

## JOB DESCRIPTION

**Job Title:** Specialist Physiotherapist

**Pay Band:** Band 6

**Department:** Physiotherapy

## ORGANISATIONAL ARRANGEMENTS

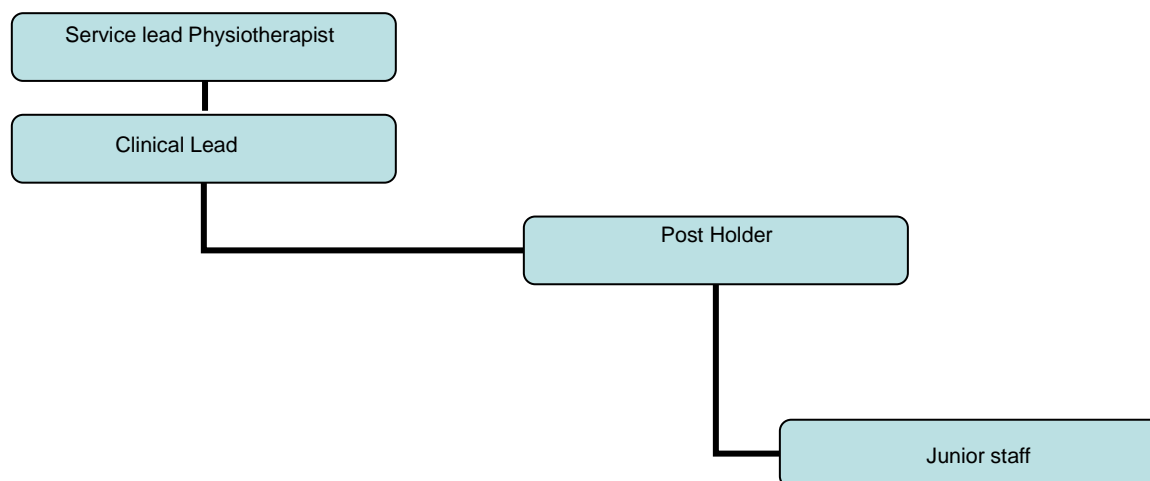
**Managerial Accountable to:** Lead Physiotherapist / Designated Service Lead

**Reports to:** Lead Physiotherapist / Designated Service Lead

**Professionally Accountable to:** Physiotherapy Service Lead  
Head of Physiotherapy

**Responsible For:** Junior staff and support workers as delegated.

### Organisational Chart:



## **JOB SUMMARY / PURPOSE**

The post holder will form part of an existing team of physiotherapists responsible for the delivery of patient rehabilitation services within Hywel Dda University Health Board within their defined clinical area of clinical speciality. This will involve working in collaboration with inter and multi-disciplinary teams (MDT) to deliver holistic care.

The post holder will be responsible for managing their own caseload which will involve self-referrals as well as those from GP's, AHP's, Social Service practitioners and Consultants. They will operate as an autonomous professional with a high level of clinical and technical skill and expertise, using evidence base to plan, implement and evaluate the management of clients.

The post holder will participate in the continuous professional development process, involving the education / supervising of junior staff and students.

The post holder will play a key role in supporting service modernisation and development.

This will include involvement in audit and service evaluation processes.

The post holder will be required to participate in the provision of a flexible 7-day service, based on service need. This will be on a rota basis.

The post holder will be required to participate in the provision of the on call respiratory service.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Clinical Practice**

Ensure a high-quality service by complying with relevant standards.

Practice as an autonomous practitioner with a varied patient caseload to plan, modify & carry out assessment, diagnosis and intervention using advanced clinical reasoning skills. This includes referral to other disciplines as necessary.

Make independent decisions, evaluate intervention outcomes and progress interventions accordingly.

Designs and delivers group programs as appropriate to address defined clinical needs.

Work collaboratively with the patient/ client (and carers/family) in conjunction with multidisciplinary/ multi-agency staff to develop a care plan based on individual led priorities and goals.

Works towards clearly defined clinical outcomes.

Continuously evaluates own practice ensuring evidence-based interventions are utilized, complying with relevant guidelines.

Prioritises caseload, manages own time and works to deadlines.

Advises line manager on issues of service delivery and risk.

Support the effective use of data collection and collation.

To delegate and take responsibility for tasks delegated.

Accept responsibility for clinical governance within own clinical area/specialty.

Once competent, to participate in the on call respiratory service, where the post holder will work as an independent practitioner managing patients.

### **Service Management & Improvement**

Contributes to the development of service projects and local clinical guidelines.

Awareness and adherence to service plan.

Contribute to multidisciplinary team building where appropriate, including the negotiation of collaborative working arrangements.

Takes the delegated lead on development of a particular team objective in liaison with peers.

Assumes delegated responsibilities within project framework.

Manage other tasks specific to the range and scope of the job.

Involved in the process of performance management.

Involved in training and competency framework developments.

Deputise for lead physiotherapist when appropriate.

Work collaboratively with Physiotherapy practitioners in all fields of practice, referring for advice if necessary from clinical expert physiotherapists.

Work with team to identify opportunities for improvement of services.

Contributes to the process of audit and service evaluation.

Contribute to research within the service by providing data and assistance to project leads.

### **Communications**

Communicate effectively information from clients, carers/ families and multidisciplinary/team members/other professionals.

Based on JD RVA/REHAB/P2 matched and approved 20/07/2005

Provide detailed reports regarding client management.

Participate in activities that lead to effective patient involvement in service evaluation and design.

Present to colleagues and other professions.

Provide a high standard of customer care and deal with complaints in a professional manner, in line with Health Board Policy.

Undertake local induction with staff.

### **Finance and Resources**

Identify own responsibility for effective use of time, staff resources and space.

Exercise good personal time management, punctuality and consistent reliable attendance in accordance with policies.

Understands the need to manage time and resources to maximum effect, prioritising caseload, managing own time and working to deadlines.

Identify appropriate equipment needs within clinical area.

Accept payment and provide receipt for purchases of equipment.

Assessing for and initiating provision of equipment/services provided by other agencies.

Ensure appropriate delegation of tasks to others, enforcing the national and professional delegation guidelines.

Assists service management in implementing systems to effectively monitor & control the use of appropriate resources.

### **Personal and People Development and People Management**

Works independently accessing supervision within an Individual Performance review framework.

Able to reflect on practice based on critical appraisal of current best evidence and identify own strengths and development needs.

Work to individually defined goals and objectives (as confirmed by Supervisor).

Supervise and develop junior staff and students delegating duties, managing workloads and monitoring practice including appraisal.

Contributes to the a identification of training needs within the team

Participates in specialist training in areas of clinical expertise.

Based on JD RVA/REHAB/P2 matched and approved 20/07/2005

Responsible for participating in Statutory and Mandatory training.

### **Information Processing**

Ensure own and staff compliance with standards in relation to data management.

Continuously evaluates effectiveness of individual client intervention in relation to planned client outcome and updates/re-aligns care plan based on progress.

Uses validated outcome measures where possible based on evidence-based practice and national / service guidelines where appropriate.

Contribute to the interpretation of data as part of audit processes and service evaluation.

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to information governance.

Balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.

Formulates Physiotherapy intervention within agreed national, local and professional guidance and standards.

Ensure care and maintenance of equipment.

Carry out environmental risk assessment related to hospital discharge ensuring client has all relevant assessments and equipment.

Be responsible for safe use of equipment by others including patients/carers.

### **Quality**

Participate in local and national audits.

Contribute to the clinical governance arrangements of the department.

### **Equality and Diversity**

Demonstrates consideration of professional boundaries including that clients / carers are empowered to make informed decisions about their own care plans.

Ensure clients have equal access to services.

Ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Ensure all service users are treated with dignity and respect and are treated as an equal partner.

Ensure all policies relating to consent and confidentiality are adhered to.

### **Effort & Environmental**

Lifting, pushing, pulling patients limbs, wheelchairs/hoisted patients.

Bending over clients for assessment & therapeutic techniques.

Working in cramped conditions occasionally to carry out therapeutic techniques.

Inputting at a keyboard when booking patient appointment, outcome measures, reports.

Checking Clients clinical records.

Analysing treatment techniques, research, audit reports.

Interruptions during clinical interventions.

Imparting unwelcome news with regard to poor prognosis e.g. conservative management of long term conditions.

Dealing with difficult family situations during complex client interventions.

Dealing with people with severely challenging behaviour during client interventions.

Client hygiene may be variable.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>Professional registration as recognised by HPCP.</li> <li>Post graduate evidence of specialist education.</li> <li>CPD evidence.</li> <li>IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification up to post grad diploma level in relevant specialty</li> <li>Clinical Education Training Course.</li> <li>Member of C.S.P</li> <li>Active participation of specialist interest groups</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Post-graduate experience in relevant clinical specialty.</li> <li>Completion of junior competency framework.</li> <li>Practical experience to a level that would enable participation on the respiratory on call rota.</li> <li>Therapeutic handling and risk assessments</li> <li>Managing a diverse caseload using a clinical reasoning process.</li> <li>Inter-professional and team working.</li> <li>Direct involvement with carers and families.</li> <li>Evidence of supporting service compliance with clinical governance requirements.</li> <li>Experience of staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of student supervision.</li> <li>Negotiation of MDT working practices.</li> <li>Experience of service development</li> <li>Experience of NHS working.</li> </ul>	Application Form and Interview
<b>Language Requirements</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview

<b>Aptitude and abilities</b>	<ul style="list-style-type: none"> <li>• Manual handling techniques to incrementally improve client capacity to be independent.</li> <li>• Highly developed visual acuity, perceptual skills and physical skills.</li> <li>• Autonomous practitioner with self-management, assessment and treatment skills of complex cases.</li> <li>• Proven clinical reasoning/problem solving skills.</li> <li>• Planning and prioritisation of workload</li> <li>• Knowledge of current health policies and application in clinical area.</li> <li>• Evidence of critical appraisal skills</li> <li>• Mechanisms of Audit</li> <li>• Ability to assimilate national clinical guidance.</li> <li>• Be skilled in unpredictable situations</li> <li>• Possess motivational and reassurance skills</li> <li>• Achievement of core competencies via the junior rotation process</li> <li>• Knowledge of interrelationship of physiotherapy and other services</li> <li>• Management and application of Health and Safety at Work Act</li> <li>• Understands and acknowledges the principles of patient empowerment to achieve optimum clinical outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Research methodology</li> <li>• Presentation skills. Understand working arrangements and principles of practice of other professional groups.</li> <li>• Manage staff in line with policy.</li> </ul>	Interview
<b>Values</b>	Ability to embrace the following personal values and behaviours on a daily basis -		



	<ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Evidence of teaching/In Service Training. Flexible approach to meet the needs of the service</li> <li>• Prepared to participate in on call and extended service.</li> <li>• Ability to travel between sites and in community in a timely manner</li> </ul>		Application Form Interview

### **Level 1 Welsh**

***(please note that for this particular post level 1 in spoken Welsh is desirable but not essential)***

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc

## **GENERIC STATEMENTS**

### **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the

responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.