

# Hello, We are Therapies.

 @ouh\_therapies

Dietetics  
Occupational Therapy  
Physiotherapy  
Speech and Language Therapy

## Recruitment pack

We are recruiting to the post of:

## **Band 4 Physiotherapy Assistant**

Dear candidate,

An exciting opportunity has arisen for a Physiotherapy Assistant to join the Renal & Surgery Inpatient Therapy Team at the Churchill Hospital in Oxford.

This is an ideal opportunity for those who have had experience working as a Band 3 assistant in a health and community setting and are looking to progress their career to Band 4, as well as current Band 4's looking to work in a specialist area.

The post will involve working on the hospital wards with a variety of surgical patients within the Oxford Cancer Centre, to support them to regain their independence post operatively. You will also work on the wards with patients who are admitted under the specialist Renal and Transplant services.

The successful candidate will support the Therapy and Multidisciplinary team to provide physiotherapy intervention and facilitate hospital discharges. The role will include gathering information from patients or families, following treatment plans, providing education to patients, and maintaining up to date records in line with Trust policy. You will work closely with qualified physiotherapists and occupational therapists who will provide guidance and supervision.

The post holder will become an integral part of our experienced, friendly, and supportive therapy team and will work closely with other members of the multidisciplinary team across multiple wards. Training and ongoing development will be available.

As a member of the team, you will have the opportunity to:

- Work with and receive support from other therapy colleagues
- Receive clinical supervision from registered therapists
- Annual Values Based Appraisal
- Protected CPD time
- Participate in the departmental in-service training programme
- Enrolment onto the OUH Care Certificate programme
- Contribute to the development of the service

If you are interested in this role and feel you meet the criteria, please take the time to contact me to discuss it further, or arrange a visit using the contact details in the advert.

With best wishes,

Harriet Finze - Team Lead Physiotherapist

Therapies Clinical Service Unit (CSU)

## Oxford University Hospitals NHS Foundation Trust: who are we?

Oxford University Hospitals (OUH) is a world-renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. We became a Foundation Trust on 1st October 2015, and we believe this will enable us to work more effectively in partnership with our patients and our local community to provide high quality healthcare. We employ approximately 12,500 staff (including over 4,000 nurses and 2,000 doctors and 850 AHP staff). The Trust comprises four main hospital sites: the John Radcliffe Hospital (which includes the Children's Hospital, West Wing, Eye Hospital, Heart Centre and Women's Centre), the Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford, and the Horton General Hospital in Banbury, North Oxfordshire. These hospital sites, together, are supported by a range of community services across the county.

We provide a wide range of clinical services including; stroke, ambulatory medicine, oncology and surgery. The Trust also provides specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation, and a full range of children's services including critical and new-born care) medical education, training and research.

Most services are provided in our hospitals, but over six percent are delivered from 44 other locations across the region, and some in patients' homes.

We have an extensive range of collaborations; including the University of Oxford and Oxford Brookes University which underpin the quality of the care that is provided to patients. For more information about OUH NHS Foundation Trust: <http://www.ouh.nhs.uk/about/default.aspx>

## What do we stand for?

Trust Values and Expected Behaviours.

Over a thousand patients and colleagues assisted us in developing our Trust values that will help us achieve our ambition of delivering compassionate excellence. To help us live out those values in our work, we have defined the types of behaviours that will ensure we met the high standards we have set ourselves.

These are the values that should characterise all that we do and our behaviours with our patients and families and each other. Our values and expected behaviours are:

- Compassion:** Putting patients at the heart of what we do and recognising different needs.
- Respect:** Encouraging a spirit of support, integrity, respect and teamwork.
- Excellence:** Taking pride in the quality of care we provide for our patients and customers.
- Learning:** Learning from successes and setbacks.
- Delivery:** Delivering high standards of health care for our patients and customers
- Improvement:** Striving to improve what we do through change and innovation.

These values and behaviours are extremely important to us and we expect everyone who works with us in any capacity to share and uphold these values and behaviours.

**Learning, Respect, Delivery, Excellence, Compassion, Improvement**

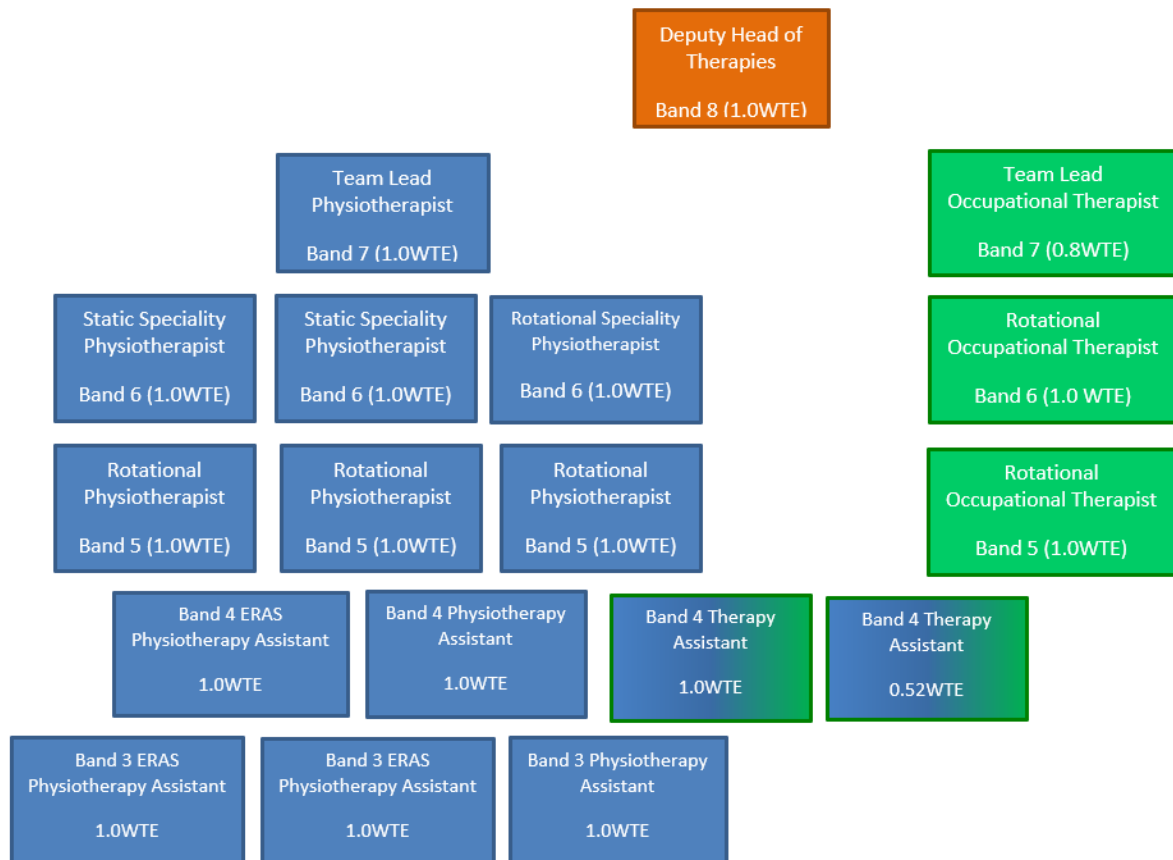
## Therapies Clinical Service Unit (CSU)

Therapies employ 275 staff across the professions of Dietetics, Occupational Therapy, Physiotherapy and Speech and Language Therapy. We are hosted in the Division of Medicine, Rehabilitation and Cardiac services (MRC), but deploy our services across all divisions within the Trust. The Head of Therapies Office comprises senior management, leadership, governance, education, research and administrative functions supporting ten clinical work streams, all of which are based on clinical disciplines and expertise and are led by clinical leads.

## Structures



## Churchill Renal & Surgery Therapy Team Structure



## **Job description**

<b>Title:</b>	Physiotherapy Assistant
<b>AfC Band:</b>	4
<b>Line Management:</b>	Team Lead Physiotherapist
<b>Accountable to:</b>	Head of Therapies
<b>Contract:</b>	Permanent, full time.
<b>Hours:</b>	37.5 per week
<b>Sites:</b>	Churchill Hospital

## Job Summary

1. To work as a member of the Churchill Therapies Team to plan and provide programmes of therapeutic activity for patients, within the framework laid down by therapists.
2. To promote patient goals to enable early and safe discharge from hospital.
3. To assist the Therapy Team with a range of duties.
4. Implement and evaluate basic therapy interventions for patients in activities relating to their treatment programme.
5. To record patient information.
6. To input data onto IT systems.
7. To maintain rehab equipment in the department, order, clean and communicate with suppliers.

## Communication

1. Exchange and communicate factual information to patients using encouragement, reassurance and tact and overcome barriers to rehabilitation with patients whose understanding is impaired.
2. Maintain accurate, objective up to date patient records according to Trust standards.
3. Use a range of verbal and non-verbal communication tools to communicate effectively with patients, to progress rehabilitation and treatment programmes.
4. Receive and provide routine information to staff, patients and carers.
5. Accept and relay information / messages to / from registered staff, verbally, electronically and in writing as requested.
6. To communicate effectively with registered staff to feedback about patient caseload/progress.
7. To participate in regular meetings with other members of the therapy team and multidisciplinary team.
8. To deal effectively with patients who have a range of communication and behavioural needs.
9. On an informal basis, to promote the profile of Therapies in the Trust.

### Clinical Responsibilities

1. To understand a range of procedures which require some theoretical knowledge by practical experience.
2. To work flexibly and be able to adjust to the constantly changing demands of the departments.
3. To have holistic understanding of patient and family dynamics, the patient's condition and its impact on function.
4. To use initiative when responding to changing patient signs i.e., ceasing treatment if patient unwell.
5. To assess and formulate treatment plans for routine patients as guided by therapists.
6. To assess patients' mobility and issue appropriate equipment.
7. To adjust treatment programmes autonomously when clinically appropriate and report changes to the registered practitioner.
8. To provide planned advice, support and instruction to patients and where relevant their carers, to promote understanding of the aims of their treatment plan.
9. To undertake specific activities relevant to the clinical area which demonstrate advanced technical or support skills that have required specific training.
10. To prepare, issue and give instruction in the use of equipment to promote rehabilitation and independence within agreed competencies following treatment plan.
11. Preparation of the environment and equipment appropriate for the treatment session.
12. To provide patient centred and high standard interventions, respecting patient choice and dignity, and working with a multidisciplinary approach to achieving patient goals.
13. To assess patient understanding of treatment proposals to gain valid informed consent according to Trust Policy.
14. Reporting to the registered practitioner any risks, difficulties or concerns that they themselves or a patient, may identify.
15. Liaise effectively by establishing and maintaining professional working relationships with other members of the multidisciplinary team, patients, carers, and relatives. This may include staff from other agencies or localities when a patient's care is being transferred.
16. To evaluate emergency situations and act accordingly working within procedures and protocols laid down by the service and the Trust.
17. To participate in weekend or evening working as required by the department.

### Professional

1. Work to support therapists in adhering to professional standards and Trust procedures and policies.

### Planning and Organisational Skills

1. To manage own day to day work tasks and prioritise with reference to registered practitioner.
2. Work with other registered practitioners across the Trust to support the Therapies Team.
3. To assist therapists arranging in-service training, study days etc.
4. To participate in appropriate Clinical Governance activities such as Risk Management, as directed by a registered clinician.
5. Prioritise delegated workload and be responsible for own effective time management.

### Service and Personal Development

1. To work within relevant professional standards of practice (CSP) adhering to Trust procedures and being prepared to comment on proposals for change.
2. To participate in the development of the therapy services with registered practitioners.
3. To participate actively in sharing and receiving in-service training and development, to ensure continuous professional development, as appropriate to grade and experience.
4. To assist therapists with inducting new staff to the department.
5. Demonstrate non-clinical and clinical duties to new starters.
6. To undertake administration tasks to support the therapy services as requested.
7. Attend annual mandatory training in line with Trust policies.
8. To actively participate in continuing professional development to further own learning and personal development, including regular supervision, peer review and annual appraisal.
9. To record continuing professional development in own portfolio, linked to the annual appraisal and personal development plan.
10. To share learning, skills and knowledge with other staff members and students.
11. To be aware of own limitations and ensure that no task or procedure is carried out until necessary training has been received.
12. To contribute towards service reviews and audit and research and development within Therapy services.

### Information and Resource Management

1. To record personally generated clinical observations.
2. Ensure all equipment is used appropriately and safely, according to service guidelines and educate other staff members where necessary.
3. Maintain therapy stock levels.
4. Observe a personal duty of care when using equipment.
5. To be aware of criteria for provision of equipment from other organisations in Oxfordshire, and to abide by these criteria.
6. To compile record and collate accurate statistics for treatment interventions in a timely manner accordance with the Therapy guideline and the needs of the service.
7. To be competent using the online equipment ordering system.



8. To use the Trust intranet, EPR systems, PAS and data bases as appropriate for the speciality.
9. To be able to use e-mail for communications across the sites, and to use the therapy IT system for sharing / using information.

### Equity, Diversity and Rights

1. To work and to promote equal opportunity and diversity.
2. At all times maintain patient dignity and confidentiality according to Trust policies.
3. Identify training needs and facilitates learning of self and others.
4. Demonstrates Therapy practice sensitive to the cultural, religious and linguistic needs of the individual and brings these issues to the attention of others.
5. Develops, sustains and evaluates collaborative approaches with other workers, agencies and communities.

### Health, Safety and Security

1. To be physically able to do the job.
2. Undertake manual and therapeutic handling techniques with patients both individually and as part of a team.
3. To demonstrate dexterity and co-ordination for manual and therapeutic handling and treatment of patients whilst carrying out mobilisation, functional rehabilitation and other procedures on a frequent basis.
4. To be able to move a patient safely, manoeuvre a wheelchair, hoist etc as required.
5. To be able to frequently lift equipment, using appropriate methods alongside a well-developed risk assessment.
6. To have well developed coping strategies to deal with stressful / unpleasant situations on the wards or in the department.
7. To be able to concentrate / focus during unpredictable work patterns (i.e., with patients) or interruptions and the need to meet deadlines.
8. Be responsible for the health and safety of self and patients and adhere to and implement all Trust and Safety policies.
9. To be aware of and follow the Health & Safety guidelines in relevant work area, including prompt recording and reporting of accidents or incidents to senior staff.
10. To deal with health and safety implication of frequent exposure to unpleasant working conditions on a regular (daily basis) e.g. bodily fluids, sputum, vomit, urine, fleas and lice and occasional exposure to verbal and physical aggression.

### Risk Management

1. To ensure working conditions physical and mental (behaviour or aggressive patients / staff, relatives etc.) are kept minimal, or where inevitable dealt with appropriately.
2. Using risk assessment be able to manage self in relation to the demands of the environment.

3. To identify and alert the Therapy Manager to areas of clinical risk, in particular responsibility for ensuring that the range of devices / equipment available for demonstration is safe, modern and efficient.
4. The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.
5. Staff should be familiar with the major incident policy and fire policy and should make themselves familiar with the local response plan and **their** role within that response.

### Responsibilities for Health and Safety

1. The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the health and safety at work act 1974, statutory regulations and Trust policies and procedures. This will be supported by the provision of training and specialist advice where required.

## **INFECTION CONTROL**

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards of Infection Control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities.

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/ or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

## **FURTHER INFORMATION AND GUIDELINES**

This post is subject to obtaining satisfactory clearance in respect of Disclosure of Criminal Convictions. A Disclosure Application Form will be sent to all new appointees with their appointment letter and the completed form must be submitted for verification on the first day of employment.

This post is one of continual development. The job description is intended as a guide to the duties and responsibilities of the post. Responsibilities will be reviewed periodically in line with service priorities, and may change, or new duties be introduced after consultation with the post holder.

**Person specification**

Domain	Criteria	Method
<b>Qualifications &amp; Training</b>	<b>Essential - Candidates must have the following:</b> <ul style="list-style-type: none"> <li>Proven educational standard to GCSE in English and Maths at Grade C or above (or the equivalent)</li> <li>Educated to A-Level / NVQ 4 / BTEC or equivalent e.g., NVQ 3 plus substantive experience working in a care setting.</li> <li>Care certificate or willing to work towards this</li> </ul>	App  App  App
<b>Experience, Knowledge, and skills</b>	<b>Candidates must:</b> <ul style="list-style-type: none"> <li>Have experience working within a health or social care services setting, with adults with a range of illnesses or disabilities.</li> <li>Demonstrate an understanding of the therapy assistant role gained through previous employment or work experience.</li> <li>Be able to communicate effectively (to be clearly understood by others) using verbal, non-verbal, and written methods.</li> <li>Be able to recognise and adapt communication style and methods where there are challenges and/or barriers to effective communication.</li> <li>Be able to keep legible and accurate written notes in English in accordance with agreed standards.</li> <li>Be proactive in identifying and planning your own learning and development as part of continuing professional development.</li> <li>Understand and apply effective team working through collaboration and clear understanding of roles and responsibilities to achieve positive patient outcomes and experience.</li> <li>Understand and implement the role of the therapy assistant in safe and effective practice.</li> <li>Be able to plan clinical workload through application of effective time management and organisational skills.</li> <li>Be able to identify when to seek support from senior colleagues to consistently ensure patient safety and effective therapy intervention.</li> <li>Be able to make routine clinical observations and act appropriately.</li> <li>Be able to implement and evaluate therapy treatment plans.</li> </ul>	App / Int  App / Int  App / Int  App / Int  App  Int  Int  Int  Int  App / Int  App

	<ul style="list-style-type: none"> <li>Assist the team with supporting students on placement.</li> <li>Be proficient in the use of Trust systems and applications, and Microsoft 365, including Teams as a collaborative workspace.</li> <li>Contribute to the effective management of non-clinical tasks within the department such as departmental cleaning, monthly fire-safety checks, monitoring stock levels, equipment reallocation, and resus trolley checks.</li> </ul> <p><b>Candidates may:</b></p> <ul style="list-style-type: none"> <li>Have experience working as a physiotherapy or therapy assistant in an acute hospital setting.</li> </ul>	App App App  App
<b>Attitude, Behaviours &amp; characteristics</b>	<p><b>Candidates must be able to:</b></p> <ul style="list-style-type: none"> <li>Positively influence the behaviour and performance of people through good role modelling.</li> <li>Advocate for the health, wellbeing, and safety of patients, colleagues and themselves and demonstrate this through their positive actions and willingness to speak up.</li> <li>Demonstrate anti-discriminatory and anti-racist behaviour in all aspects of work and positively influence others to do the same.</li> <li>Demonstrate values of integrity, honesty, and compassion.</li> <li>Demonstrate the physical ability to carry out therapy assistant assessments, interventions, and therapeutic handling throughout the working day.</li> <li>Adapt to working in an environment which at times is unpredictable, and effectively employ strategies to maintain resilience and professionalism.</li> <li>Willing to be open and candid when clinical incidents and errors occur and embrace learning to improve quality and safety.</li> </ul>	App / Int  App / Int  App / Int  Int  App  Int  App / Int

App: Assessment of criteria in the application form

Int: Assessment of criteria in the interview