

This job description will be subject to periodic review and amendment in agreement with the post holder

Elderly Mental Health Services (EMH)

Job Description

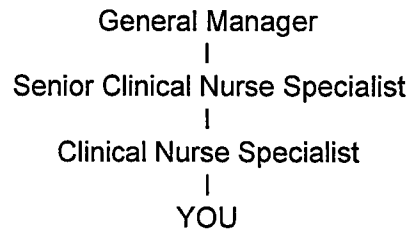
Activity Coordinator - OPMH

<i>Main purpose of the job</i>	<i>Scope and authority</i>
<p><i>To organise and carry out a varied programme of activities with groups of patients ranging from individual care of one patient up to seven patients.</i></p> <p><i>To carry out activities involving direct patient care in a variety of settings both in the hospital and in the community using a risk assessment framework to ensure patient and staff safety.</i></p> <p><i>Maintain activity/therapy rooms, complying with health and safety legislation.</i></p>	<p>In order to ensure that the care we offer to our patients is of the highest quality, we will need you to:</p> <ol style="list-style-type: none"> a. Design, develop and run activities appropriate to the patient group that complement their individual care/therapy, which are age appropriate. b. Provide regular feedback of patient's activity, progress and observation to the Multi disciplinary team. This feedback can be in verbal or written form, dependant on the most appropriate method for each ward area, and may further inform the individual's care plan c. To work alongside ward teams providing patient centred care, demonstrating own job to students and fellow employees. Giving other staff advice and guidance in you area of specialist knowledge and experience.

This job description will be subject to periodic review and amendment in agreement with the post holder

Position in the organisation

Accountable to the Clinical Nurse Specialist and relevant Senior Nurses during ward sessions.



Knowledge and experience

- a. A caring attitude, common sense, reliability, good communication skills and the ability to work both autonomously and as part of the team.
- b. NVQ 3 in care related subject, or willing to work towards.
- c. Previous experience of running group activities.
- d. To be innovative, self-motivated and resourceful.
- d. To have elderly mental health experience, for older people suffering from both organic and functional illness.
- e. Hold a current driving licence and hold the MIDAS certificate or be willing to undertake the MIDAS test.
- f. Able to undertake Management of Aggression training such as ADAPT or C & R.

Key responsibilities

These are the main responsibilities of the job, there will be a range of other duties which will need to be undertaken, some on a regular basis.

- a. May be required to work in other areas of the service/PCT.
- b. Use risk assessment framework when planning and implementing patient activities, adapting programme to optimise patient and staff safety. Evaluate and feedback to Multi Disciplinary team and use evaluation to inform planning of future events.
- c. Work safely with patients who are experiencing mental health problems and may regularly demonstrate distressing and/or challenging behaviour both physically and emotionally.

This job description will be subject to periodic review and amendment in agreement with the post holder

- d. Manage activities/therapy rooms, undertaking appropriate activities with patients outside the ward environment using initiate and risk assessment tools.
 - e. To work within policies and procedures to ensure safety and well being of patients.
 - f. To identify, plan and organise appropriate therapeutic and social activities for patient groups and individual patients after liaising with their named nurse/senior nurse and other members of the MDT.
 - g. Organise and plan a wide range of activities suitable to the patients needs, this may include; art, music, sensory stimulation, trips, gardening, craft, movement, reminiscence etc.
 - h. To plan and organise social and seasonal events.
 - i. To work with patients in an individual and group format.
 - j. Ensure pre-planned programme of activities is displayed on each ward that meets the needs of the patients.
 - k. Work alongside patients, encouraging and supporting their independence in daily living skills, this will include tending to patients personal needs, assisting them to the toilet will mean regular exposure to bodily fluids and will require the regular use of lifting equipment such as hoists and wheelchairs in the pursuance of this activity.
 - l. Accompany patients on outings, e.g. walks around hospital grounds using and pushing wheelchairs if necessary or, trips to cafes and local shops, mini bus trips. Taking sole responsibility for patients in their care when participating in community activities with patients outside of the ward environment both in the community and when using the activity coordinator therapy rooms.
 - m. Drive the hospital minibus for patients outings.
 - n. Responsible for own stock control, ordering and managing small amount of petty cash (2004- £10 per week). To take responsibility for maintaining and adding to activity resources within financial limitations.
 - o. Liase with the Voluntary Services Co-ordinator with regards to talks, slide shows, musical entertainment, dances etc.
 - p. Work with other activity coordinators to ensure best practice is shared.
 - q. To participate in monthly supervision with Clinical Nurse Specialist, also receive regular clinical supervision with Senior Occupational Therapist.
 - r. Ensure appropriate record keeping.
 - s. Carry out any other reasonable duties as requested which are commensurate with the grade of post.
-

This job description will be subject to periodic review and amendment in agreement with the post holder

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality & Diversity

It is the responsibility of all employees to support the PCT's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the PCT's Equal Opportunities Policy.

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerized or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorized person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorized person. Any such instance would result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the PCT but must be declared in writing at the appropriate stage during the recruitment process.

Substance Misuse Policy

This PCT operates a Substance Misuse Policy.

Health Records

To maintain the integrity and security of patient Health Records at all times and to especially take note of the Health Records Standards and Procedures and Record Keeping Policy.

No Smoking Policy

This PCT operates a no smoking policy within all its premises and their grounds.

August 2004

This job description will be subject to periodic review and amendment in agreement with the post holder

East Hampshire

Primary Care Trust

Personal Specification

POST: Activity Coordinator -Peripatetic

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Driving licence • MIDAS cert. Or able to work towards. 	
Knowledge	<ul style="list-style-type: none"> • Management of aggression training e.g. ADAPT/C&R • NVQ3 or willing to work towards. 	<ul style="list-style-type: none"> • Knowledge of mental health issues.
Skills	<ul style="list-style-type: none"> • Self-motivation. • Good communication. • Ability to assess a patients well being, and report to trained staff. • Time management. • Ability to run basic groups and activities. • Resourceful. 	
Experience (general/specific)	<ul style="list-style-type: none"> • Experience of working with the patient group, both functional and organic. 	<ul style="list-style-type: none"> • Previous experience of running group activities
Approach	<ul style="list-style-type: none"> • Caring attitude • Team worker. • Able to engage the cooperation of colleagues to promote person centred care. 	

DATE (Month/Year).....August 2004.....