

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

# **Elderly Mental Health Services (EMH)**

## **Job Description**

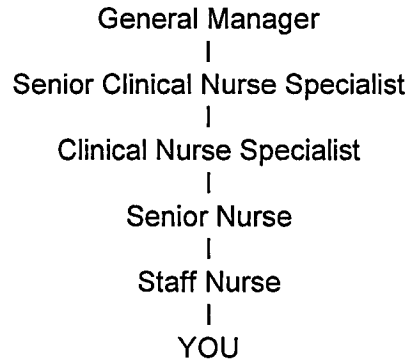
### ***Activity Coordinator - Residential***

<b><i>Main purpose of the job</i></b>	<b><i>Scope and authority</i></b>
<p><i>To be responsible for the development of planned activities for the patients, according to their individual needs.</i></p> <p><i>To carry out assigned tasks involving direct patient care, social and community based activities as identified in the patients care plan</i></p> <p><i>To participate in the daily routines particular to the unit.</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"> <li>a. Design, develop and run activities appropriate to the patient group that complement their individual care/therapy, which are age appropriate.</li> <li>b. Initiate activities to maintain the efficient running of the unit.</li> <li>c. Act accordingly to instructions from senior staff.</li> <li>d. To work as part of the ward team providing patient centred care.</li> </ol>

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## **Position in the organisation**

Responsible to the general manager, reporting to the Clinical Nurse Specialist.



## **Qualifications**

- a. Good general education.
- b. NVQ level 2 in care related area.

## **Knowledge and experience**

- a. A caring attitude, common sense, reliability, good communication skills and the ability to work as part of the team.
- b. Previous experience of running group activities.
- c. To be innovative, self-motivated and resourceful.
- d. To have elderly mental health experience, both functional and organic

## **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. To work within policies and procedures to ensure safety and well being of patients.
- c. To identify, plan and organise appropriate therapeutic and social activities for patient groups and individual patients working as part of the multi-disciplinary team.
- d. To plan and organise social and seasonal events.
- e. Ensure pre-planned programme of activities is displayed on the ward that meets the needs of the patients.

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- f. Work alongside patients, encouraging and supporting their independence in daily living skills.
- g. Implement patients care plans under the supervision of the trained nurse, and inform staff of any changes in the patients well being.
- h. To take responsibility for maintaining and adding to activity resources within financial limitations.
- i. Work with other activity coordinators to ensure best practice is shared.
- j. To participate in monthly supervision and regular performance review.
- k. Ensure appropriate record keeping.
- l. Carry out any other reasonable duties as requested which are commensurate with the grade of post.

## **Education responsibilities**

- a. To undertake any training and participate in seminars and conferences necessary to ensure own development and updating of knowledge.
- b. To undertake mandatory training and updating as laid down in the Trust policies and guidelines.

## **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 PCTs 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.

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**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**

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# East Hampshire

## Primary Care Trust

### *Personal Specification*

#### **POST: Activity Coordinator**

Criteria	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent</li> <li>• Evidence of a general education</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of mental health issues.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Legible handwriting</li> <li>• Linguistic competence in English</li> <li>• Self-motivation.</li> <li>• Good communication.</li> <li>• Ability to assess a patients well being, and report to trained staff.</li> <li>• Time management.</li> <li>• Ability to run basic groups and activities.</li> <li>• Resourceful.</li> </ul>	
<b>Experience (general/specific)</b>	<ul style="list-style-type: none"> <li>• Experience of working with the patient group, both functional and organic.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of running group activities</li> </ul>
<b>Approach</b>	<ul style="list-style-type: none"> <li>• Caring attitude</li> <li>• Team worker.</li> <li>• Able to engage the cooperation of colleagues to promote person centred care.</li> </ul>	

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

