



Job Description

1. JOB DETAILS

Job title: Activity Coordinator

Accountable to: Ward Manager

Location: Ward 4 West Cumberland Hospital

2. JOB SUMMARY

(A brief description of the main purpose of the post)

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

- To organise, initiate and supervise activities for the patients on the ward.
- To create an environment where the patient feels comfortable and able to take part
- To plan and implement individual and group activities which may include the patients families
- To monitor and evaluate the effectiveness of the activities
- To liaise and work with other members of the multidisciplinary team
- To ensure that relevant information is communicated with the families and nursing team
- Actively encourage families to be involved in sessions
- Maintain patients privacy and dignity at all times and provide a compassionate and sensitive approach
- Be an effective part of the multidisciplinary team
- Postholder will be expected to contribute to housekeeping, general tidiness of activity area

Contributes to the work of the department by working under direct or indirect supervision of registered practitioners or assistant practitioners

3. ROLE OF DEPARTMENT

Ensure that the organisation and leadership of nursing and midwifery services supports the delivery of the highest standards of patient care in the pursuance of the Trusts objectives. The core nursing team is responsible for ensuring that effective systems of work are in place to ensure the safe delivery of evidence based patient care. Support effective patient flows and management of resources in the allocated clinical area in the trust

4. ORGANISATIONAL CHART

Matron / Lead Nurse
Ward Manager
Deputy Ward Manager (Band 6)
Registered Nurse (Band 5)
Healthcare Assistant (Band 3)
Healthcare Assistant (Band 2)
Activity Coordinator

5. KEY WORKING RELATIONSHIPS

Patients and their relatives/carers
Members of the multidisciplinary team
Staff from other wards and departments
External agencies
Members of the general public

6. DUTIES AND RESPONSIBILITIES OF THE POST

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- To create and lead on the use and adapt an individualised programme of activities which will enhance the patient experience whilst they are in hospital
- To promote patient focused care
- To organise and manage own time according to a delegated workload to meet the patients needs
- To assist the patient In carrying out activities to promote wellbeing
- To recognise and report and changes in the patients condition to the nurse in charge
- Being familiar with, and adhering to Trust policies and guidance on infection prevention and control.
- Including infection prevention and control as an integral part of your continuous personal / professional development.
- Taking personal responsibility so far as reasonably practicable, in helping ensure that effective prevention and control of health care acquired infection is embedded into everyday practice and applied consistently by you and your colleagues.
- Administration
- Greet and receive patients, carers and other visitors to the ward / department in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Provide and receive routine messages accurately and in ways that are understood by the recipient, referring issues to the appropriate person

where necessary. This could be face to face, written, verbal or by using the IT system.

- Reports to the nurse (or relevant clinician) coordinating the team activities:
- Information received from the patients, carers and members of the MDT
- Information appropriate to the patients comfort and well being.
- Maintain accurate timely records.
- Report any accidents or incidents as per Trust policy.
- Use the Trust computerised patient information systems for entering or retrieving patient information and tracking notes.
- Maintain up to date and tidy patient information and notice boards.
- Ensure communication is consistent with legislation, policy and procedure.
- Ensure all patient related information is treated sensitively and adhering to the principles of confidentiality at all times

Additional duties

- Notify appropriate person regarding events or observations or equipment faults.
- May be first point of contact for a complaint, or incident therefore must ensure an appropriate response and that it is reported in a timely manner.
- Promote Health and Safety maintaining best practice in Health Safety and Security
- Contribute to the improvement of service by reflecting on own practice and that of others.
- Take pride in the environment by maintaining cleanliness and tidiness of all patient and staff areas, actively promoting a tolerable noise level both day and night,
- promoting adherence to infection control and nutrition policies by all members of team.
- Regularly attend ward / departmental meetings and contribute positively to discussions about the improvement of patient care.
- Attend staff engagement meetings.
- Observe personal duty of care in relation to equipment and resources used in course of work.
- Be responsible for securing patients valuables and property as per Trust policy
- Comply with Dignity and Respect at work policy.
- Participate in audits and surveys as required relating to own work
- Act in ways which support Equality and value Diversity.
- Comply with Trust Uniform Policy and Dress Code
- Has the awareness and ability to address the basic needs of patients / clients.
- with regular interruptions some requiring immediate response.
- Able to re-prioritise work in order to accommodate unexpected demands and meet deadlines to maintain service delivery.
- When experienced will be expected to undertake several tasks at one time switching tasks throughout the shift.

Education

- Attending Trust Induction Programmes and statutory education programmes in infection prevention and control.
- See essential requirements.
- Maintain and improve knowledge, skills and competence to ensure high standards of patient care.
- Be responsible for own development, identifying training needs, set personal objectives and attend appropriate training as agreed by line manager.
- Understand and be able to carry out reflective practice.
- Adheres to Trust policies and procedures.
- Engage in Trust education and training relevant to role.
- Complete all required mandatory training, some of which is online.
- Understand basic food hygiene concepts, may be required to assist patient with nutrition.
- Engage in lifelong learning and continuous skill development.
- Support registered staff who have students.
- Promote mutual respect for the contribution of all members of the team.
- Demonstrate own duties to new or less experienced staff.
- Responsible for ensuring extended scope training completed pertinent to role
- Comply with annual updates.

7. WORK SETTING AND REVIEW

You will work and duties will be set, directly managed and indirectly supervised by a registered nurse. The Ward Manager or deputy will review performance and undertake appraisal, supporting the development of band 2 Activity Coordinator. Providing mentorship when requested by ward manager

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is

contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

PERSON SPECIFICATION

POST TITLE:

Factor	Essential	Desirable
Qualifications	Maths and English	National Care certificate or commitment to complete as part of induction process.
Knowledge & Experience	<ul style="list-style-type: none"> • Ability to maintain and improve knowledge, skills and competence to ensure high standards of patient care. • Ability to meet basic care needs of patients, • Understanding of confidentiality 	Previous/similar experience in activities/music therapies/crafting skills
Skills and Aptitudes	<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Ability to work as a member of a team. • Ability to use initiative appropriately. • Organisational skills.. • Ability to demonstrate the compassionate values and behaviours needed for dignified care. 	IT skills. Keyboard skills. Extended scope of practice pertinent to role
Personal Circumstances	<ul style="list-style-type: none"> • Ability to communicate with members of the public and health care providers • Enthusiastic • Presents self as courteous, respectful and helpful • Ability to work effectively under direct supervision, as part of the multi-disciplinary team 	
Other requirements	Alignment to Trust Values and Core	Refer to the KSF

	Behaviours	matrix for appropriate level http://cptportal.cumbria.nhs.uk/SiteDirectory/learningnetwork/Pages/KnowledgeandSkillsFramework.aspx
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Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.