

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - THERAPY SUPPORT ASSOCIATE**

Sector	Healthcare	
Track	Therapy Support	
Occupation	Therapy Assistant	
Job Role	Therapy Support Associate	
Job Role Description	<p>A Therapy Support Associate 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 and senior 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, supervisory skills and leadership skills.</p>	
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks
	Provide therapy support	Assist 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 session 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	Fabricate orthosis and pressure garments as instructed by the therapists		
		Assist therapists in performing basic or routine environmental assessments of clients' home based on templates or according to checklists		
		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 2	Interpersonal Skills	Intermediate
	Client Assessment in Therapy Support	Level 2	Teamwork	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 2		
	Management of Stakeholders	Level 2		
	People Management	Level 2		
	Performance Management	Level 2		
	Professional, Legal and Ethical Healthcare Practice	Level 2		
	Reflective Practice	Level 2		
	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			