

JOB DESCRIPTION

Post: **Activities Co-ordinator**

Hours: **Mon - Fri, 9am - 1pm (20 hours)**

Overall Responsibility

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

Main Duties & Responsibilities

1. To work as part of the ward team, liaising with other team members as required.
2. To carry out patient care duties as directed by the Nurse in Charge
3. To devise and carry out a programme of patient activities, with the guidance of the Nurse in Charge
4. To form relationships with patients and their relatives, reporting relevant facts to the Nurse in Charge.
5. Assist patients with feeding and nutrition and promote fluid intake, documenting and reporting results accordingly.
6. Ensure correct limb positioning of stroke patients
7. Look after ward televisions, videos and radios, and any associated remote controls, and arrange for repair of defects.
8. Ensure activity equipment is correctly maintained, and tidily stored.
9. Recommend to Nurse in Charge equipment required for patient activities.
10. Assist patients with purchase of newspapers and other items where required.
11. Assist patients in keeping their personal belongings tidy and secure.
12. To work with ward clerk as required
13. Assist nurse in charge with making referrals, stock ordering, and other administrative duties.
14. Keep ward notice boards tidy and up to date.

This job description will be subject to review and amendment at regular intervals, in discussion with the post holder.