

Job Description

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|---------------------|----------------------|------------------------|------------|
| Job title | Activities Organiser | Job family | Healthcare |
| Reporting to | Unit Manager | Job code | TPY/002 |
| Location | | Evaluation Date | 11/02/2013 |

Main Purpose

Provides assistance to professional and clinical staff with the planning, implementation and evaluation of social activities in order to improve mental, emotional well-being and quality of life of clients.

Key Accountabilities

Quality

1. Supports senior staff with patient screening and assessments as part of the care and therapy planning process.
2. Prepares, plans and delivers group and individual recreational and occupational activities, observing, recording and reporting patient responses to the assigned clinician as appropriate.
3. Ensures the effective, timely and accurate updating of clinical records, case files and computerised information systems as directed.
4. Contributes to surveys, audits and clinical research projects assisting with collection, analysis and presentation of data and information as directed.
5. Observes and monitors the well being of patients ensuring that any unusual physical, mental or emotional occurrences are promptly referred to more senior staff and documented as appropriate.

Innovation

6. Proposes new service to regional management and helping management to develop and implement the new services.

Value

7. Ensures that patients are receiving a service that is value for their money and objectives are met to help in the success of the unit.

Knowledge & Skills

Educated to GCSE / O-Levels A-C or relevant NVQ 2.

Experience

Experience gained within a related clinical or therapeutic environment.

Autonomy & Impact

The majority of tasks and activities are routine. More complex tasks, interventions or activities will be directed or supervised by a senior member of staff. The role holder is responsible for addressing routine incidents and issues referring more unusual occurrences to senior staff.

Intelligent Problem Solving

Usually works within existing processes and procedures where some adaptive or creative thinking is occasionally required.

Responsibility

Staff

Provides advice and guidance to new starters and agency staff undertaking similar tasks, liaising with the multidisciplinary team.

Budgets & equipment

Collective responsibility for the care and appropriate use of resources on the ward.

Informatics

Responsibility for the accuracy of personal recordings in patients records and maintaining confidentiality.

Communication & Interaction

The nature of the role necessitates frequent interaction with staff, patients and visitors involving the exchange of information. Well developed observational and listening skills are essential for assessing patients.

Working environment

The problems faced by patients may present challenging situations, which may increase the physical, sensory and emotional demands of the role.

Special Features

None.

Upholding Company Values

| Competency | Req'd Level | Descriptors |
|---|-------------|---|
| Quality - Of care, treatment, of facilities and of staff | 2 | <ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements |
| | | <ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files |
| Innovation - Being forward thinking and thought leaders | 2 | <ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service |
| | | <ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services |
| Value - Due to transparency and flexibility | 2 | <ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services |
| | | <ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services |