

## Job Description

**Title:** Therapy Associate Practitioner

**Band:** Band 4

**Staff Group:** Allied Health Professional

**Reports to:** Therapies Team Lead

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### Job Purpose:

To Assist in the delivery of the Therapy Service to patients across the acute hospital, in carrying out delegated duties to ensure a client centred service. To Supervise and instruct patients/clients in activities relating to their treatment programme

To accept patients referred by the therapy team or at referral source according to specific protocols. Treat patients according to set treatment protocols monitoring patient progression, modifying and progressing patient treatment programmes as required and discharging patients or referring back to the therapist when goals have been achieved. Work unsupervised reporting back patient progress and informing the therapists of any problems.

Be responsible for non-professional duties in the provision of therapy services including record keeping and monitoring of activity.

Monitor and order stock, mobility aids, supplies for department or team. Assess and prescribe mobility and ADL equipment as required

To carry out comprehensive rehabilitation, baseline assessments and promotion of independence as prescribed by qualified staff within the therapy team..

Ensure high standards are maintained in a safe environment, which promotes equality and sensitivity for all individuals.

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### Key Responsibilities

#### Specific Core Functions

##### Clinical/Professional

To obtain information by completing initial assessments and administration processes concerning referred patients according to own competency and in line with standards of practice and policies and procedures for the designated team.

To prioritise own work load including assessing, evaluating planning and implementing interventions.

To complete Therapy interventions, as per competencies, and to maintain own caseload.

To assess and make decisions regarding selected patients' safety to return home and devise appropriate treatment plans.

To ensure patients/carers are an integral part of treatment planning and goal setting.

Demonstrate and issue appropriate equipment to meet patient's requirements.

To report relevant information to supervising Therapist and maintain accurate records, as per Therapy Standards of practice.

To adhere to procedures to ensure the smooth running of the department such as patient registration, patient liaison reporting and recording, data collection and PAS, maintenance of equipment and stock.

To adhere to the national and local manual handling guidelines.

### **Management**

To assist in delegation work and assist in caseload allocation to the therapy team.

To escort OT's on Home Visits and other delegated duties as appropriate.

Take active part in own supervision and appraisal process.

To be an integral part of the reviewing, changing and implementation of team and departmental information, policies and procedures.

To undertake any other tasks as delegated by your line manager, which contribute to the efficient provision of the Therapy Service.

To demonstrate skills to manage exposure to unpleasant working conditions e.g. unavoidable hazards, body fluids, challenging behaviour etc.

To induct, supervise and appraise PT Assistant s for the relevant clinical area.

To take part in the recruitment and selection process for the PT Assistants in the relevant clinical area.

To work autonomously across ward and community settings.

To assist in processes related to patients and/or staff such as complaints, return to work meetings, disciplinary procedures etc relevant to the staff in direct line management of the PT Assistant.

### **Communication**

To liaise with the multidisciplinary team regarding patients progress and assessments.

To establish a good working rapport with patients, carers, relatives and with members of the multidisciplinary team whilst adhering to local and National policies.

Maintain clear, concise and legible documentation in accordance to organisational policy

### **Education and training**

To arrange and participate in the relevant training programs with individual responsibility for keeping up to date with the developments of the service.

To be responsible for maintaining and keeping up to date with own mandatory training and having an awareness of other PT Assistant training needs.

To take an active role in multi-agency teaching / training sessions relevant to the designated team and competency

To arrange and present team specialty / specific student tutorials across the district.

### **Research and development**

To take an active role in audits, surveys etc related to the team and department.

### **Shared Core Functions**

Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,

Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.

Ensure that approved budgets are spent effectively and in accordance with agreed procedures

Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated

Build and sustain effective communications with other roles involved in the shared services as required

Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims

Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.

Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues

Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.

Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.

Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.

Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

## Organisational Chart



## Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

## Person Specification

### Qualifications

Functional skills level 2 or school education to GCSE level or equivalent to demonstrate literacy, numerical and communication skills.

Level 3 qualification: e.g. relevant A levels, NVQ level 3, T level or equivalent.

BSc (Hons) in Sports Therapy or Sports Science desirable.

Good basic anatomy & physiology knowledge

Achieved competences in the knowledge and understanding of clinical conditions and application of related therapy programmes including precautions/contra-indications and progression

## **Experience**

Experience as Physio/OT Assistant / technician or working in related clinical field

Involvement in informal supervision and management of people.

Experience working as part of a team.

Approachable, sensitive to the needs of others.

Ability to recognise personal risk.

Able to participate in manual handling of patients and equipment where necessary.

Able to use phone, showing awareness of confidentiality.

Experience of liaising with other agencies.

Ability to handle stress/pressure of work.

Experience as an PT Assistant, providing evidence to meet the scope and authority of the post.

Experience and evidence of working within the clinical area.

## **Skills & Knowledge**

Knowledge of Physiotherapy/Occupational Therapy procedures and practices;

Significant experience of working in a relevant health or social care setting.

Ability to demonstrate confidentiality and trustworthiness.

Organised and have the ability to juggle many priorities at one time, whilst remaining calm

A willingness to be flexible and part of a team.

Skilled in communication: face-to-face, in writing and by telephone.

Ability to work safely under own initiative and prioritise own work and assist others in doing.

Flexible and willing to embrace innovative ways of working.

Skill in engaging others in a therapeutic relationship.

Self-motivated and motivation to meet the patients needs. Skilled in motivating others.

Willingness to give advice, help and share skills and knowledge.

Ability to use a computer, including experience of excel and patient administration systems.

Car driver and car available for work - desirable.

An awareness of ones personal and professional limitations.

Commitment to personal development.

Knowledge of health and social care issues.

Can prioritise workload effectively

Clinical knowledge of the specific team / area of work and discharge planning.

### **Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

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Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

**Print Name:**

**Date:**

**Signature:**