of the multidisciplinary team and any other internal or external colleagues
* Aim to overcome any barriers to communication or understanding with regard to the patient group
* Maintain patient confidentiality at all times
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| **9. PHYSICAL DEMANDS OF THE JOB*** Moving and handling of patients with or without equipment
* Capability in being able to undertake a variety of physical activities relevant to the role
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB*** The post holder is required to be both creative and flexible in designing and delivering a programme of activity in an ever changing environment
* The post holder will need to be able to maintain people’s interest during the delivery of activities
* The post holder will need to be able to cope with fluctuations in the health and wellbeing of patients and families
* The post holder may be required, on occasion, to assist in the provision of care which may expose them to bodily fluids, unpleasant odours, and the potential for verbally or physically aggressive behaviour from patients
* As the only individual undertaking this role at Hawick CH, working autonomously can be challenging
* The post holder will be required to participate in ensuring that the whole multidisciplinary team is clear on the role of the Activities Coordinator
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This job description is not definitive and may be subject to

future amendments following negotiation and consultation.

**PERSON SPECIFICATION**

For the post of Activities Coordinator

Below are the essential knowledge, training (including qualifications), and experience required to do this job.

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| ESSENTIAL* A background in working with older people in either a care, therapeutic or rehabilitative environment
* The ability to build effective working relationships within the multidisciplinary team
* An open-minded approach in accommodating diversity in people’s values and lifestyle choices
* An ability to be flexible, intuitive and able to adapt to changing circumstances
* A positive, enthusiastic creative and engaging approach to working with others and the ability to motivate people
* Excellent verbal communication skills
* A proactive and problem solving mindset
* The ability to be well organised and tidy
* Time management and ability to schedule and plan ahead
* A commitment to the continual improvement and development of self and the role
* Professionalism and a conscientious approach

DESIRABLE* Experience in a role the same as, or similar to, that of an Activities Coordinator
* Knowledge of the roles of the different members of the multidisciplinary team
* Knowledge of illnesses or conditions that may affect older people
* Training or education related to therapy or healthcare
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