**Therapy Assistants JOB PLAN 2020/21**

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title** | **Senior Therapy Assistant/Therapy Assistant Practitioner** |
| **Band** | **4** |
| **Clinical Specialism** | Specialist Neuro-rehabilitation  |
| **Operational Responsibility for** | - |
| **Total hours available for work per year** | *Contracted hours per week(37.5) x 44 weeks =1650* *Ratio 85 (Clinical/Direct):15(Non-clinical/In-direct) = 31.86 hrs:5.64hrs or 32hrs: 5.5hrs (rounding up)* |

**Breakdown of activities to be undertaken *(annual)***

*As a minimum complete the clinical care and supporting professional activities rows. Where possible also break this down into the underpinning activities.*

|  |  |  |
| --- | --- | --- |
|  | % of time  | Hours (*Audit only*) |
| SettingActivity |  | Income Gen | In-reach | Outpatient | Community | Domiciliary  | Private |
|  **Clinical care** |  |  |  |  |  |  |  |
| * Direct Individual patient-attributable care
 | 1232 |  |  |  |  |  |  |
| * In-direct Individual patient-attributable care
 | 176 |  |  |  |  |  |  |
| **Wider Patient Care activities** |  |  |
| * Non-patient care tasks
 | 0 |  |  |  |  |  |  |
| **Leadership, Operational & Clinical Management** |  |  |
| * Clinical Effectiveness
 | 110 |  |  |  |  |  |  |
| * Operational & Clinical Management CSNRT
 | 88 |  |  |  |  |  |  |
| * EMIS
 | 44 |  |  |  |  |  |  |
| **Supporting professional activities** |  |  |
| * Teaching and training
 | 0 |  |  |  |  |  |  |
|  |  |  |
| **TOTAL** | 1650 hours |  |

**Breakdown of activities to be undertaken** *(weekly)*

|  |  |  |
| --- | --- | --- |
|  | % of time  | Hours (*Audit only*) |
| SettingActivity |  | Income Gen | In-reach | Outpatient | Community | Domiciliary  | Private |
|  **Clinical Care** | 32 |  |  |  |  |  |  |
| * Direct Individual patient-attributable care
 | 28 |  |  |  |  |  |  |
| * In-direct Individual patient-attributable care
 | 4 |  |  |  |  |  |  |
| **Wider Patient Care Activities** |  |  |
| * Non-patient care tasks
 | 0 |  |  |  |  |  |  |
| **Leadership, Operational & Clinical Management** |  |  |
| * Clinical Effectiveness
 | 2.5 |  |  |  |  |  |  |
| * Operational & Clinical Management CSNRT (+ Mandatory Training)
 | 2 |  |  |  |  |  |  |
| * EMIS DIARY MANAGEMENT
 | 1 |  |  |  |  |  |  |
| **Supporting Professional Activities** |  |  |
| * Teaching and training
 | 0 |  |  |  |  |  |  |
|  |  |  |
| **TOTAL** | 37.5 hours |  |

**Clinical Care Domains:**

**In-Direct:**

Video & Digital Recording Analysis

Scoring of Tests

Individual/Bespoke Management Packs

Patient-specific Reports, Records & EMIS

Goal Planning Process

Case Conferences

Health Budgets & IFRs

**Direct:**

Clinical Triage (Holistic Model)

Assessment & Diagnosis

Face to Face Inventions & Therapy programmes

Digital/Telephone conversations with patient/proxy

Social inclusion interventions

Teaching Carers

**Wider Patient Care Activity Domains:**

Equipment cleaning & maintenance

Resus checking & maintenance

Stock taking & ordering

Delegated LEAN functions

Photocopying paperwork

Setting up treatment areas

Setting up therapy boxes (e.g. GRASP) & kit bags

Boot bags monitoring & stock-taking

Group work preparation

**Leadership, Operational & Clinical Management Domains:**

**Clinical Effectiveness & Clinical Management:**

*Demonstrating Expertise in self (CE) & Demonstrating CE in service (CM)*

Evidence-based Practice

Clinical Audit

Continuous Improvement

Evaluation

Clinical Risk Management

Clinical Standards & Clinical Guidelines

Outcome Measures

Work-based Learning engagement & case studies

Clinical Pathway initiatives

Duty of Care

CF2/IPDR & professional development objectives

Clinical presentations

Clinical effectiveness initiatives & meetings

**Operational Management:** *How can I best accomplish things; doing things right & efficiency*

General administration (e.g. travel)

HR functions & Staff Management

Organisational Statistical gathering & reporting

Financial management

CQC, KLOE & Fundamental Standard assessments

Quality Improvement Initiatives

Organisational team Talks & Meetings

Incident & safeguarding reporting

Presentations (organisational)

Consultations & organisational change functions

Health & Safety risk assessments (organisational, environmental) & Risk Management

1:1 Supervision

Lean initiatives

Patient Experience

Mandatory Training

Voluntary roles within Organisation e.g. Dignity at Work Advisor

**Supporting Professional Activities Domains:**

Imparting knowledge, skills & clinical competency formally or through local structures

All interactions with training institutions

Structuring training programmes & associated preparation

Library & Pathway research for teaching purposes