

Nieve Turner



Personal Profile

Business Support Team

I am working on a Business Administration Apprenticeship at ATtherapy. I provide all aspects of administration support to the management and clinical team.

During this role I have had training in different aspects of the job, and this includes the medical and clinical aspects such as brain injury and cognitive impairments.

I support the clinical team in preparing resources and use specialist software such as Grid 3, Snap and Core and Boardmaker. These are specialist softwares used for developing visual resources / for high tech voice output communication aids. I can create bespoke grids and edit or adapt existing grids in order to suit different individuals. Boardmaker training has also allowed me to be able to create different communication boards for people to use in order to suit their needs, for example, different fonts, colours and images and size.

I have completed competencies in ICT and so am able to deliver work like this to a high standard. This includes typing up casenotes into the casenote system and ensuring this is of the utmost professional standard.

I also support the smooth running of the office and am responsible for the equipment spreadsheet and use of QR codes to sign in / out ATtherapy assessments and equipment.

In addition, I spend one day per week out in the field, working alongside one of the Speech and Language Therapists in order to develop understanding of their role and help with my awareness and education of supporting people with disabilities.

Qualifications

BTEC in Health and Social Care – triple distinction

Key skills

A lot of the key skills I possess I believe have been taught and adapted through my time at school, college and now in the work environment. I have carried out work experience in schools and have become familiar with aspects of the education system. From my time at college I have been able to improve immensely with skills such as literature and ICT, creativity and teamwork. Again, in some cases my assignments forced me to use my creative side and work as a team in group projects, from this experience I have been able to better myself in this aspect and am very capable and comfortable working as part of a team.

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