CAJE REF CYM/Wales/2023/0041

APPROVED 08/04/2024







# JOB TITLE Activity Co-ordinator

# BAND 3

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| Job Summary | | |
| * The post holder will work alongside the multi-professional team to support the needs and wellbeing of patients during a hospital admission, to support the prevention of deconditioning. * The post holder will work with allied health professionals (OTs, physiotherapists, podiatrists, speech and language therapists, psychologists, and art therapists), nurses, doctors, and other professionals to promote the development and maintenance of a creative and stimulating environment. * Activities will be tailored to the patient’s abilities, needs and leisure interests to help with their overall recovery, rehabilitation, and preparation for daily life back in the community. | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| **Planning and Design**  To assist in the formulation/implementation/evaluation of care plans under the supervision of a qualified member of staff and to undertake standardised assessment of the patients as directed by the care plans.  To plan, organise and provide a range of individual and group activities relevant to the patients’ changing needs and in response to patient choice. This will include arrangement of location and resources if required as instructed.  **Improvement and Monitoring**  Assessing individual patients’ ability to undertake activity programme.  To follow protocols/policies/guidelines that have been developed and agreed by the employing Health Board for example infection prevention and control, values and behaviours, and health and safety.  **Communications**  To support opportunities for patients to create and develop friendships with other patients during their time on the ward/unit.  To liaise with relevant professionals regarding patient goal areas, appropriate activities, and any relevant recommended strategies or recommendations.  To promote the service, encourage patient engagement and work flexibly alongside the multi-professional team to obtain maximum uptake.  To report back to relevant professionals regarding activity work being undertaken support, guidance, and evaluation and to be aware of patients’ usual presentation and report any change to the appropriate team members.  Liaise with external agencies and voluntary groups to provide support and advice for social activities for post hospital admission.  To develop communication skills that are effective and appropriate with patients, where there may be barriers or difficulties to understanding, in a way that does not antagonise or offend, facilitates understanding and supports or initiates shared decision making.  To establish and maintain good working relationships with the patient, carers, relatives, team members and other agencies.  **Clinical**  To assist the development and implementation of therapeutic care packages and activities to meet the patient’s individual needs, interests, and level of skill, to support the prevention of deconditioning. Activities will be tailored to the patient’s abilities, needs and leisure interests to help with their overall recovery, rehabilitation, and preparation for daily life back in the community. This will include supporting with activities of daily living, using creative skills to engage with the patient such as arts and crafts, music, and liaising with the patient/family/friends to ensure patient centred care is delivered. The post holder should also be able to signpost to community-based activities, for the patient to access once discharged to continue their recovery.  To assist the patient, as required, with their physical, personal hygiene and nutritional care needs, ensuring security, privacy and dignity is maintained.  To ensure that a safe and supportive ward environment is maintained and to report hazards to the nurse in charge.  **Finance and Budget**  To ensure safe use of shared equipment used in patient activities on the ward.  **Digital and Information**  To keep accurate and up-to-date patient notes in relation to team discussions and attendance of activities.  To maintain and protect confidential information relating to patients.  To record telephone and other messages, write accurate, relevant, written information within the patients records and observation charts in accordance with legislation and organisational policies and procedure. | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| Essential 5 GCSES Grade A-C (including English and Maths)  Level 3 in Health or Social Care or equivalent demonstrable experience Desirable Care Certificate  Dementia training  Sports and Exercise Science qualification or related subject. | | |
| Experience | | |
| **Essential**  Proven ability to work effectively in a team.  Experience of facilitating meaningful activities on a one-to-one basis or in groups.  Experience of working in the NHS, Community Health, Local Authority, Social Services or Third Sector  Knowledge of data protection requirements  **Desirable**  Experience of working in a hospital or care setting  Experience of working with older people and people living with dementia  Experience of communicating with patients, families, and members of MDT | | |
| Skills and Attributes | | |
| Demonstrates effective written, verbal and non-verbal communication skills  Ability to adapt communication style to audience needs  Enthusiastic and able to motivate others  Experience of planning activities and awareness of practical and safety considerations  Ability to maintain strictest confidentiality at all times  Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh | | |
| Other | | |
| Satisfactory Standard/Enhanced DBS clearance including an/a Adults and Childrens Barred List check  Ability to travel across different sites if required  Ability to perform under pressure and in an ever-changing environment  Adaptable and flexible to the needs of the service | | |