

JOB DESCRIPTION

Job Title: Exercise Therapy Assistant
Department/Ward: Exercise Therapy
Location:
Responsible to: Exercise Therapy Team Manager

Main Purpose of the Job:

To assist the exercise therapists in the treatment of service users with a wide range of mental health conditions. Supervise patients using the exercise equipment ensuring they adhere to the correct techniques and follow the prescribed programme. Work in the hospital and community facilities. Carry out routine administration and domestic duties.

You will work as part of a multi disciplinary team and be responsible for liaising with ward staff and other professionals in relation to service users attending the department.

You will be required to facilitate exercise and health promotion groups within a hospital and community setting and be expected to relay any concerns to the exercise therapist.

Develop therapeutic relationships with service users to promote engagement, provide support, motivation and encouragement.

Dimensions:

Accountable to the Exercise Therapy Team Manager

Organisational Chart:

Exercise Therapy service manager /lead

Exercise Therapy Team Manager

Exercise Therapists

Exercise Therapy Assistants

Knowledge, Skills, Training and Experience

- Reps level 2, gym instructor. Reps level 3 Exercise Referral
- Membership of British Association of Sport and Exercise Science (BASES)
- Relevant qualifications to facilitate exercise groups eg circuits, boxercise
- Take responsibility for personal career development with assistance from senior staff.
- Experience of working in a gym environment and facilitating exercise groups.
- Experience of working in mental health.
- Good organisation and time management skills.
- The ability to communicate with service users, carers, nursing staff and staff from the MDT.
- Qualified to NVQ 3.
- Good computer skills, be able to complete word processing tasks and navigate electronic records system (RIO).
- PMVA training (provided by trust).

Communications and Relationships:

- Be able to communicate with service users using empathy, tact and persuasion skills.
- Be able to motivate service users to attend when their mental health causes a barrier.
- Liaise with nursing staff, care co-ordinators and consultants regarding patient treatment programmes and attendances. Attend MDT meetings.
- Liaise with carers to arrange appointments for patients.
- Liaise with leisure centre staff to book facilities.
- Feedback service user presentation and progress to exercise therapist.
- Be able to motivate and reassure service users who have low self esteem, confidence and mood.
- Be able to engage service users in structured activity, provide support, motivation and encouragement.

Analytical and Judgemental:

- Follow the treatment programmes as prescribed by the Exercise Therapist.
- Supervise clients using the equipment ensuring safe and correct techniques are used.
- Refer any problems to the Exercise Therapist.
- Respond to varying environmental changes and changes in service user presentation.

Planning and Organisational Skills:

- Along with the Exercise Therapist plan a weekly programme of activities.
- Assist service users to plan an activity timetable and complete their treatment plan.
- Liaise with nursing staff regarding taking service users out into the community for activities.
- Book community facilities and taxis.
- Plan and deliver exercise groups agreed by the exercise therapist/team manager.

Physical Skills:

- o Assist patients to get on/off equipment, working in confined spaces.
- o Stand and walk for up to 2.5hrs at a time.
- o Be able to react quickly if a patient becomes inappropriate on a piece of equipment.
- Join in exercise sessions to motivate clients.
- Must be able to meet the travel requirements of the post as position involves travelling to community venues.
- Type letters and progress entries on RIO.
- A degree of physical effort and stamina will be required from the post holder to:
 - o Set gym equipment
 - o Demonstrate correct techniques
 - o Participate in exercise groups
 - o Be able to move quickly and demonstrate breakaway techniques if necessary.
 - o Complete PMVA training

Patient/Client Care:

- Supervise service users whilst carrying out their treatment plan as prescribed by the exercise therapist.
- facilitate and co-facilitate exercise groups with service users in a safe environment.
- Ensure service users are using the correct techniques.
- Monitor patient progress and report back to the exercise therapist.
- Escort service users to community venues.
- Work unsupervised with clients in the hospital and community settings.
- Ensure the delivery of a high quality of care at all times.

Policy and Service Development:

- Be aware of and adhere to Trust policies and practice guidance notes.
- Adhere to department operational policies
- Comment on policies relating to own work area.
- Adhere to BASES code of practice.

Financial and Physical Resources:

- Order equipment and stationery as required.
- Responsible for safe use of equipment.
- Handle patient cash and possessions if required.
- Responsible for monitoring use and storage of equipment before and after use.
- Responsible for locking department at the end of the day.

Human Resources:

- o No staffing responsibilities.
- o Demonstrate role to new members of staff and students.

Information Resources:

- Contribute to the integrated health records relating to service users.
- Ensure all service user contacts are documented on RIO.
- Responsible for collecting daily and monthly statistics.
- Assist the Exercise Therapists in collecting data for audits.
- Send out appointment letters to patients.

Research and Development

- Undertakes questionnaires and audits when appropriate.

Freedom to Act:

- Work part of each day unsupervised.
- Supervisor always available for advice.
- Receives monthly supervision with team manager, daily supervision available from exercise therapist if required.
- Deal with routine matters within the department.
- Work within clear occupational, department and Trust standards.
- Comply with BASES code of conduct.

Mental Effort:

- Frequent requirement for concentration for up to 2.5 hrs at a time with regular interruptions from the telephone and service users coming and going. May need to change activity as a consequence.
- Some service users require 1 to 1 supervision due to level of risk.
- Remain alert at all times as service users can be unpredictable.
- Spend periods of each day on the computer documenting service user contacts.

Emotional Effort:

- Some information can be distressing eg history of abuse.
- Frequent exposure to service users with poor hygiene.
- Deal with challenging unpredictable behaviour and the possibility of verbal/physical abuse from service users.

Working Conditions:

- Deal with unpleasant smells due to poor hygiene.
- Daily cleaning of equipment
- Risk of violence and aggression (PMVA training provided by Trust)
- Use of VDU/computers
- Role involves working outside so may be exposed to inclement weather.

Corporate Responsibilities

Ensure compliance with all corporate governance and statutory requirements. Contribute and comply with the Trust's corporate governance standards and instructions.

Handle financial, patient or staff data and other sensitive data in line with Trust policies on data protection and data confidentiality.

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

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

Infection Control

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

Data Protection

All employees are subject to the requirements of the Data Protection Act, and must maintain strict confidence in respect of patient and staff records.

Equal Opportunities

All employees must comply with the Northumberland, Tyne and Wear NHS Foundation Trust's Equal Opportunities Policy and must not discriminate on the grounds of race, colour, nationality, sex, marital status, disability, age or any other grounds in accordance with current legislation.

Signed: _____ ***(Job Holder)*** ***Date:*** _____

Signed: _____ ***(Line Manager)*** ***Date:*** _____

NORTHUMBERLAND, TYNE AND WEAR NHS FOUNDATION TRUST

PERSON SPECIFICATION: Exercise Therapy Assistant

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> • Qualified to NVQ level 3 or working towards, preferably in a related subject. • Reqs level 2 fitness Instructor • Reqs level 3 Exercise Referral • Relevant exercise qualifications eg circuit training, kettlebells • Membership of BASES 	
Skills	<ul style="list-style-type: none"> • Good organisation and time management skills. • The ability to communicate with service users, carers, nursing staff and staff from the MDT. • Basic computer skills. Be able to use word processor. • Must be able to meet the mobility requirements of the post. • The ability to engage service users in structured exercise. • Be able to encourage, motivate and support service users. 	
Knowledge / Experience	<ul style="list-style-type: none"> • Experience of working in a gym environment. 	Experience of working in a mental health setting.
Disposition	<ul style="list-style-type: none"> • Friendly, approachable, proactive and self motivated. • Flexible, be able to work across more than 1 sites. 	
Special Circumstances		

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