

JOB DESCRIPTION

| | |
|-------------------------------|------------------------|
| <u>JOB TITLE:</u> | Activities Facilitator |
| <u>GRADE:</u> | Band 3 |
| <u>DEPARTMENT</u> | As Designated |
| <u>LOCATION:</u> | As Designated |
| <u>RESPONSIBLE TO:</u> | Ward Manager |
| <u>ACCOUNTABLE TO</u> | Multidisciplinary Team |

MAIN PURPOSE OF THE JOB

The post holder's focus will be to work towards creating an activity-based culture on the Inpatient ward environment. They will both provide and co-ordinate a range of social, recreational and leisure activities within the ward.

The post holder will also undertake designated tasks from both nursing and Occupational Therapy treatment plans for identified individuals. The Post holder will receive regular supervision from an identified supervisor within the ward team.

To plan, implement, evaluate and record a range of social, recreational and leisure activities within the ward

In conjunction with qualified nursing and Occupational Therapy staff, co-ordinate a timetable of activities on each area to be implemented by self and support worker staff

To work with individual service users on delegated areas of their treatment plans to help facilitate recovery.

To contribute to the monitoring, evaluation and modification of service users' interventions in order to measure progress and ensure effectiveness

To develop and demonstrate an understanding of the Occupational Therapy process, particularly activity analysis and graded interventions

To contribute to the overall ongoing risk assessment carried out by the MDT

To ensure an appropriate environment and equipment is available to carry out identified activities

To take a leading role in the co-ordination of activities on the wards and in the wards' Protected Therapeutic time

To receive fortnightly supervision from alternating Senior Occupational Therapist and Senior Nurse

To participate in the Appraisal process and have regular Individual Personal Development Plan (PDP)

To attend Induction and Statutory and Mandatory training as identified by the Trust

To participate in relevant training as identified via supervision and PDP

To participate in training of Occupational Therapy and nursing students in areas identified and delegated by qualified staff

To participate in team Continued Professional Development (CPD) activities

Demonstrate commitment to the vision and values of the Trust

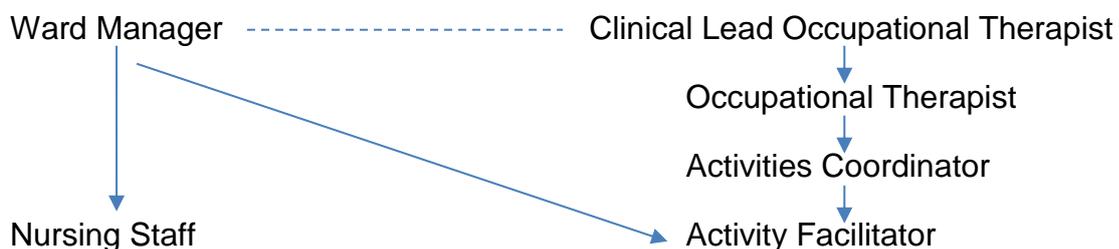
VISION AND VALUES

Our Vision is: "To work together, with compassion and care, to keep you well over the whole of your life."

Our Values are:-

- Caring Compassionate
- Respectful
- Honest and Transparent

ORGANISATIONAL CHART



COMMUNICATION & RELATIONSHIPS

Requires excellent communication skills; visual, oral and written

To feedback promptly observations and information within the electronic health care record, in written communication and verbally as required regarding all interventions

To complete necessary written documentation regarding client contact in an appropriate timely manner in accordance with Trust policy

To establish effective communication networks with service users, carers, all members of the multi-disciplinary team and other community agencies

To communicate with clients in a tactful and respectful manner, being aware of any barriers to communication with the use of diplomacy and persuasive and/or reassurance skills where necessary

To use verbal de-escalation skills where patients become upset, angry or present with challenging behaviours

To ensure all written and electronic records are up-to-date and maintained in accordance with Trust policies

To record statistical information as required

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

Qualification NVQ Level III or equivalent level of knowledge or experience with working in groups

Experience which can demonstrate skills acquired in a recent or current mental health setting

Experience which can demonstrate leadership skills and the ability to self- motivate

Experience of training others in a skill or task

Experience of involvement in group based interventions

ANALYTICAL AND JUDGEMENTAL SKILLS

Respond to the environment of a busy ward environment, assessing patients' responses to activities, altering programmes of activities to meet patient need and to make decisions on the best course of action

Ensure the safe use and storage of equipment and materials in line with health and Safety guidelines

Use reflection to develop own skills and practice

Be aware of and adhere to all Trust policies and procedures

Be able to work independently

PLANNING AND ORGANISATIONAL SKILLS

To carry out a variety of activities which requires excellent planning and organisational skills

To plan own diary in effective and efficient way

Prepare sessions and environments in advance to minimise risk and maximise therapeutic benefits

To exercise good time management

To prepare and implement a wide range of group and individual activity sessions

PHYSICAL SKILLS

To be trained in the use of PMVA and to attend regular updates

Be able to engage in a range of therapeutic activities, which may require fine and gross motor skills

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

Plan and implement programmes of activities within a framework established between the Senior Occupational Therapist and the Senior Nurse on the ward

Contribute to the monitoring, evaluation and modification of interventions, in order to monitor progress and ensure effectiveness

Demonstrate ability to work flexibly to meet the needs of service users which may include working extended hours over 7 days a week

Provide group activities and individual patient support

Provide feedback to the multi-disciplinary team and contribute when asked to clinical reviews and risk assessments

POLICY AND SERVICE DEVELOPMENT

To be aware of and adhere to all Trust policies and procedures

To contribute to the team's and Trust's Clinical Governance process

To participate in relevant audits of service provision

FINANCIAL AND PHYSICAL RESOURCES

To be responsible for small amounts of cash relating to petty cash available for therapeutic activities

To monitor and be responsible for the tracking and safe storage of equipment before and after use

To advise and contribute to the ordering of stock/equipment

To be aware of managing the best cost options and use of resources

HUMAN RESOURCES

Provide advice to less experienced staff in own work area

INFORMATION RESOURCES

Good knowledge of word processing and use of electronic equipment

Contributes to the integrated health records relating to clients and their care

RESEARCH AND DEVELOPMENT

Undertakes audits or surveys as necessary

FREEDOM TO ACT

Responsible for the planning and delivery of daily activities under the direction and supervision of the Occupational Therapist or Nurse

Adhere to the policy and local guidelines on lone working

Supervision is available on a regular basis

Adhere to trust policies and procedures

PHYSICAL EFFORT

A degree of physical effort required

Carrying out physical exercise, moving and handling objects and accessing community services

Good general health required

Ability to undertake PMVA

MENTAL EFFORT

Normal care and attention

Occasional requirement for concentration

EMOTIONAL EFFORT

Ability to cope with exposure to distressing and emotional incidents. Can be subjected to verbal abuse from service users, patients and carers by telephone or in person

Understand risk monitoring and environmental awareness

WORKING CONDITIONS

Occasionally exposed to unpleasant working conditions

Occasionally exposed to verbal aggression and possible contact with bodily fluids

May have occasion to work outside and be subjected to inclement weather

SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.

2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**
3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

| | <u>Essential</u> | <u>Desirable</u> |
|---|---|-------------------------|
| <u>Education and Qualification</u> | Formal qualifications eg. NVQ Level III or willing to work towards, or equivalent level of knowledge | |
| <u>Knowledge and Experience</u> | Experience that can demonstrate skills acquired in a care setting Knowledge of a range of leisure/creative technical activities | |
| <u>Skills and Competencies</u> | Recent or current experience of working in a mental health setting Experience that can demonstrate leadership skills and ability to self-motivate Experience of training others in a task or skill Involvement in group based interventions History of positive work record Excellent communication skills Good literacy skills Ability to use PC Ability to time manage efficiently Ability to engage in therapeutic relationships with people Understand the competency boundaries of the Activity Facilitator role | |

| | | |
|--|--|--|
| | | |
| <u>Personal Characteristics</u> | <p>Approachable and friendly</p> <p>Work well in pressured environments</p> <p>Can respond positively to feedback and supervision</p> <p>Is reflective and insightful</p> <p>Sufficiently robust to deal with demanding and sometimes challenging clinical situations</p> <p>Is reliable, efficient and hard-working</p> <p>Can self-motivate and remain positive</p> <p>Awareness of own development needs</p> <p>Practical knowledge of a range of leisure, educational, vocational, and technical activities, and ability share these with others</p> | |
| <u>Additional Requirements</u> | Ability to meet the mobility and geographical requirements of the post | |