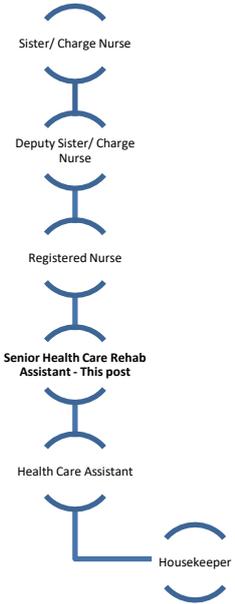


JOB DESCRIPTION

Job Title:	Senior Health Care Rehab Assistant
Location:	Medicine, Urgent Care and Ambulance Service, Manx Care
Accountable to:	General Manager
Reports to:	Sister / Charge Nurse or Department Manager
Pay Band:	3
Job Evaluation Reference No:	1352/JE/20
Organisation Chart:	 <pre> graph TD A[Sister/ Charge Nurse] --- B[Deputy Sister/ Charge Nurse] B --- C[Registered Nurse] C --- D[Senior Health Care Rehab Assistant - This post] D --- E[Health Care Assistant] E --- F[Housekeeper] </pre>
JOB PURPOSE	
<ul style="list-style-type: none"> Assists in the rehabilitation process by supporting and facilitating a disabled person to reach an optimum level of functioning. Under the direction of the Registered Practitioner who has accountability for patient care, works as a member of a multi professional team, supporting and delivering patient care. Is required to work without the direct supervision of the Registered Practitioner, and provide support and guidance to the Health Care Assistants. 	

- Following appropriate training will be required to perform more advanced, detailed clinical and rehabilitation tasks as directed by the Registered Practitioner.

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- The post holder must have experience of working in a health care setting, and must have attained NVQ Level II or equivalent level of competence in Health and Social Care. The post holder will be encouraged and must show a willingness to attain NVQ level III or equivalent level of competence.
- The post holder needs to be proactive and enthusiastic about delivering high quality rehabilitation and nursing care and be able to work without direct supervision. They must be an active contributor of the multi professional team, participate in quality initiatives as directed by the Registered Practitioner and demonstrate that they can be flexible in assisting and meeting the requirements of the department.
- The post holder will be required to support induction programmes for new staff and supervise care delivered by the Health Care Assistants.
- The post holder must be able to communicate accurately and concisely to patients, family members and all members of the multi professional team. To be friendly, approachable and able to work with others in the team to ensure the delivery of high quality care. The post holder must attend local and corporate induction training and all components of mandatory training programme that are necessary to fulfil the role of Rehab Assistant, including updates as scheduled by the Hospital. They must follow Hospital policies and procedures and understand and adhere to Health and Safety regulations. They are required to maintain a written record of ongoing professional development. The post holder will be expected to adhere to the departmental Attendance at Work Policy and Procedures.

MAIN DUTIES & RESPONSIBILITIES

- The Rehab Assistant will be required to assist the Registered Practitioner in the delivery of high quality, evidence based, best practice to all patients that support their rehabilitation and care needs. After appropriate training and assessment by the Registered Practitioner the Senior Health Care Assistant will carry out care without the direct supervision of the Registered Practitioner. This will include activities such as assistance with mobility, supervision of exercise programmes and practice with prescribed aids, assistance with dietary and nutritional needs, personal and oral hygiene, moving and handling, monitoring and recording of basic observations, elimination, emotional and spiritual needs, care of the dying patient and last offices as well as more advanced care such as simple wound dressings, naso gastric aspiration and naso gastric feeding, obtaining specimens, recording electrocardiograms and venepuncture. Care of patients receiving oxygen therapy and the preparation of suction equipment.
- The Rehab Assistant will perform a range of clinical and non- clinical duties as directed by the Registered Practitioner. Clinical duties will dominate the majority of the time worked by Senior Health Care Assistants and will take precedence over non clinical duties. The Senior Health Care Assistant will be responsible for documenting care delivered, report outcomes of care to the Registered Practitioner and have all entries counter signed by the Registered Practitioner.
- The Rehab Assistant will be required to assist in the induction programmes for new staff and support and supervise the Health Care Assistants in the delivery of care to patients.
- The Rehab Assistant is responsible for maintaining on going records of personal professional development.
- The Rehab Assistant has a responsibility to ensure they keep up to date with and adhere to ratified Hospital policies and procedures.
- The Rehab Assistant will be required to understand and adhere to the Data Protection Act and Confidentiality Policy.
- The Rehab Assistant will participate in therapeutic rehabilitation activities as directed by the Registered Practitioner

CLINICAL

- Deliver rehabilitation intervention to patients presenting with physical and or neurological impairment causing varying degrees of mobility and functional restriction. This may include patients from any acute clinical area, referred for rehabilitation and to facilitate discharge from hospital. Patients may have neurological disorders such as Stroke, Multiple Sclerosis and Parkinson's disease. Orthopaedic disorders such as hip or knee replacement, fractures, musculoskeletal injuries such back and neck injury, risk of falls and low confidence levels, medical respiratory conditions, post-surgical conditions, brain injury and frailty.
- Following appropriate training the Rehab Assistant will undertake an agreed range of nursing / care procedures and rehabilitation tasks associated with the activities of daily living as directed by the Registered Practitioner.
- The Rehab Assistant following appropriate training will carry out a range of clinical duties that will include more advanced procedures as directed by the registered practitioner, to include such as care of the patient receiving oxygen therapy, blood glucose monitoring, recording ECGs, simple wound dressings, obtaining specimens, venepuncture, aspiration of naso gastric tubes and naso gastric feeding.
- The Rehab Assistant will carry out a range of nursing / care procedures with the minimum of supervision, report outcomes and keep accurate written records that are counter signed by the registered practitioner.
- The Rehab Assistant will be able to carry out, record and report upon basic clinical observation, to include blood pressure, pulse, respiratory rate, temperature and pulse oximetry in non -critically ill patients.
- The Rehab Assistant will be able to accurately measure and record fluid balance to include input and output, being responsible for ensuring the Registered Practitioner is informed of recordings.
- Is able to obtain specimens of urine, record and report findings. Undertake ward urinalysis tests (dip stick) as per agreed procedures. Will be able to remove indwelling urinary catheters.
- Following approved mandatory training will assist in the moving and handling of patients utilising appropriate aids.
- Following approved training will be responsible for assessing the patient with selected walking aids
- Following appropriate pressure area management training will be able to observe and report changes in patient's skin condition to the Registered Practitioner. Will be able to carry out simple wound dressings using prescribed products. Will be able to remove sutures / staples and obtain wound swabs as directed by the Registered Practitioner. Will be able to apply non-prescription creams / ointments. Observe wound sites, record findings and report findings to the Registered Practitioner.
- Following approved training and following manufacturer's instructions is able to correctly apply anti embolic stockings to patients who require them.
- The Rehab Assistant will be able to carry out assessments of weight, height and body mass index utilising accepted assessment tools and record and report findings.
- Following approved training will be able to perform a nutritional assessment using the Malnutrition Universal Screening Tool (MUST) tool.
- Following appropriate training will be able to perform the accurate recording of electrocardiograms.
- Following appropriate training and as directed by the Registered Practitioner will be able to perform venepuncture, correctly processing and recording the attainment of specimens.
- The Rehab Assistant will participate with the preparation, delivery and assistance where required in patients dietary and nutritional needs as directed by the Registered Practitioner.
- Will have responsibility for the preparation of equipment, stock management and rotation as directed by the Sister / Charge Nurse or Department Manager.

PROFESSIONAL

- Establish and maintain good working relationships with all members of the multi professional team.
- Support and assist in the induction of new staff to the ward / department.
- Conduct should be of a standard that promotes patient and public confidence in the Rehab Assistant and the service provided.
- The Rehab Assistant will conform to the Noble's Hospital Uniform Policy.
- Maintain accurate, ongoing records of personal professional development.

TRAINING, EDUCATION & RESEARCH

- The Rehab Assistant must attend local and corporate induction sessions, within two months of commencing employment.
- The Rehab Assistant will be required to have attained NVQ Level II or equivalent level of competence and skills in Direct Care / Enabling Care. The Rehab Assistant will be encouraged and must show a willingness to attain NVQ Level III or equivalent knowledge and skills.
- The Rehab Assistant must attend mandatory training as appropriate, and attend updates as in line with Hospital policy.
- Negotiate with Sister / Charge Nurse or Department Managers additional appropriate training as identified in Personal Development Plan.
- Participate in the process of self -evaluation and Individual Performance Review with designated registered practitioner on an annual basis.
- The Rehab Assistant will be an active contributor to ward / department development and educational programmes as requested by the Registered Practitioner.
- Will support the induction programme of new staff and support and supervise the Health Care Assistant in the delivery of patient care.

PLANNING & ORGANISATIONAL SKILLS

- The Rehab Assistant works as part of a multi professional team and actively contributes to the planning of patient care.
- Under the direction of the Registered Practitioner is allocated a patient case load, takes responsibility for planning and delivering care. All interventions/outcomes are reported to the registered practitioner and all care recorded and counter signed by the registered practitioner.
- Supports and supervises the Health Care Assistants in the delivery of patient care.
- Plans own time efficiently in order to meet the needs of the patients in their care and are easily able to adapt to changing situations.

COMMUNICATION

- The Rehab Assistant will demonstrate good communication skills and will be able to relay information, verbally and in written form, regarding patient's condition, treatments and interventions to relevant members of the multi professional team, patients and relatives as directed by the Registered Practitioner.
- Maintains accurate, contemporaneous written records of care given, ensuring that all entries are checked and counter signed by a registered practitioner.

- Adheres to Noble's Hospital Record Keeping Policy.
- Participates in the verbal handover of patient information as directed by the Registered Practitioner.
- As directed by the Registered Practitioner participates in multi professional team meetings.
- Maintains patient confidentiality and is discreet when communicating sensitive information to patients, family and colleagues.
- Ensure that patient consent is sought wherever possible, prior to post holder carrying out any interventions.
- Where communication is difficult, communication aids are used as per care plan. The post holder may be required to liaise with multi professional staff to acquire the most appropriate aids. Demonstrates a basic knowledge of the aids and how to use them.
- The Senior Health Care assistant is aware of the need to maintain verbal and non-verbal communication even when there is no apparent response from the patient, and demonstrates the ability to understand non-verbal responses from patients.
- Attends and participates in Ward / Department / Unit meeting.
- Acts a representative of the Ward / Department at appropriate meetings and forums as designated by the Sister / Charge Nurse or Department Manager, e.g. Health Care Assistant Review Group, Housekeeping meetings.

MANAGERIAL/LEADERSHIP

- The Rehab Assistant will be responsible for prioritising the planned care they deliver to patients as directed by the Registered Practitioner, and will be able to carry out care without direct supervision.
- The Rehab Assistant will support and supervise the Health Care Assistant in the delivery of patient care.
- As directed by the Sister / Charge Nurse or Department Manager will take responsibility for storage and maintenance of equipment and stores. Stock control and rotation and report any anomalies to ward/department manager.
- As directed by the Sister / Charge Nurse or Department Manager will act as a link/key worker for specific tasks e.g. Moving and Handling, Health Care Assistant review group, Privacy and Dignity.

CLINICAL GOVERNANCE

- The Rehab Assistant is aware of, has read and adheres to Hospital policies, guidelines and procedures pertaining to their role.
- Participates in local audit reviews and contributes to any remedial actions as directed by Sister / Charge Nurse or Department Manager.
- Assists / participates in the activities of Essence of Care (Transforming Care) initiatives and other quality initiatives as directed by the Sister / Charge Nurse or Department Manager.
- Establishes and maintains caring relationships with patients, carers and colleagues and reports any comments / concerns of the quality of care to the Sister / Charge Nurse or Department Manager.
- Maintains confidentiality, in line with Hospital policies and procedures and at all times has regards for patients' privacy, dignity and rights.
- Reports work based accidents, incidents and security concerned to the Ward/Department Manager without delay.

- Contributes to ward review of untoward incidents, supporting any necessary remedial action.
- Follows Infection Control Policies and Procedures and at all times works to minimise the risk of cross contamination.
- The Rehab Assistant contributes to an environment on the Ward / Department that is fair and promotes a responsible and no blame culture.
- The Rehab Assistant, under the direction of the Registered Practitioner, will assist in the assessment of risk to patients in areas such as moving and handling, nutritional assessment, falls prevention, and skin integrity. The Rehab Assistant will assist the Registered Practitioner in delivering care that minimises any risk to patients.

SYSTEMS & EQUIPMENT

- The Rehab Assistant is responsible for ensuring that equipment is stored, cleaned and maintained according to manufacturer's instructions. Any discrepancies / damage to be reported to the Sister / Charge Nurse or Department Manager.
- The Rehab Assistant is responsible for the maintenance, storage and rotation of stock and consumable to ensure the most effective, cost efficient use of resources.
- The post holder shows a willingness to develop basic level word processing skills to include use of the Medway and Patientrack
- The Rehab Assistant is responsible for ensuring that their own time sheet is completed

Examples of equipment and machinery used:

Specialised

- Electronic standing Hoist
- Standing aids
- Stroke Chairs
- Walking aids

Generic

- Electronic Hoists
- SPOT monitors

DECISIONS & JUDGEMENTS

- The Rehab Assistant works under the direction of the Registered Practitioner, and will deliver care without direct supervision and will on occasions be required to make minor decisions using their own initiative e.g. encouraging patient choice in relation to personal hygiene
- Reports outcomes of care and documents care delivered, which is counter signed by the Registered Practitioner.
- Assesses the ability of the Health Care Assistants in the delivery of care to patients, and provides support to the Health Care Assistant.
- The Rehab Assistant will be able to interpret basic information and make judgements as to when to inform/include the Registered Practitioner, e.g. basic vital observations.

CONFIDENTIALITY

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your

manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

HEALTH & SAFETY/SECURITY

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder’s name (please print):

Job Holder’s signature:

Date:

Line Manager’s name (please print):

Line Manager’s signature:

Date:

JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

<p>Physical Effort</p> <p>High Frequency Tasks:</p>



- The physical activity required to assist patients to meet their care needs.
- Working in ward and room areas that are small and often very warm. Works in confined spaces by and next to beds. This constitutes a high percentage of time worked and occurs on every shift.
- Frequently moves objects around which includes moving and handling patients with and without the use of mechanical aids. Pushes large food regeneration trolley's from food preparation areas to patient areas, move beds around ward areas and push beds between wards and departments. Push patients in wheelchairs around wards and between wards and departments. These tasks are performed frequently and occur every day.
- Constantly moving around the ward and between other wards and departments. Physically active at all times except during designated break times.
- Making and moving beds up to fifteen times per shift. This requires bending down and kneeling to clear under the beds.
- Frequent lifting of heavy curtains for terminal cleans, once weekly
- Filling of rubbish bags and linen bags and transporting them top the holding bay. Occurs up to ten times per shift.
- Running errands to all other areas in the Hospital. Occurs during all shifts up to ten times per shift.
- Escorting patients to appointments in different departments throughout the Hospital, e.g. Theatre, X-ray
- Equipment storage and cleaning, including preparation and cleaning of clinical procedure trolleys.
- Stock maintenance and rotation.
- Tidying and cleaning bed areas, nursing stations and clinical areas.
- Frequently answering patient call bells.
- Prepares patients for baths/showers and escort to the bathroom up to 10 times each shift.
- Prepare and assist patients to go to the toilet up to 10 times each shift
- Meet the physical and mental care needs of patients with a high level of dependency and those requiring educational and rehabilitation support (Following assessment in agreed competencies) for patients with complex needs e.g. following stroke, utilise sophisticated therapeutic moving and handling skills
- Meet the physical care needs of patients suffering from a stroke who are unable to move themselves e.g. changing patient position frequently via hoist up to 8 times each shift, this may require the manoeuvring of bed and equipment/furniture on each occasion.

Less Frequent Tasks:

- Preparing and distributing meals to patients, preparing eating areas, and collection of dishes three times per day.
- Preparing drinks and snacks, distributing and collecting dishes up to seven times per day.
- Prepare patients to be ready to eat meals on time, which would include getting patients up out of bed and sit .support patients up in bed.
- Assisting patients to eat meals.
- Accessing computer system for PAS administration and looking up patient results

Mental Effort

- Document care delivered to patients and have all entries counter signed by the Registered Practitioner.
- Participate in the verbal handover of patients.
- Frequent interruptions while delivering care to run errands, answer call bells, etc.
- Concentration required which carrying out certain clinical procedures.
- Required to continuously professionally update knowledge and skills and keep records of attainment.
- Attend required mandatory and other appropriate training programmes.
- Frequently answering enquiries on the telephone.
- Support with new staff induction and support training and development for the Health Care Assistants.
- Support, encourage and maintain patients' motivation for rehabilitation frequently on a daily basis
- Support those patients with speech difficulties by being encouraging and patient
- Support patients by providing a patient, professional approach and time as required to educate them in issues relating to their therapeutic needs e.g. relearning basic skills relating to activities of daily living following a stroke

Emotional Effort

- Caring for ill patients whose condition might not improve.
- Caring for patients who are dying.
- Dealing with upset, distressed, potentially angry patients / relatives, at least weekly.
- Planning working day effectively to meet the demands of the patients and ward staff.
- Caring for potentially aggressive / confused patients, as least weekly.
- Caring for patients who are acutely ill and unprepared for situation.
- Caring for patients where interventions have life changing impacts, e.g. stomas, amputees.

Working Conditions

- Handling and disposing of body fluids in the form of urine, vomit, faeces. This occurs on a daily basis.
- Assisting patients to use the toilet / bathroom every shift.
- Caring for incontinent patients.
- Frequent contact with materials in the form of wound dressings, bodily fluids, blood, aspirations and clinical waste
- Handle soiled linen every shift.
- Work in hot, often cramped conditions in small bay and side room areas.
- Exposed to unpleasant odours on a daily basis.
- Clean used and often contaminated equipment including frequent involvement with terminal cleaning

- Working with sharp objects where there is a risk of injury, e.g. cleaning away procedure trolleys.
- Occasionally caring for patients who are unkempt and infested.
- Working with patients and relatives who may be distressed and upset, who can sometimes potentially become verbally and physically aggressive.
- Frequent distractions to run errands, call bells etc.
- Often noisy environment due to high turn ward activity.
- Responding rapidly and altering work plans to meet the needs of emergency admissions.
- Responding to emergency admissions occasionally
- Occasional exposure to patients with infectious conditions and illnesses

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print):

Job Holder's Signature:

Date:

Line Manager's Name (please print)

Line Manager's Signature:

Date:

MEDICINE, URGENT CARE AND AMBULANCE SERVICE

**Senior Health Care Rehab Assistant
PERSON SPECIFICATION**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
QUALIFICATIONS	NVQ LEVEL II in Health and Social Care or equivalent level of competence and skills	NVQ LEVEL III or equivalent level of knowledge and skills	CV/Interview
KNOWLEDGE & EXPERIENCE	<p>Experience of working in a health care setting</p> <p>Ability to instruct/supervise new staff and other HCAs</p> <p>Ability to take on more advanced clinical procedures</p>		CV/Interview
SKILLS & ABILITIES	<p>Interest and enthusiasm for working in rehabilitation</p> <p>Ability to recognise when to seek advice</p> <p>Caring attitude</p> <p>Shows initiative</p> <p>Is able to work without direct supervision</p> <p>Effective team member</p>	Basic IT skills	CV/Interview

	<p>A contributor</p> <p>Recognises the importance of confidentiality and data protection</p>		
PERSONAL ATTRIBUTES	<p>Effective Communicator</p> <p>Maintains confidentiality</p> <p>Willingness to participate in quality initiatives</p> <p>Adheres to hospital policies and guidelines</p> <p>Adheres to Health and safety policies</p>		CV/Interview
OTHER RELEVANT REQUIREMENTS	<p>Flexible approach</p> <p>Satisfactory Police Check</p>	Isle of Man Worker	<p>Interview</p> <p>Pre-employment checks</p> <p>Application</p>