

**GATESHEAD HEALTH NHS FOUNDATION TRUST
DIVISION OF MEDICAL SERVICES
JOB DESCRIPTION**

1 JOB DETAILS

Job Title: ACTIVITIES CO-ORDINATOR

Grade: BAND 3 ASSISTANT TECHNICAL OFFICER

Employer: Gateshead Health NHS Foundation Trust

Location: Ward 23 Queen Elizabeth Hospital

2 JOB PURPOSE

To plan, organise and facilitate a comprehensive range of individualised, group and one to one activities for the inpatients on the ward.

To promote and encourage appropriate, individualised level of patient participation.

To facilitate patient activities that promote, social interaction, enhance self esteem and help to maintain or enhance functional ability.

To support the multi disciplinary team in the assessment of patients with functional disorders.

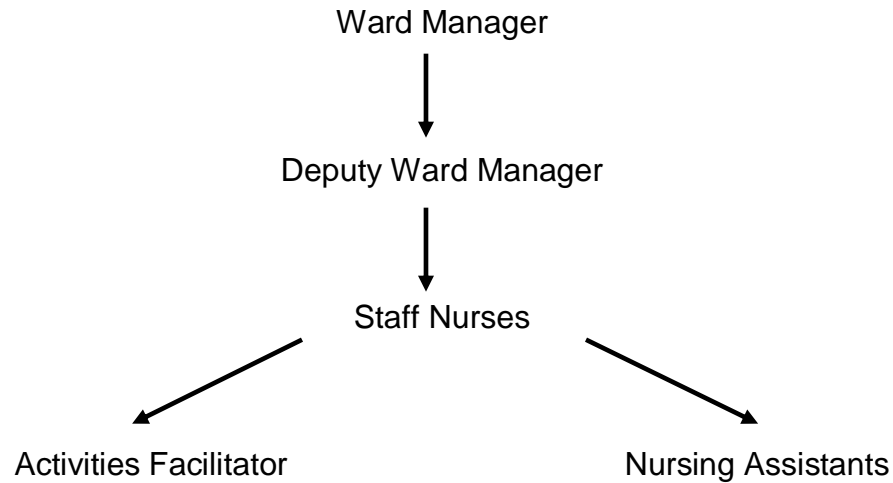
3 DIMENSIONS

Responsible for activities for the inpatients within the ward environment.

4 KEY RESULT AREAS

1. To provide a social environment and relevant activities appropriate to patient needs with minimum supervision
2. To work in collaboration with other staff
3. Maintain a safe, clean working area and ensure that all tools, materials and equipment are appropriately used and stored and are in good working order adhering to Infection Control guidelines
4. Participation in the organisation of the unit in conjunction with nursing and other colleagues to ensure the ward environment meets patient needs
5. To liaise with other Activities Coordinators and Occupational Therapy staff to enhance the scope of activities available to patients on the unit
6. To report any changes in patients presentation, behaviour or condition to nursing staff
7. To report to qualified staff as necessary on misadventures or accidents involving patients or staff
8. To participate in the Trust appraisal scheme
9. To participate in in-service training as required
10. To work as a member of the ward team and uphold the values and beliefs of the philosophy and approaches to care used by the unit
11. All Trust staff have a duty to provide a safe environment by considering adherence to infection prevention and control as an integral part of their roles and responsibilities. The individual roles and responsibilities for staff are outlined in the Trust's Control of Infection policy (IC 1). There should be specific discussion of control of infection within the KSF/Appraisal process and as a minimum all staff must demonstrate good hand hygiene and practice and support the Clean your Hands Campaign.
12. The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

5 ORGANISATIONAL CHART



6 KNOWLEDGE SKILLS AND EXPERIENCE

Essential

1. Knowledge of a range of practical skills related to social and daily living activities
2. NVQ Health and Social Care equivalent
3. An understanding of the needs of clients with mental health problems
4. The ability to relate to a wide range of individuals of 65 years of age or over
5. The ability to facilitate group and individual work
6. Effective communication skills
7. Effective rapport skills
8. Ability to work independently
9. Ability to work as a member of the ward team
10. Mature outlook

Desirable

1. Knowledge of Health and Safety Regulations related to work environment and practice

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

1. Patients, relatives or their carers
2. Members of the ward team
3. Other members of the multi-disciplinary team

Confidentiality and Safeguarding Responsibilities

“Members of staff are expected to:

- *prevent harm or abuse through the provision of high quality care;*
- *undertake the appropriate level of safeguarding training relevant to their role and responsibilities;*
- *take action to identify and prevent harm from happening, and respond when it is suspected that abuse has occurred or is at risk of occurring;*
- *protect others by using the appropriate reporting mechanisms within the Trust;*

seek advice and guidance where necessary from the named doctor or nurse responsible for safeguarding children or vulnerable adults”.

CONTROL OF INFECTION

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PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

This job description is not intended to be exhaustive of all duties and responsibilities of the post but reflects the key areas involved. It will be subject to review and amendment in consultation with the post holder.

JOB DESCRIPTION AGREEMENT

Job holders signature:

Date:

Senior Officer/Head of Department
Signature:

Date:

Title:

Date:

PERSON SPECIFICATION

SHORTLISTING

<u>DEPARTMENT</u> Ward 23, Queen Elizabeth Hospital	<u>JOB TITLE</u> Activities Facilitator <u>GRADE:</u> Band 3	<u>Permanent</u>	<u>Weekly Hours</u> Full time (37 ½ hrs) <u>Job Share</u> No
<u>SHORTLIST</u> (Criteria relevant to the job)	<u>ESSENTIAL</u> (Requirements necessary for safe and effective performance in the job)	<u>DESIRABLE</u> (Where available elements that contribute to improved/immediate performance in the job)	
<u>SKILLS AND KNOWLEDGE</u>	<ul style="list-style-type: none"> • Knowledge of a range of practical activities related to social and daily living skills • An understanding of the needs of clients with mental health problems • Ability to relate to a range of people from various social and cultural backgrounds • An awareness of the benefits of the therapeutic use of activity • Effective rapport building skills • Ability to work as a member of the ward team • Ability to keep accurate records in line with Trust policy • Ability to work autonomously 	<ul style="list-style-type: none"> • Knowledge of health and safety regulations related to work environment and practice 	
<u>QUALIFICATIONS AND TRAINING</u>	<ul style="list-style-type: none"> • Appropriate NVQ Level 3 or working towards • An ability to carry out violence and aggression level 3 control and restraint 		
<u>EXPERIENCE</u>	<ul style="list-style-type: none"> • Working with older people with diverse needs 		
<u>DISPOSITION</u>	<ul style="list-style-type: none"> • Mature outlook • Will maintain patient confidentiality 		
<u>SPECIAL REQUIREMENTS</u>		<ul style="list-style-type: none"> • Current driving licence 	

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