

Job Description

Post: Activity worker

Salary Scale: Band 3

Unit : Mental Health Services - Inpatient

Professionally and Managerially Accountable to: Ward Manager

Job Purpose:

To support the clinical team in providing a meaningful and therapeutic day for the patient group by providing diversional activities, support and practical assistance with or without the direct supervision of qualified staff. To establish and maintain a rapport with the patients, carers, relatives and visitors and to contribute to a positive and welcoming atmosphere.

Principal Accountabilities

- To provide assistance to the clinical team in providing delegated interventions and support to the client group at a level that is appropriate to the experience and skills base of the post holder.
- To contribute to maintaining a positive physical and emotional care environment.
- To carry out specific tasks involving direct nursing care without the direct supervision of qualified staff. To work collaboratively with other members of the multi-disciplinary team.
- To exercise autonomy within the parameters agreed with the Clinical Manager in order to achieve the above.

Main Summary and Duties and Responsibilities:

1. DELIVERY OF THERAPUETIC ACTIVITIES

1. To assist with the development and delivery of a structured therapeutic activities programme with the support from the Multi-disciplinary team

- 1.1. Initiate, plan and provide a range of diversional activities that are suitable to persons' needs and will assist the nursing staff in their assessment of each person's mental health needs.
- 1.2. To support the clinical team in creating a therapeutic environment and structuring the patients day, planning and delivering appropriate activities and engaging with Patient
- 1.3. To ensure effective communication with the clinical team, accurately reporting observations and changes in an individual's presentation, both through verbal and written reporting mechanisms.
- 1.4. In the event of emergency situation, take any necessary action required according to procedures and protocols to ensure the health and safety of others.
- 1.6. Undertake specific tasks to support carers of clients as agreed with qualified staff without direct supervision.

2. ADMINISTRATIVE DUTIES

- 2.1. Maintenance of accurate records with the support/supervision of qualified staff.
- 2.2. Adhering to correct procedure in relation to communication systems, taking phone calls,
- 2.3. Assist in the administrative/clerical duties associated with engagement of therapeutic activities, recording and escalating any risk or concerns.
- 2.4. Ordering of specific items as delegated by senior staff.

3. HOUSEKEEPING

- 3.1. Ensuring a safe and orderly working environment, particularly in regard to specific working practices required by the role.
- 3.2. Where delegated, contributing to the monitoring of equipment and the environment, carrying out periodic health and safety checks and reporting any deficiencies.
- 3.3. Where delegated as such to undertake specific duties in relation to the maintenance and ordering of supplies

A Maintain the safety and security of patients and their property:

- A.1 Understand the requirements of the observation policy and its implementation.
- A.2 Check the identity of visitors and refer to appropriate personnel.
- A.3 Report any accidents/incidents involving patient/staff/and others to the nurse in charge.
- A.4 Ensure the safety/security of the care environment is maintained

B Promote the patient's personal hygiene and self care:

- B.1 Support/assist the patients in all aspects of personal hygiene if required.
- B.2 Advise patients of suitability of appropriate clothing as necessary.
- B.3 Assist/support the patient with activities of daily living if required.
- B.4 Work in a manner that promotes patient independence and recovery

C Contribute accordingly towards patients individual and group activities:

- C.1 Ascertain patient's interests / hobbies and personal history.
- C.2 Check if resources are available.
- C.3 Assist and involve the patient on planning activities.
- C.4 Support/accompany patients in implementing planned activities.
- C.5 Work closely with OT/Physio and psychology to support in the development and assistance of therapeutic groups

D Escort/accompany patients to enable them to access community facilities and other care services:

- D.1 Awareness of risks presented by the patient
- D.2 Ensure the patient is prepared for the journey and understands why/where they are attending
- D.3 Ensure patient is suitably dressed.
- D.4 Escort patient to the required appointment.
- D.5 Feedback outcome of appointment to nurse in charge

J Respond appropriately to emergency situations:

- J.1 Summon the appropriate assistance.
- J.2 Take appropriate action to maintain safety/well being of patient.
- J.3 Provide the necessary assistance when help arrives.
- J.4 Record events appropriately.
- J.5 Support other patient's during/after emergency.

K Provide the necessary level of support to visitors (friends/relatives/ advocates):

- K.1 Support patients in maintaining personal contacts.
- K.2 Support the visitors during visits to patient.
- K.3 Take time to listen to the visitors who have concerns about the patient.
- K.4 Refer visitors to appropriate personnel for information regarding patients.
- K.5 Must have awareness of Triangle of Care

L Develop the necessary skills and knowledge to meet the requirements of your role in meeting the physical and psychological needs of the patients:

- L.1 Participate in performance reviews of personal development and training needs.

- L.2 Attend statutory training and updates as required.
- L.3 Actively participate in in-service training programmes.
- L.4 Assist qualified staff in the induction of new staff.
- L.5 Act as a positive role model in carrying out all aspects of patients care.
- L.6 Recognise some of the more common side effects of medication and report to qualified staff.
- L.7 Understand some of the implementations of the 1983 Mental Health Act and how it may affect the rights of the patient

Contacts in the Trust will principally be the nursing team, the nursing staff across site, bank nurses, medical team, social workers, occupational therapist team, other health professionals, community nurses, and facilities staff.

Contacts outside the Trust will principally be patients and their relatives/visitors, visitors to the ward, health care professionals within the black country, student nurses on placement, and the emergency services.

Summary

This role description is a summary of the key areas of competence and is not an exhaustive list of duties. The activity worker is required to work within the framework of the organisational policies and procedures and carry out any tasks that are required to ensure the smooth running of service delivery.

The role of the activity worker is constantly changing and this role description will be reviewed with the post holder from time to time as a result of staff development and performance review.

The activity worker is a highly valued member of the team and will be given the opportunity to work towards gaining a relevant qualification and consideration will be given to supporting other training appropriate to their role.

It is the duty of all employees of Black Country Healthcare NHS Foundation Trust to ensure that there is a safe working environment and that safe working practices are maintained at all times.

This is a rotational post. The post holder will work shifts over 24 hours between across day shift duties, 365 days a year to suit the needs of the service.

This post is subject to DBS disclosure.