

**DEPARTMENT OF HEALTH  
MENTAL HEALTH SERVICE  
JOB DESCRIPTION**

<b>Job Title:</b>	Activities Co-ordinator, Rehabilitation & Recovery Service (Senior Health Care Assistant)
<b>Location:</b>	Geddyn Reesht
<b>Accountable to:</b>	Clinical General Manager
<b>Reports to:</b>	Senior Practitioner
<b>Pay Band:</b>	4
<b>Job Evaluation Reference No:</b>	0810v2/JE/13
<b>Organisation Chart: (attached)</b>	Page 7
<p><b>Job Purpose</b></p> <p>Responsibility to plan, structure and carry out meaningful activities with patients in the Rehabilitation and Recovery Service and the community.</p> <p>The post holder will work as a member of the nursing team adhering to the patients' care plans. When working with groups of patients during activities, they will be unsupervised.</p> <p>Responsibility to plan, structure and carry out meaningful physical activities with patients in the Rehabilitation and Recovery Service and the community (in liaison with the Dr and Personal trainer).</p> <p>Responsibility to plan individual healthy living programmes, dietary and nutrition advice, meal planning and weight management programmes.</p> <p>The post holder will work as a member of the nursing team adhering to the patients' care plans. When working with groups of patients during activities, they will be unsupervised.</p>	
<p><b>Knowledge, Training &amp; Experience Required To Do The Job</b></p> <p>The post holder will:-</p> <ul style="list-style-type: none"> <li>• Have a good command of the English language, oral and written.</li> <li>• Possess Level 3 National Vocational Qualification (NVQ) - or working towards.</li> <li>• At least 2 years experience working within a care environment.</li> <li>• Have a proven interest in providing and carrying out activities for in-patients.</li> <li>• Demonstrate knowledge and practice in risk assessment and risk management.</li> </ul>	

- Have experience of working with groups of people.
- fitness certificate
- Must Have experience of gym instruction and providing personal fitness programmes
- Have experience of instructing group activities
- Have experience of providing nutritional and dietary advice
- Possess Level 3 National Vocational Qualification (NVQ) - or working towards.
- Have a proven interest in providing and carrying out physical activities for patients
- Be able to consider a range of options/advice for the patient group, taking into consideration their skills, capacity for understanding, physical limitations and concentration.
- Provide verbal and written reports on the patients' presentation/progress to the nursing team and inclusion in the care plan.
- Possess advanced communication and engagement skills enabling relationship building with patients who suffer from severe and enduring mental ill-health.
- Work in an environment where there is a need for concentration but where there are frequent interruptions and where the work pattern can be unpredictable and there is exposure to highly emotional situations.
- Be able to engage the patient when significant barriers to communication may exist, such as acute psychotic states, hypomania, severe depression/anxiety.
- Have a working knowledge of the Manx Mental Health Act 1998. Specifically Section 17 Special Leave and conditions.

### **Main Duties & Responsibilities**

The post holder will:-

- Plan, structure and carry out meaningful activities whilst patients are resident in the unit and with people in the community.
- Plan , structure and carry out meaningful physical activities
- Be able to assess, monitor and continually evaluate risk management of situation and environment for both patient/carer/family and staff and deal with any safety issues that are identified.
- Be able to communicate with and advocate for patients. This includes those experiencing mental illness/social isolation and those whom have differing levels of understanding/perception of their condition and whose physical and emotional needs fluctuate frequently.
- Work with nursing and medical colleagues, allied health professionals and other statutory and voluntary organisations.
- Record data/information accurately and clearly, adhering to the Nursing & Midwifery Council Standards of Record Keeping in nursing/computer records maintaining patient confidentiality and data protection.
- Support and educate patient/carers/families in promoting independence in their care and rehabilitation as appropriate.
- Work safely in an environment adhering to the moving and handling policy guidelines which includes the safe use of equipment, with a group of patients who have mental health needs.
- Ensure sufficient clinical supplies/equipment are available to meet the needs of the patient, and order/refer to other agencies as required.
- Contribute to the service working towards research and development of services with regard to modernisation, essence of care and clinical governance.
- Display the ability to use own judgement to assess, plan and prioritise workload during shift.
- Provide care in any environment which may frequently expose the staff nurse to risk via body secretions, infections and infestations within the community and hospital settings e.g. methicillin-resistant Staphylococcus aureus. Ensure awareness of Infection control procedures.

- Have the ability to manage potentially upsetting emotional situations e.g. disturbed and demanding mentally ill patients and their families/carers.
- Participate in clinical supervision.
- Participate in clinical governance.
- Participate in annual appraisal and identify own training and developmental needs.
- Promote high professional standards of care and management by maintaining and developing knowledge of current clinical practice using best available evidence base and to support less experienced staff to do likewise.
- Support and educate patient/carers in promoting independence and rehabilitation in timely approach governed by their ability and understanding of condition and needs, using realistic time frames.
- Support and educate patients on specific issues such as budgeting, benefits etc.
- Be perceptive and exercise judgement into the level of nursing input required, when care needs change regarding the degree of risk present and level of observation / supervision warranted.
- Deal with ward incidents such as injuries sustained, absences due to sickness, or any incident occurring to self/patients/carers/relatives whilst in attendance, referring to the senior nurse as required.
- Recognise the acutely ill patient and the need for urgent/emergency intervention reassessment.
- Work in unpredictable and highly emotive circumstances where the patient may be voicing/acting on harm to self or others.
- Work in an environment where the post holder may be exposed to volatile and potentially violent situations.
- Be able to consider a range of options/actions for the patient group, taking into consideration their skills, capacity for understanding, physical limitations and concentration.
- Be responsible for reporting any equipment faults or failures to the appropriate department.

### **Clinical**

The post holder will:-

- Directly encourage and guide patients and carers to take an active role in their care should they so wish.
- Promote and undertake practice sensitive to the needs of patients, carers and relatives from multi-cultural backgrounds.
- Support the care prescribed by the registered nurse and ensure patients are involved in related activities.
- Take responsibility for their entries in patients' records ensuring they adhere to local and national standards of record keeping.
- Have responsibility for carrying out physical activity assessments
- Have responsibility for individual nutritional advice

### **Professional**

The post holder will:-

- Work within agreed departmental philosophy and hospital/departmental policies and procedures.
- Adhere to and implements policies, procedures and guidelines which govern practice at a National and local level.
- Act and dress in such a manner as to promote confidence from patients, fellow professionals and the general public

- Take personal responsibility for own continuing professional development

### **Training, Education & Research**

The post holder will:-

- Through Performance & Development Review process, identify own training needs and future development in consultation with Line Manager/Supervisor.
- Support new staff including Registered Nurses Health Care Assistants and students.
- Participate in the development of policies and procedures, ensuring evidence based practice is considered and where appropriate adhered to.
- Undertake Health Promotion activities – specifically:-
  - smoking cessation
  - healthy eating / cooking / shopping
  - exercise programmes
  - health promotion events and activities
  - well being groups
  - beauty sessions
  - relaxation
  - social events

Plus other issues identified through the team or by the patient.

### **Planning & Organisational Skills**

The post holder will –

- Plan activity groups, taking into consideration external factors – e.g. time restraints, ward activity, staff levels etc.
- Compile weekly schedule of activities and events to offer to the patients in the unit and community The extent and scope of the activities must meet the diverse needs of the group.
- Prioritise activities to meet patients’ needs.
- Pre-arrange one to one trips out – the purpose may be –
  - Visits home to observe patients in their own environment.
  - Visits to shops/cafes – part of desensitisation programmes.
  - Exercise programmes
  - Social activities
  - Prior to taking patients out, discuss areas of risk or concern with the named nurse.
- Be required to deal with situations where patients may be violent and aggressive.

### **Communication**

The post holder will:-

- Be able to record and report in a sensitive professional and confidential manner to other agencies. Must have the ability to provide and receive highly complex sensitive and contentious information about people illnesses and lifestyle. Communication and successful interpersonal skills are paramount in successful management of highly volatile emotive situations.
- Facilitate and be actively involved in 1:1 and group sessions.

- Advertise events / activities available
- Partake in Mental Health Promotion ensuring positive mental health awareness.
- Communicate and cascade information to learners and other staff being directly supervised.
- Communicate effectively with patients/ carers using tact and demonstrating awareness of sensitive information.
- Negotiate and gain acceptance for treatment and motivate/persuade patients to comply with treatment programmes where there are significant barriers to understanding such as dementia, cognitive impairment, hearing or sight impairment and memory loss, behavioural problems, mental illness, depression, aggression from patients and their carers.
- Communicate using specialised techniques with patients with physical, mental, cultural and emotional barriers, to promote the process of normalisation.

### **Managerial/Leadership**

The post holder will:-

- Exercise good personal time management, punctuality and consistent reliable attendance at work.
- Take responsibility for the storage and maintenance of equipment.
- Will report on completed activities to the senior practitioner on weekly basis giving evidence and outcomes.
- Continually explore other activities and events to offer both the in patients and people within the community

### **Clinical Governance**

The post holder will:-

- Contribute and work to implement Clinical Governance Action Plans.
- Adhere to the DSC/DC/Mental Health Service Policies, Procedures, Standards and Protocols, and contribute/assist in their formulation.
- Accurately record and report untoward/critical incidents or complaints and forward to the Risk Manager.
- Ensure that all new practices/interventions are evidence or research based and cooperate with any research undertaken in the clinical area.
- Undertake the management of clinical risk in accordance with hospital policy.
- Assist and support staff in identifying and developing quality targets and standards within the workplace.
- Support and participate in unit audits and staff satisfaction audits as part of ongoing service improvement.
- Promote service user surveys.

### **Systems & Equipment**

The post holder will:-

- Utilise effective Information Technology systems to access patient records, access email communication, gather information / research.
- Ensure all equipment is used/stored within manufacturer's guidelines.

### **Decisions & Judgements**

The post holder will –

- Know the boundaries and limits of own knowledge and practice, and know when to seek help and guidance from the nurse in charge.
- Exercise own judgement and report to senior nurse in emergency situations i.e. violent incidents, use of restraint, use of seclusion, fire, cardiac arrest.
- Make recommendations to changes in care and treatment of individuals, liaising with other professionals and agencies as appropriate.

### **Legislation**

The post holder will:-

- Have knowledge of the Manx Mental Health Act 1998.
- Support staff involved in the application of the Manx Mental Health Act
- Have in knowledge of the Adult Protection Policy.
- Have knowledge of Child Care procedures.

### **Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

### **Health & Safety/Security**

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

**Job Description Agreement**

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

**Job Holder's name (please print)** .....

**Date:** .....

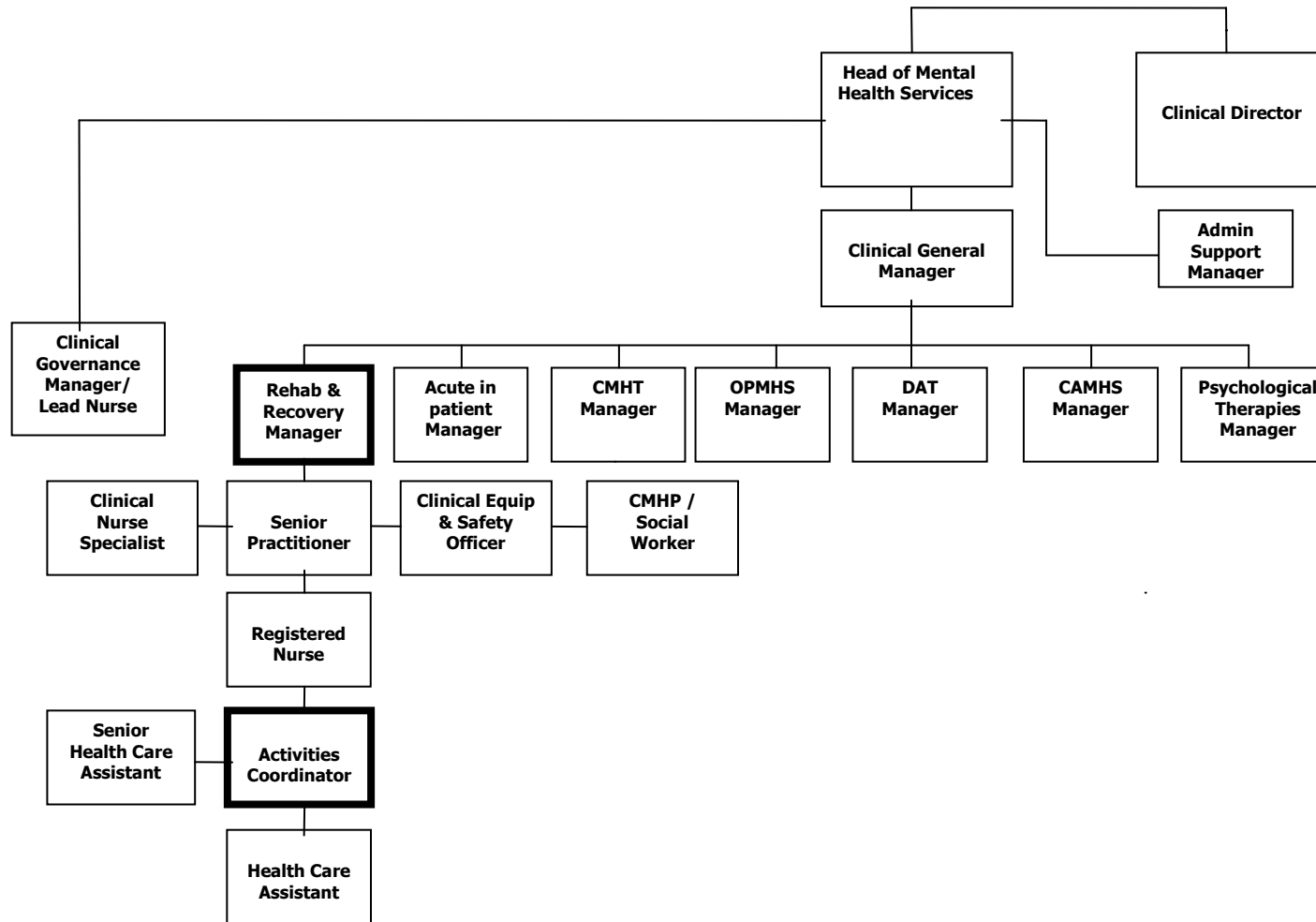
**Job Holder's signature:** .....

**Line Manager's name (please print)** .....

**Date:** .....

**Line Manager's signature:** .....

**DEPARTMENT OF HEALTH  
MENTAL HEALTH SERVICE  
ORGANISATION CHART**



## Isle of Man Department Health

### Mental Health Service

#### Activities Co-ordinator Person Specification

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
<b>QUALIFICATIONS</b>	NVQ Level 2 or equivalent skills gained through work or personal experience  NVQ level 2 health and fitness certificate  NVQ level 3 advanced fitness certificate	Level 3 N.V.Q.	CV Certificates	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	At least 2 years in-patient mental health experience or equivalent.  Good working knowledge of the Mental Health Act.  At least 2 years experience working in the fitness arena  Experience facilitating group and health promotion activities  Experience with providing researched dietary and well being programmes		Employment record References Interview	
<b>SKILLS &amp; ABILITIES</b>	Competency in one or more leisure/creative technical activities  Ability to teach practical skills to patients		References Interview Portfolio	

	<p>Ability to work single handed with individuals/groups within a supportive environment</p> <p>Observation skills</p> <p>Good personal organisation skills</p> <p>Ability to work as part of a team</p> <p>Good communication skills, both written and verbal</p> <p>Positive interpersonal skills</p> <p>Understanding of professional conduct</p> <p>Health/safety and risk awareness</p> <p>Basic IT skills</p> <p>Drivers licence and willingness to use own car for patients transport.</p>			
<b>PERSONAL ATTRIBUTES</b>	<p>Have empathy for the resident group</p> <p>Possess good standard of health compatible to the demands of the role.</p>		Interview	
<b>OTHER RELEVANT REQUIREMENTS</b>	<p>Demonstrate a commitment to life-long learning</p> <p>Willingness to work flexibly, responding to the demands of the work area</p> <p>Hold a current driving licence.</p>		Interview	

