

Job Description

AFC P3379

TITLE: Early Intervention Assistant

DEPARTMENT: Early Intervention Community Team

LOCATION: Moseley Hall Hospital

PROFESSIONALLY ACCOUNTABLE TO: Divisional Director of Nursing and Therapies

BAND: Band 3

HOURS: 37.5 (Flexible)

The post holder will be expected to work within a flexible work pattern over a seven-day week

Job Purpose

As part of the integrated service provision the post-holder will work within the Early Intervention Community Service to assist in the prevention of inappropriate hospital admissions, the facilitation of hospital discharge and the provision of home-based treatment in line with the overall objectives of the service.

The post-holder will carry out personal care, health care, social support and deliver rehabilitation programmes under the supervision or instruction of a registered professional, He / she will work in partnership with patients, carers and other health and social care agencies to promote independence and will be expected to work multi professionally, support other team members' roles and contribute to the future development of the service.

Responsible for

- No direct managerial responsibility
- No direct financial

Main Duties

- Carry out care and interventions under the direction of a registered professional
- Implement individual programmes of care and rehabilitation as planned by registered nurses and therapists.
- Monitor patient progress and report changes to the registered professional and follow changes made to that care Plan.

- Provide timely and accurate information to registered Professionals to allow them to assess and evaluate patient progress.
- Assist registered Professionals to monitor and provide treatment, care and rehabilitation.
- Ensure timely inputting of relevant activity data within the designated timeframe agreed.
- Encourage and support the participation of the patient and their family / carers in their care where it is an agreed element of the care plan.
- Act to safeguard the patient taking emergency action where necessary, reporting any potential or actual risks to the patient to a senior team member immediately and following the safeguarding policy.
- Respect the dignity, wishes and beliefs of patients and carers; involve them in shared decision making; and obtain patient consent prior to all interventions.
- Order, deliver and install equipment as directed by a registered professional.
- Participate in handover and multidisciplinary meetings to facilitate the continuity of patient care by working in partnership with the wider health and social care economy.
- Communicate effectively both verbally and in writing with colleagues and stakeholders, utilising electronic methods of communication within Policy and Procedures set out by Information Governance.
- Maintain clear, accurate and concise records according to Birmingham Community Healthcare Trust guidelines for clinical record keeping.
- Plan and organise own workload taking into account the priorities set by the coordinating professional.
- Able to perform a range of community care procedures and clinical observations of care e.g. blood pressure monitoring, catheter care, urinalysis, measure and fitting of equipment accurately etc.
- To undertake lone working within a community setting and be aware of and able to deal with untoward incidences e.g. physical or verbal aggression and are able to adhere to Trusts guidelines, policies and procedures
- Observe, monitor, document and report any changes in the patient's condition to a senior member of the team by using own judgement and initiative skills.
- To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

Key Relationships

Establish and maintain effective communication pathways with the multidisciplinary team.

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the Health and Safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare Trust is committed to being an equal opportunities employer and welcomes applications from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the post holder will be based at Kenrick this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's disciplinary Procedure and, in the case of both computerised and paper based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Dignity in Care

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

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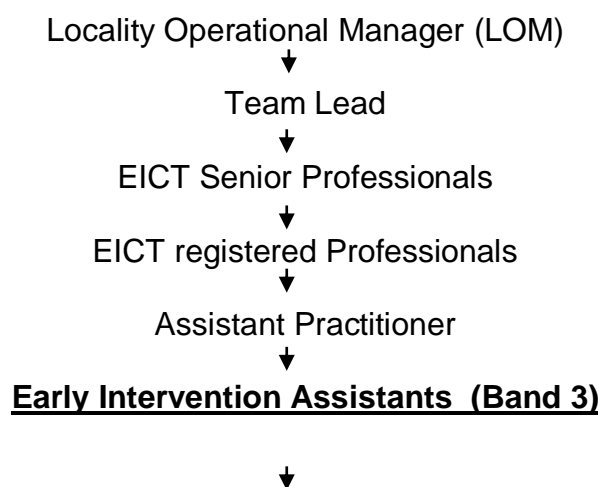
This Job Description will be subject to discussion and review on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE: _____

DATE: _____

Department Structure

The Purpose of this section is to show where the post fits into a structure and should show job titles, with the reporting levels above and below (if applicable). The job title of the post should be easily identifiable.



Administrator

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities change.

**A4C Banding No: P3379
PERSON SPECIFICATION**

Post	Rehabilitation Assistant	Band	3
Candidates Name		Panel names:	

Example key areas	Job requirements	W	How identified	M	Candidate score	Comments
Qualifications / training	English and Maths GCSE/Good standard of education NVQ level 3 in Health and Social Care or equivalent experience or evidence of completion of in house further opportunities programme	E E	T I/AP			
Experience	Relevant experience in delivering direct patient care in a health or social care setting. Experience of working in a rehabilitation setting.	E D	I/AP I/AP			
Skills/knowledge	Effective oral and written communication skills Basic IT Skills Able to work in a team Able to work independently Awareness of the needs of a multicultural, socially diverse population. Awareness of responsibilities related to Safeguarding Vulnerable adults and children	E E E E E E	I/AP I/AP I/AP I/AP I/AP I/AP			
	Good interpersonal skills Demonstrates awareness of the needs of individuals' minority groups. Demonstrates awareness of the responsibility to Safeguard Vulnerable adults and children.	E E E	I/AP I/AP I/AP			
Personal qualities	Good interpersonal skills Demonstrates awareness of the needs of individuals' minority groups.	E E	I/AP I/AP			
Other job requirements	Car driver. Ability to work Flexible hours eg Weekends / Bank Holidays	E E	I/AP I/AP			

W (Weighting) = high = H (3); medium = M (2); low = L (1).

How identified = application = AF; interview = I; test = T; presentation = P.

M (Marking) = excellent ability (4); good ability (3); adequate ability (2); potential (1); cannot demonstrate (x) **marks from interview questions, presentation and test to be transferred into this column.**

Candidate score = weighting (w) x marking (m).