

JOB DESCRIPTION

Job Title:	Rehabilitative Palliative Care Assistant
Reports to:	IPU Clinical Manager with regular supervision from the Therapy Lead
Location:	Inpatient Unit
Hours of work	30 hours per week - flexible working pattern
Annual Leave:	25 days (increasing to 27 after 5 years and 31 after 9 years) plus Public Holidays

JOB PURPOSE

Tapping House (TH) is a leading provider of palliative care services in Norfolk. We are an independent charity delivering innovative and specialist rehabilitative therapy, end of life care and bereavement services.

This post supports the Inpatient Unit team fulfil their objectives, ensuring the fundamentals of care are provided at the point of contact and ensures delivery of a range of interventions to meet the needs of patients within the IPU setting using a holistic approach. The post holder plays a critical role in empowering the IPU team to embed the principles of rehabilitative palliative care.

Care provided is planned to be appropriate to the patient's needs and stage of illness and uses a rehabilitative approach to promote quality of life. The Rehabilitative Palliative Care Assistant is involved in carrying out rehabilitation interventions, as supported by the therapy team

The Rehabilitative Palliative Care Assistant works closely with the nursing and therapy team to support programmes of rehabilitation, reablement and health promotion with the aim of promoting quality of life and well-being thus ensuring:

Optimum health and wellbeing by encouraging as much independence as is appropriate, nutrition, hydration and medical compliance of patients and maintain daily records according to TH policy.

- The highest level of patient care is achieved at all times in the most effective manner.

MAIN DUTIES

Clinical

To be patient-centred in defining an individuals' goals and engage in a treatment/support programme that works towards mutually agreed goals with particular emphasis on adaptation to illness, changing function and the development of self-management strategies,

Deliver activities, interventions or treatments aimed at the achievement of specified goals.

Work in conjunction with the IPU team of registered nurses (RNs) and palliative nursing assistants (PNAs) to deliver personal care and support to patients staying on the IPU.

Enable people to choose and participate in activities that are meaningful to them,

As part of the IPU team be involved in team and therapy caseload review meetings as well as wider Multi-Disciplinary Team meetings.

Support individuals to retain, regain and develop the skills to manage their lives as far as possible,

To communicate sensitively with patients, carers, families and staff using advanced communication skills.

To work as an integral part of the multidisciplinary team, ensuring that the needs of patients and carers are identified within a holistic framework, that includes physical, psychological, social and spiritual needs, fostering an interdisciplinary approach to rehabilitation,

To provide therapeutic and rehabilitative interventions within the IPU, often with a wellbeing and end of life 'wishes' focus, with the support of therapy colleagues and with the aim of addressing symptoms such as pain, anxiety and breathlessness.,

To maintain clear referral processes for external and internal services/teams and support the smooth transition of patients between services,

To maintain accurate and contemporaneous clinical records, using SystmOne electronic patient records,

To liaise with carers and external agencies regarding therapeutic interventions/activities and to play an active role in discharge planning when appropriate,

Physical, Mental and Emotional

To be able to cope with change and organisational developments,

To be able to cope emotionally with difficult and complex communication issues, demonstrate resilience and coping strategies, and to support team members at difficult times.

To engage with restorative clinical supervision on a regular basis.

Education and Development

To contribute to the safe and competent use of all equipment/aids used,

To use and instruct others (such as health and social care professionals, or carers) to use moving and handling techniques as required by the individual and their environment according to own competence and supporting IPU staff to ensure moving and handling care plans are adhered to.

To take responsibility for own continued personal and professional development through participation in individual development review, clinical supervision and other educational activities,

To keep up-to-date with local and national developments in palliative care,

To contribute to the orientation, development and support of other staff and students working in other clinical areas,

To foster a philosophy of continuous learning and evaluation and to take responsibility for own and care volunteers' development, identifying training and education needs.

Disclosure and Barring Service (DBS) Check

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended) and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

Information Security, Confidentiality, and Records Management:

- The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.
- This post is subject to the Rehabilitation of Offenders Act 1974

(Exemptions) Order 1975, and such will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Band 3 (Hospice Equivalent) Rehabilitative Palliative Care Assistant

	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<p>To have demonstrable experience of working with people</p> <p>To have the ability to communicate with patients, including those with hearing difficulties, cognitive impairment and potentially aggressive / challenging behaviour</p> <p>To have experience in working in a physiotherapy or occupational therapy setting</p> <p>To have an understanding of a wide variety of conditions</p> <p>To have experience in liaising with other staff within the MDT on the patient's progress / issues</p> <p>To have excellent time management and organisational skills</p> <p>To be computer literate.</p>	<p>To have knowledge of rehabilitation treatments and activities</p> <p>To have evidence of ongoing personal development</p> <p>To have experience of working within palliative care</p>

QUALIFICATIONS & TRAINING	<p>NVQ level 2 in health and social care</p> <p>GCSE or equivalent in English</p> <p>Good spoken, written and understanding of the English language</p>	NVQ level 3 in health and social care
APTITUDE & ABILITIES	<p>Working within a team</p> <p>To be skilled in dealing with anxious and distressed patients and relatives</p> <p>To be independent and able to accept responsibility</p>	To have the ability to work autonomously with individuals/groups within a supportive environment.
	<p>To have good communication skills</p> <p>To have the ability to recognise own limitation, and when to access advice and supervision</p> <p>To be able to pay attention to detail.</p> <p>Understanding of confidentiality.</p> <p>Calm, sensitive and empathetic disposition.</p>	
DISPOSITION / ATTITUDE / MOTIVATION	<p>To have the ability to work without direct supervision</p> <p>To have the ability of problem solving</p> <p>To have a co-operative nature and be able to get on well within a multidisciplinary team</p> <p>To have interest in lifelong learning.</p> <p>Able to work well within a busy environment.</p>	

OTHER		Full UK driving Licence holder Access to own transport
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