



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U0354	Rehabilitation Assistant	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Rehabilitation	Manager, Primary Care & Community Health	Hay River Regional Health Centre

PURPOSE OF THE POSITION

The Rehabilitation Assistant (RA) assists the Occupational Therapist (OT) and Physiotherapist (PT) in ensuring that rehabilitation services are delivered in a safe, effective, and efficient manner.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

Rehabilitation services are provided to a population of approximately 6,000 people from the following communities: Hay River, Hay River Dene Reserve, Enterprise, Kakisa and Fort Resolution.

Reporting to the Manager, Primary Care & Community Health, the RA provides support to clients of all ages; working under the supervision of a registered/licensed OT or PT. While the OT/PT maintain responsibility for the overall services provided, the RA is responsible for providing care, as assigned by the rehabilitation professional. The RA is also involved in communicating, coordinating, and planning for the rehabilitation team. The RA uses and monitors equipment and space to support service delivery and he/she participates in inventory control and supply management. The RA provides all services within their scope and knowledge of practice.

While services are provided under the supervision and responsibility of an OT/PT, the RA is accountable for his/her own individual performance.

RESPONSIBILITIES

1. Implements and supports the assigned rehabilitation intervention

Main Activities:

- Promotes client safety in the provision of the assigned rehabilitation service.
- Assists clients preparation for assessment/intervention
- Performs selected measures or tests as delegated by the OT/PT
- Monitors client responses and status during the performance of assigned tests or treatment sessions
- Performs assigned interventions (therapeutic exercises, electrophysical modalities, functional mobility, etc.)
- Assists the OT in preparation and fabrication of splints, orthotics slings, ADL activities, equipment set-up/maintenance, etc.
- Facilitates client participation in the intervention activities
- Reports information and observations to the OT/PT and other members of the team
- Employs effective and appropriate written and electronic information
- Responds to questions within knowledge and skill level or refers as appropriate
- Produces written and electronic documentation (health record, client handouts) that is accurate and precise using appropriate terminology
- Attends and participates in client case conferences as required

2. Contributes to the creation of an effective practice environment by maintaining treatment areas, equipment and supplies.

- Participates in inventory control and supply management
- Participates in the acquisition and evaluation of physical resources
- Performs routine maintenance duties as assigned
- Participates in quality improvement activities
- Uses and monitors equipment and space to support service delivery
- Maintains a clean and safe working environment (changing linens, tidying treatment areas, storage rooms, cleans hydrocollator, wax bath)
- Maintains workload measurement /statistics in accordance with HRSSA standards
- Seeks information about available resources to support client care
- Assists in the completion of funding applications to NIHB and EHB
- Assists with the billing procedures for client equipment
- Assists with the scheduling of clients into the scheduler

3. Contributes to the overall management of the rehabilitation department through participation in data collection planning activities and decision making.

- Completes daily workload measurement statistics
- Participates in the implementation of departmental projects
- Schedules appointments
- Assists with other administrative duties as required

Position Role in Client & Staff Safety:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a health workplace for staff.

An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization share the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and

- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

Knowledge, Skills and Abilities

- Knowledge of current Rehabilitation standards of practice
- Knowledge of cross cultural issues
- Computer literacy
- Good organizational skills
- Good communications skills
- Ability to work cooperatively as a team member
- Ability to take direction and to seek help/ advice when required
- Flexibility
- Demonstrate effective problem solving and judgment

- Physically able to lift and transfer clients and to perform all other job responsibilities.
- Current CPR certification
- Driver's license

This level of knowledge is acquired through graduation from an accredited Canadian Rehabilitation Assistant program.

Working conditions:

Physical Demands

- Heavy physical effort required for lifts and transfers of patients, assisting with exercises, moving equipment - ongoing.
- Bending and crouching.
- Working in confined or incompatible spaces. 10%
- Physical danger from cognitively impaired physically abusive clients. 50 – 75%

Environmental Conditions

- Exposure to blood, body fluids, contagious disease – 10%.
- Risk of shock or burn from electrotherapy and splint fabrication equipment – 50%.
- Risk of burns from hydrocollator and hot packs – 50%.

Sensory Demands

- Odors and fumes from cleaning agents – 50%.
- Hearing, sight and touch are critical in assisting the PT/OT of the assessments of clients

Mental Demands

- Emotional distress maybe encountered in patients – 50%.
- Dealing with patients who have progressive, chronic or terminal conditions can be emotionally draining – 50%.
- Cultural differences may necessitate modification of behaviors or treatment techniques – 50%.
- Dealing with unpleasant or verbally abusive clients – 25%.

References:

Essential Competency Profile for Physical Therapy Assistants in Canada, 2012

Practice Profile for Support Personnel in Occupational Therapy, 2009

CERTIFICATION

Position Number:

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Director/Chief Executive Officer Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

Created: April 2013

May 2017: logo, scope, criminal record check, commitment statement

April 2020 – updated reporting to the Manager, Primary Care & Community Health