

Job Description

Job title	Therapy Assistant	Job family	Healthcare
Reporting to	Therapy Services Manager	Job code	TPY014
Location		Evaluation Date	19/02/2013

Main Purpose

Provides assistance to professional and clinical staff with the planning, implementation and evaluation of therapy and care plans in order to support the mental, emotional, physical and social well-being of assigned clients.

Key Accountabilities

Quality

1. Supports senior staff as part of the care and therapy planning process, assisting with tests, exercises and examinations as directed.
2. Assists trained staff with the preparation, planning and delivery of group and one-to-one occupational, therapeutic and recreational activities; observing, recording and reporting patient responses to the assigned clinician as appropriate. All clinical work to be observed or monitored.
3. Assists with the reception, orientation and induction of new patients ensuring they are comfortable and familiar with the environment and to impart essential information regarding emergency procedures.
4. Ensures the effective, timely and accurate updating of clinical records, case files and computerised information systems as directed while responding to routine enquiries and standard requests for information in accordance with policies and procedures.
5. Contributes to surveys, audits and clinical research projects assisting with the collection, analysis and presentation of data and information as directed.

Innovation

6. Assist and support regional management in developing and implementing new services.

Value

7. Support the Therapy Manager in successfully meeting the unit objectives. Also increasing the quality of service, to attract potential new service users.

Knowledge & Skills

The role holder will require GCSE / O-Levels (A-C) or a relevant NVQ2.

Experience

Previous experience gained within a relevant healthcare environment.

Autonomy & Impact

The majority of tasks and activities are routine. More complex tasks, interventions or activities will be directed or supervised by a senior member of staff. The role holder is responsible for addressing routine incidents and issues referring more unusual occurrences to senior staff.

Intelligent Problem Solving

The role holder has some flexibility in altering the sequence of routine tasks and a creative approach is required when facilitating therapy sessions where they are encouraged to contribute ideas and suggestions, which lead to improvements in exercises and activities.

Responsibility

Staff

Provides administrative advice and guidance to colleagues, new starters, agency staff and students.

Budgets & equipment

Collective responsibility for the care and security of equipment and other consumables within the unit.

Informatics

Responsibility for the accuracy, security and confidentiality of patient records.

Communication & Interaction

The nature of the role necessitates frequent interaction with staff, patients and visitors involving the exchange of information with the need for some explanation. Well developed observational and listening skills, are an essential for assessing the mental, emotional and physical demeanour of patients.

Working environment

The problems faced by patients may present challenging situations, which may increase the physical, sensory and emotional demands of the role.

Special Features

The role holder is required to participate in Priory's Learning & Development Programme.

Upholding Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	2	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
		<ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files
Innovation - Being forward thinking and thought leaders	2	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
		<ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services
Value - Due to transparency and flexibility	2	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services
		<ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services