

JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Meaningful Activity Coordinator, CHS Community Hospital wards
HOURS AND DURATION	Band 2
AGENDA FOR CHANGE REFERENCE NUMBER	As specified in the job advertisement and the Contract of Employment
DBS LEVEL	2632
REPORTS TO	Enhanced DBS with Adults Barred Lists Check
ACCOUNTABLE TO	Therapy Operational Leads (Community Hospitals)
LOCATION	Designated Line Manager
	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

JOB SUMMARY

The principle role of the Meaningful Activity Coordinator is to organise therapeutic activities for patients on the wards and to assist the ward team in the provision and delivery of patient care under the indirect supervision of registered practitioners:

- To evaluate and process referrals in order to ensure that patients receive the appropriate meaningful activities.
- To establish and maintain a therapeutic relationship with a changing group of patients.
- To liaise with carers, outside agencies, volunteers, hospitals and community resources as appropriate to ward activity provision.
- To support and encourage ward staff to support appropriate activities in addition to those provided by the Meaningful Activity Coordinator.
- To support patients in maintaining their health and wellbeing.
- To ensure that high standards are maintained in a safe environment, which promotes equality and sensitivity for all individuals.
- To assist registered professionals in the implementation and evaluation of individualised care plans.
- To accurately record patient information.
- To organise equipment for therapeutic activities using an allocated budget for ward based activities.
- To support patients during therapeutic activities, either individually or with groups of patients.
- To liaise with nursing/therapy staff to identify suitable activities for individual patients.
- To take responsibility for your own development, learning and performance including participating in clinical supervision.

To demonstrate skills and activities to other health care assistants and carers who are undertaking similar work.

MAIN DUTIES AND RESPONSIBILITIES:

To demonstrate the Trust's values in everything you do in the work environment and live up to LPT's Leadership Behaviours

1. DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION

- 1.1 To promote patient focused care.
- 1.2 To organise and manage own time according to a delegated workload to meet the patient's needs.
- 1.3 To assist the patient in carrying out activities, promoting patient comfort and wellbeing.
- 1.4 To contribute to the assessment, planning, implementation and evaluation of patient care.
- 1.5 To recognise and report changes in the patient's condition, and any issues in respect of their health and management of care to the registered practitioner.
- 1.6 To have a good knowledge of infection control, to reduce risk of health care acquired infections.
- 1.7 To assist other clinical areas within the Trust, as the clinical situation and staffing levels require.
- 1.8 To respond to urgent and emergency situations in accordance with Trust policy and as a member of the Multi-disciplinary Team.
- 1.9 To ensure that fully accurate, complete and contemporaneous patient records are recorded and maintained for each patient in accordance with agreed policy.
- 1.10 To establish and maintain effective communication with patients and their relatives/carers.
- 1.11 Within the scope of the role, to work collaboratively with the multi-disciplinary team.
- 1.12 To undertake specific organisational and administration duties as required.

2. ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION

- 2.1 To work with, and supervise the orientation and induction of new staff, students and other individuals on placement.
- 2.2 To work with, and support new staff, students and other individuals on placement to deliver safe and effective care.
- 2.3 To act in a professional manner and adhere to the LPT Uniform Policy at all times.

2.4 To act as a professional and clinical role model to all staff, patients and carers and the public at all times.

3. CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT

3.1 To undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role.

3.2 To participate in an annual appraisal via agreed Personal Development Review mechanisms.

3.3 To participate in clinical supervision.

3.4 To ensure own compliance with regard to mandatory training.

3.5 To be responsible for maintaining own skills, knowledge and competence for the role.

4. CLINICAL GOVERNANCE, REDUCTION OF RISK, SUDIT AND RESEARCH

4.1 To ensure that the delivery of care to patients meets the standards required by Trust Policy.

4.2 To adhere to Trust policies, procedures and clinical guidelines and ensures compliance of others, escalating any issues of concern to the line manager.

4.3 To promote and practice the highest standards of prevention and control of infection at all times as per Trust policy.

4.4 To contribute to continually monitor standards of care and contribute to the improvement of care, through benchmarking, audit and research.

4.5 To promote patient dignity, equality, diversity and human rights.

4.6 To maintain personal and professional boundaries and appropriately declare any conflict of interest.

5. MANAGEMENT AND USE OF RESOURCES AND INFORMATION

5.1 To ensure that all records that the role is responsible for, must be kept up to date and maintained in an accurate and diligent manner as per LPT policies.

5.2 To contribute to the effective and efficient use of clinical, physical and financial resources.

5.3 To use health related information only for the purpose of what it is intended for and in accordance with the Data Protection Act.

5.4 To ensure that confidentiality is maintained at all times and information relating to patients and staff personnel is used only in connection with authorised duties.

6. MAINTAINING A SAFE ENVIRONMENT AND QUALITY

- 6.1 To take responsibility for maintaining own and others Health and Safety and Security.
- 6.2 To ensure that own actions assist with maintaining best practice and regulatory standards.
- 6.3 To ensure that action is taken to report in line with Trust Incident Reporting Policy and to escalate any concerns regarding patient safety and clinical risk to the line manager.
- 6.4 To participate in and cooperate with concerns and complaints and as required.
- 6.5 To carry out duties in accordance with the Health and Safety at Work Act 1971.
- 6.6 To move and handle clients/service users and goods in ways that promote the health of the patient and care team, and are consistent with legislation.
- 6.7 To be responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice.
- 6.8 To assist and maintain a safe and hazard free area of work.

COMMUNICATION AND WORKING RELATIONSHIPS

To communicate complex and sensitive patient information where there is a requirement for tact, persuasion and there may be barriers to understanding.

To develop appropriate working relationships with:

- The patients, families and carers
- Registered practitioners and staff; and the wider multidisciplinary team
- And any other agency/stakeholders involved in the care of the patient.

ENVIRONMENTAL FACTORS

1. Physical Effort

- There may be a requirement for sitting and standing in a restricted position for short periods, i.e. driving to another Trust site.
- Lifting, pushing or pulling objects between 6 & 15kgs with a mechanical aid for short periods.
For example:- Setting up equipment for therapeutic activities. May be required to move patients in wheelchairs.
- This post will involve bending, kneeling, crawling for short periods.
For example:- Bending to provide interventions to patients in chairs or in a bed.

2. Mental Effort

- Occasional requirement for concentration where work pattern is unpredictable.
- Check detailed documents and operate machinery for less than 30 minutes at any time.
For example:- May need to move patients in a wheelchair to and from activities. Also need to check details in patient records about activities undertaken.
- This post may cause you to be interrupted frequently or continuously for fewer than half the shifts on average, which means that you may not have any prior knowledge of an impending interruption and you have to change planned activities in response to one.
- For example:- Planned activities may need to be changed due to ward environment.

3. Emotional Effort

- Occasional requirement to deal with distressing or emotional circumstances.

This post may expose you directly to distressing or emotional circumstances on an occasional basis. You may be caring for terminally ill patients/clients, dealing with difficult family situations or circumstances and dealing with people with challenging behaviour.

For example:- Terminal care of patients, supporting families, students, colleagues under the supervision of a qualified member of staff.

- You may be indirectly exposed to emotional circumstance on a monthly basis.
For example:- Supporting families/patients through the terminal phase of their life, delivering therapeutic activities to patients who may be confused, have dementia or unable to communicate.

4. Working Conditions

- Occasional exposure to unpleasant working conditions.
- There may be an occasional requirement to deal with highly unpleasant working conditions.
- This post may involve occasional direct or indirect exposure to either severe weather conditions, odours, fumes, vibrations, body fluid, infections, dust, humidity, unavoidable hazards, chemical and aggressive behaviour several times a week.
For example:- Exposure to body fluids, aggressive behaviour from unpredictable patients, having to deal with COSHH related items and patients with potential communicable infections.
- You may come into direct contact with fleas, lice, body fluids, foul linen, noxious fumes etc. less than three times a week.
For example:- body fluid, potential for lice or foul linen.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



**Recognising and valuing
people's differences**



Working together



**Taking personal
responsibility**



**Always learning and
improving**

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

PERSON SPECIFICATION

Job Title: Meaningful Activity Coordinator, CHS Community Hospital wards

Agenda for Change Reference No:

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Values 1.1 Compassion 1.2 Trust 1.3 Respect 1.4 Integrity	3 3 3 3		X X X X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 2.1 Level 2 qualification in functional skills Maths and English 2.2 Level 3 qualification in functional Maths and English or required to successfully complete within six months. 2.3 NVQ/QCF Level 2 in Care or equivalent qualification or equivalent relevant experience. 2.4 Care Certificate or Required to successfully complete within 12 months. 2.5 Willingness to enhance ones own education and professional development.	3 3 1 3 3	X X X X X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
3.1 Demonstrates skills in literacy, written, verbal and an ability to effectively use electronic information and computer technology.	3	X	X		
3.2 Demonstrates an understanding of the importance of quality of care	3		X		
3.3 Demonstrates an understanding of the role of Meaningful Activity Coordinator.	3		X		
3.4 Able to work under the direction of a registered practitioner.	3		X		
3.5 Ability to work efficiently, effectively and professionally in a multi-disciplinary team.	3		X		
3.6 Ability to work under own initiative.	3		X		
3.7 Good time management skills.	3		X		
Experience (both work and 'life' related)					
4.1 Experience of working in a healthcare environment.	1		X		
4.2 Experience of working with older adults with complex health difficulties/dementia.	1		X		
4.3 Experience of working therapeutically with older adults.	1		X		
4.4 Experience of working within a multicultural framework.	3		X		
Personal Attributes					
5.1 Physically capable to perform the role and responsibilities expected of the post holder, i.e. manual handling of clients/service users.	3		X		
	3		X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
5.2 Willingness to undertake further training and ongoing development.	3		X		
5.3 Ability to recognise own limitations and to effectively utilise supervision and support systems to ensure safe and effective delivery of services.	3		X		
5.4 Demonstrates an ability to act calmly in emergencies and to respond in a professional manner in occasional stressful and challenging situations.	3		X		
5.5 Willingness to be flexible to ensure delivery of service.	3		X		
5.6 Ability to demonstrate skills to others.					
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility Own transport or suitable alternative is required to travel between LPT sites	1				