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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | **Therapy, Support Worker/Assistant Practitioner** |
| **AGENDA FOR CHANGE BAND** | 4 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** |  |
| **DBS LEVEL** | Enhanced DBS with Adults Barred List Check |
| **REPORTS TO** | Clinical Lead |
| **ACCOUNTABLE TO** | Service Group Manager |
| **LOCATION** | 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** | |
| To provide effective, evidence-based treatment to those attending the Waterlily Inpatient Prevention Programme, which is an online intensive care provision for people with anorexia nervosa, within the East Midlands region.   * To plan, organise and deliver clinical care as agreed with the supervising practitioner, in line with clinical governance and within agreed professional standards and guidelines. * To use personal effectiveness and knowledge to contribute to the development, delivery and ongoing improvement of the Waterlily Programme. * To ensure a high standard of care for all attending the Waterlily Programme, by effective communication with patients, carers and the wider health care team. * To participate in clinical supervision and training. This may include the supervision and teaching of less experienced staff, as part of the Therapy Support Worker role. * To contribute to undertaking audit and evaluation of the service, to participate in research where appropriate. * To work proactively as a member of the multi-disciplinary and multi professional health care team, in support of registered practitioners. | |

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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. **To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge** 2. **To be responsible in the use and expenditure of the Trust’s resources that you utilise** 3. **Delivery of Effective Healthcare within the organisation**    1. Provide a range of structured therapeutic interventions and clinical monitoring in accordance with National guidelines and best practice within the Waterlily programme, facilitating both groupwork and care on a one-to-one basis.    2. Provide online and in person meal supervision as part of a planned programme of care.    3. Facilitate and co-facilitate therapeutic, educational and low-key group interventions.    4. Work closely with patients admitted into the service, who may be identified to be of moderate complexity, under the supervision of a Registered Professional.    5. Provide face to face care to patients in the community, providing support with activities of daily living, particularly related to food and eating, including within the patient’s home.    6. Provide support to patients with additional needs, flexibly diversifying materials and approaches to treatment, to enable such patients to engage and benefit from the Waterlily Programme.    7. Use techniques derived from one or more therapeutic models to engage and optimise patients’ treatment outcomes and to support their long-term care plan.    8. When indicated, support referrals to or signpost on to a range of other specialist and third sector services.    9. Work closely with, support and provide information to patients’ families/loved ones and wider community services that support the patient’s care-pathway.    10. Facilitate or co-facilitate a Loved Ones Skills group, providing key information and guidance on how families and carers can support their loved one through recovery.    11. Work flexibly across the regional teams to support service need. 4. **Establishing Effective Leadership and Communication**     1. Work with and supervise the orientation and induction of new staff, students and other individuals on placement.    2. Work with and support new staff, students and other individuals on placement, to deliver safe and effective care.    3. To create and maintain appropriate and supportive relationships with clients/service users to enhance wellbeing. 5. **Continuing Education, Professional and Personal Development**    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role    2. Participate in supervision via agreed review and appraisal mechanisms    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.    4. Provide support and advice and liaise/engage with partnership agencies, multi-disciplinary teams and the wider community where appropriate. 6. **Clinical Governance, Reduction of Risk, Audit and Research**    1. Ensure that the delivery of care to clients/service users meets the standards required by Trust Policy.    2. Utilise organisational risk assessment tools appropriately and act on the findings.    3. Adheres to Trust policies, procedures and clinical guidelines and ensures compliance of others, escalating any issues of concern to the line manager.    4. Promote and practice the highest standards of prevention and control of   infection always as per Trust policy.   * 1. Contribute to continually monitor standards of care and contribute to improvement of care, through benchmarking, audit and research.   2. Participate in and contribute to patient and public involvement activities.  1. **Management and use of Resources and Information**    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.    2. To maintain accurate and contemporaneous clinical records of care given.    3. Provide concise and accurate handovers to other members of the local and wider care teams.    4. Ensure confidentiality is always maintained and information relating to patient / users and personnel is used only in connection with authorised duties.    5. Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection Act. 2. **Operating with Quality in everything you do and Maintaining a Safe Environment**     1. The postholder is required to comply with and actively promote the organisation’s Equal Opportunities policy. |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| * Maintain excellent communication with patients, relatives and members of the team regarding all aspects of care, demonstrating a variety of communication skills in accordance with patient need. * Maintain clear, concise and legible documentation in accordance with organisational policy. * Use a range of verbal and non-verbal communication tools to a high standard, in order to communicate complex information effectively, to service users, families, colleagues, team members and other agencies, in regards to all aspects of the treatment programme. * Reflect on barriers to communication and use knowledge of different methods to support and improve communication with individuals. * To communicate appropriate information to and from other departments/service areas as required. |
| **ENVIRONMENTAL FACTORS**   1. **Physical Effort**    1. An occasional requirement to exert moderate physical effort . 2. **Mental Effort**    1. Concentration whilst undertaking assessment and therapeutic interventions with patients and when completing paper and computer records. 3. **Emotional Effort**    1. Exposure to distressing or emotional circumstances 4. **Working Conditions**    1. Clinical work will be carried out between NHS premises, working from home and community visits.    2. Some environments may be unpleasant, uncomfortable or may have patients presenting with challenging behaviours and/or high emotional distress. This may include compensatory behaviours, self-harm, and verbal conflicts.    3. Daily use of keyboard and VDU |
| 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:



## 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.

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| 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 to 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**

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
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| **Appli-cation form** | **Intervi-ew** | **Test** | **Prese-ntation** |
| Demonstrates a commitment to the Trust’s Behaviours **1.1** Valuing one another  **1.2** Recognising and valuing people’s differences  **1.3** Working together  **1.4** Taking personal responsibility  **1.5** Always learning and improving | 3  3  3  3  3 |  | x  x  x  x  x |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  **2.1** NVQ Level 4 or equivalent experience in a relevant field, or willingness to work towards.  **2.3** Ability to demonstrate literacy and numeracy skills to at least GCSE grade A – C (Functional Skills Level 2) | 3  3  3 | X  X  x |  |  |  |
| Knowledge and Skills 3.13.1 Excellent communication and interpersonal skills  3.2 Ability to observe and to  report and document  observations clearly and  succinctly.  3.3 Understanding of the role of  the therapy support worker within the Waterlily team.  3.4 Insight into own strengths and  areas for development, seeking  advice where appropriate.  3.5 Basic understanding of  common conditions relating to  Mental Health and Eating Disorders.  3.6 Understanding of and  adherence to boundaries of  practice and professional conduct | 3  3  3  3  3  3 | X  X  X  X | X  X  X  X  X  X |  |  |
| **Experience (both work and ‘life’ related)**  **4**.1 Relevant clinical  health care practice experience.  4.2 Experience of facilitating meal supervision with patients with anorexia nervosa.  4.3 Experience of working under  Supervision.  4.4 Experience of effective team work.  4.5 Experience of delivering groups to patients with anorexia nervosa. | 3  3  3  3  3 | X  X  X  X  X | X  X  X |  |  |
| **Personal Attributes**  5.1 Ability to collect, record and  organise information and data  systematically using manual  records and IT systems.  5.2 Ability to work under pressure  and to manage time effectively.  5.3 Ability to work without direct  Supervision.  5.4 Flexible and adaptable in  approach to work.  5.5 Sensitivity to service users’  emotional and cultural needs.  5.6 Ability to use own initiative.  5.7 Committed to on-going  personal and career development  and willing to undertake further  education, training and  development relevant to the post.  5.8 Commitment to upholding the  Values (6C’s) of the Trust.  5.9 Satisfactory attendance  record over the previous two  years.  5.10 Ability to work effectively on  an individual basis and as part of  a multi-disciplinary team.  5.11 Ability to use IT systems  (Microsoft Word, Excel,  Outlook, Internet/Intranet, | 3  3  3  3  3  3  3  3  3  3  3 | X  X  X  X  X  X  X  X  X | X  X  X  X  X  X  X |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  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  3  3 | X  X  X | X  X  X |  |  |
| **Mobility**  Own transport or suitable alternative. Dependence on public transport is not suitable for this role | 3 | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |