

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - SENIOR THERAPY ASSISTANT**

Sector	Healthcare	
Track	Therapy Support	
Occupation	Therapy Assistant	
Job Role	Senior Therapy Assistant	
Job Role Description	<p>A Senior Therapy Assistant is responsible for providing support to therapists before, during and after therapy sessions. S/He is responsible for supporting department administration and operations as well as participating in continuing education to further her/his knowledge in the areas of speech therapy, occupational therapy and physiotherapy. S/He is also responsible for supervising and managing therapy assistants.</p> <p>S/He may work in various settings such as public and private institutions, integrated and long-term care facilities as well as in the social service setting. S/He may work as part of a collaborative, interdisciplinary team which may include speech therapists, occupational therapists and physiotherapists, teachers, physicians, audiologists, psychologists and social workers.</p> <p>S/He should be diligent, flexible and resourceful. S/He should also possess collaborative skills and supervisory skills.</p>	
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks
		Provide therapy support
		Assist the therapists in assessing clients' status for suitability to start therapy sessions or continue with therapy sessions
		Prepare clients, materials and equipment for assessments or therapy
		Assist therapists in carrying out treatment plans
		Conduct routine assessments and outcome measures for clients as prescribed by therapists
		Perform therapy procedures according to protocols as instructed by therapists
		Assist therapists in recording therapy sessions according to template sets
		Communicate information of therapy sessions to therapists
		Educate patients and caregivers on therapeutic interventions as instructed by therapists
	Conduct basic or routine group therapy	
	Support department administration and operations	
	Maintain cleanliness and safety of therapy areas	
	Adhere to infection control procedures	
Maintain inventories and equipment for the department		
Perform administrative duties		

	Participate in quality improvement initiatives			
	Assist in setting up and carrying out trial of new equipment			
	Conduct relevant audits in areas of job scope			
	Perform supervision and team management	Coordinate scheduling of leave and coverage of duties		
		Monitor daily workloads of therapy assistants		
		Supervise therapy assistants		
		Provide guidance to therapy assistants		
		Assist therapists in assessing therapy assistants' performance		
		Conduct audits on therapy assistants' technical competencies		
		Participate in continuous education	Assist in planning continuing education sessions for therapy assistants	
	Provide training to therapy assistants			
	Support specialty therapy areas	Assist in fabrication, donning and doffing of orthosis and pressure garments		
		Fabricate orthosis and pressure garments as instructed by therapists		
		Educate clients on the use of therapeutic aids or assistive devices as prescribed by therapists		
	Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies
Audit Management		Level 2	Communication	Intermediate
Change Management		Level 1	Teamwork	Intermediate
Client Assessment in Therapy Support		Level 2	Interpersonal Skills	Intermediate
Client Education in Therapy Support		Level 2	Problem Solving	Intermediate
Continuous Improvement Management		Level 2	Service Orientation	Intermediate
Emergency Response and Crisis Management		Level 2		
Infection Control		Level 2		

	Intervention Implementation in Therapy Support	Level 2		
	Inventory Control and Equipment Maintenance in Rehabilitation Care	Level 1		
	Management of Stakeholders	Level 1		
	People Management	Level 2		
	Performance Management	Level 2		
	Professional, Legal and Ethical Healthcare Practice	Level 2		
	Reflective Practice	Level 1		
	Strategy Execution	Level 3		
	Workplace Safety and Health	Level 1		
	Workplace Violence	Level 2		
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			