

**Community Hospitals
Job Description**

Job Title: Activity Co-ordinator
Scale C Grade 2
Daedalus Ward

Supervisor's Title: Clinical Manager

Name:

Supervisor's Name:

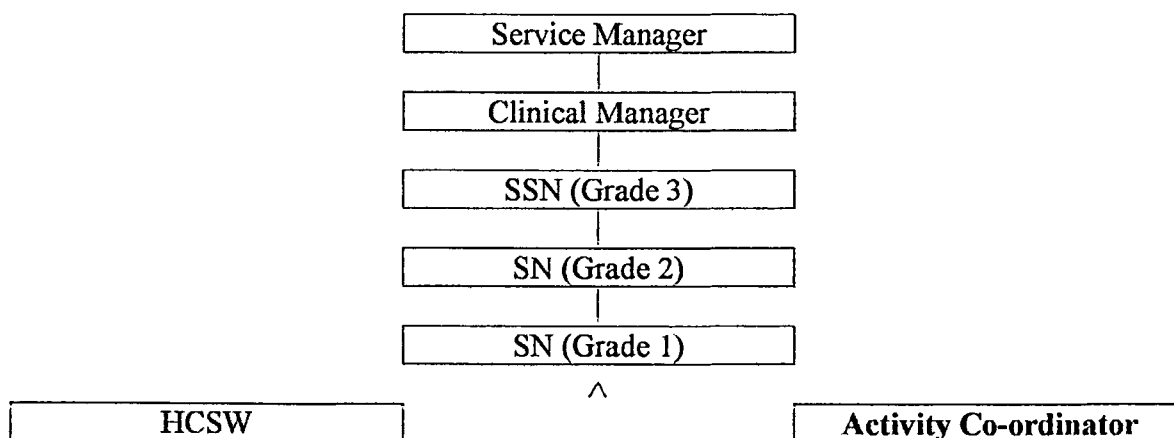
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1. Main Purpose of Job

To encourage and assist patients to participate in therapeutic activities, to help patients meet their nutritional needs and to assist with general ward duties.

2. Position in Organisation



3. Scope & Authority

To work within Trust & Hospital Guidelines. To support the ward team in the delivery of patient care and therapy.

4. Qualifications

Good general education. To be prepared to work towards NVQ Level II award in care.

5. Experience

Must be able to work as part of a team, and to relate to elderly clients and their families.

6. Duties and Responsibilities

	<u>Duty/Responsibility</u>	<u>Priority & Notes</u>
a)	To work as part of the ward team, liaising with other team members as required. Including attending 9.15am ward meeting/1pm shift handover	Daily
b)	To carry out patient care duties as directed by the Nurse in Charge	Daily
c)	To devise and carry out a programme of patient activities with the guidance of Nursing Team Leaders	Monthly <i>Programme for forthcoming month to be submitted to C.M. or SSN by 3rd Thursday of month, for approval, using provided form</i>
d)	To form relationships with patients and their relatives, reporting relevant facts to the Nurse in Charge	Ongoing - as part of ward team
e)	Assist patients with selecting meal choices, from menus, & order and maintain stocks of borderline dietary substances (PEG feeds, thickener, supplements etc.)	Daily <i>Meal ordering supercedes all other priorities. If time is limited menu selections may be made on patients behalf, based on patients known preferences. Weekend and Monday menus to be completed prior to days off.</i>
f)	Assist with distribution of meals, and patient feeding. Promote intake of fluids and supplements, including making up daily supplies of thickened fluids. Document and report fluid/diet intake where appropriate.	Daily – as part of ward team
g)	Ensure correct position of upper and lower limbs	Daily – as part of ward team

h)	Look after ward televisions and radios, and associated remote controls, replacing batteries and arranging for defects to be repaired.	Weekly <i>On Friday, to ensure equipment is in place and working prior to weekend</i>
i)	Ensure activity equipment is correctly maintained, and tidily stored.	Daily – <i>tidying after use</i> Weekly (Mon) – <i>general tidy</i> Monthly (last Mon of month) – <i>full check and tidying of all equipment (superceding all duties bar memus & patient shopping)</i>
j)	Recommend to Nurse in Charge equipment required for patient activities.	Monthly <i>Recommendations need to include cost and supplier and will be subject to approval</i>
k)	Assist patients with purchase of newspapers, and other items.	Daily
l)	Assist patients in keeping their bed space and belongings tidy, and secure. Including removal &/or storage of unrequired items.	Weekly <i>2 patients per week, working through all patients, and using the exercise as therapy</i>
m)	Assist Nurse in Charge with making referrals, stock order, defect reporting, and other administrative duties, as required.	Daily – as required

This job description will be reviewed periodically and may be amended according to the requirements of changing Health Care needs and Trust Policies.