

## Job Description

<b>JOB TITLE</b>	<b>Physiotherapy Assistant Practitioner, Medicine Team</b>
<b>GRADE</b>	<b>Band 4</b>
<b>REPORTS TO</b>	<b>Physiotherapy Team Leader – Medicine Team</b>
<b>ACCOUNTABLE TO</b>	<b>Therapy Inpatient Lead</b>
<b>DEPARTMENT</b>	<b>Physiotherapy, QHB</b>
<b>DIVISION</b>	<b>CDCS</b>
<b>DATE</b>	<b>December 2021</b>

### JOB SUMMARY:

To plan and carry out therapeutic rehabilitation tailored to the needs of medical and elderly patients, within a framework agreed by the Physiotherapist.

To implement and evaluate physiotherapy intervention for patients, in activities relating to their treatment programme.

To identify patients with complex needs and refer to an appropriate Physiotherapist promptly.

To assess patients and supply with mobility aids following protocols devised by Physiotherapists, and teach in their safe use in the appropriate setting.

To be a proactive member of the multi-disciplinary team.

To be responsible for their own patient caseload, meeting departmental standards when assessing and treating patients and to identify patients suitable for discharge or transfer to a community hospital/intermediate care service.

To support the 7 day Working Service.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

#### Clinical

1. To use well developed verbal and non-verbal communication skills to effectively communicate routine information, which may be of a sensitive nature, to patients, relatives/carers and other members of the MDT using an empathetic, motivational and reassuring approach. This will include patients who may have difficulties in understanding or communicating. For example, patients who may be dysphasic, depressed, deaf, blind or who may be unable to accept diagnosis.
2. To identify through ward screening any patients who may be suitable for physiotherapy intervention and facilitated discharge.

3. To carry out individual physiotherapy non-complex assessments and clinical observations to assess patient's functional abilities using theoretical knowledge and department protocols.
4. To undertake patient treatment programmes as discussed with the Physiotherapist or by following protocols, practice functional skills, order equipment and refer to other professionals, Social Services or external agencies.
5. To be responsible for managing own caseload and be able to recognise and implement progression of patient's treatment and initiate the discharge process following discussion with the physiotherapist responsible or by following protocols.
6. To be able to implement into practice theoretical knowledge acquired through experience to NVQ III with competencies.
7. To complete risk assessment either individually if working alone or jointly with colleague.
8. To either work independently or assist the physiotherapist/suitable other in moving and handling, with/without equipment (e.g. hoist, Molift, sliding sheets) as appropriate, demonstrating expertise.
9. To demonstrate accurate skills of dexterity, co-ordination, sensation and developed patient handling in undertaking the manual treatment of patients.
10. To implement physiotherapy treatment and care as per treatment plan, but be able to make minor adjustments by carrying out individual assessment on a daily basis and report back to the physiotherapist as appropriate on progress.
11. To implement and manage falls interventions including the assessment and triaging of patients attending the Physio component of the Falls Clinic.
12. To independently assess for and issue walking aids following Physiotherapy development protocols.
13. To independently assess for and carry out stair assessments for non complex patients following stair and step assessment and treatment guidelines.
14. To document all interventions in the patient notes, following the departmental standard.
15. Liaise and work closely with other members of the MDT within the Medicine Service and the inpatient Physiotherapy team at Queen's Hospital.
16. To report to Physiotherapists in a timely manner information regarding patient's performance and progress during rehabilitation and any potential delayed discharges, with an indication of possible associated problems.

### **Organisational:**

1. To maintain a safe environment for patients and staff.
2. Ensure that all equipment is checked regularly, maintained appropriately, and that any piece of equipment that is faulty is labelled and reported immediately.
3. Give instruction and training of equipment ordering procedures.
4. To liaise with Equipment Loan Stores across the local counties for the provision and delivery of patient equipment and to ensure adequate stock levels of equipment are maintained within the Therapy Department's Peripheral Store by ordering replacements as required.
5. To be able to plan and prioritise own patient workload to fit in with the workload of the team as a whole and across the inpatient wards.
6. To collect patient data for audit purposes, setting up systems digitally and entering and interpreting data as requested by the physiotherapists.
7. To manage electronic records and notes – ensuring full accurate documentation is recorded on chosen system for use.
8. To ensure that physiotherapy referrals to external agencies are completed and filed correctly and in the appropriate location of the therapy shared drive.

9. To represent the physiotherapy department at agreed meetings, ward boards and case conferences, being able to promote the needs of the service required for patients and staff by providing an opinion regarding the clinical services provided.

**Professional:**

1. To attend In-Service training/short courses where appropriate to consolidate and develop theoretical knowledge and practical skills.
2. To carry out training and supervision for other physiotherapy assistants, students and assist informal teaching for other MDT members.
3. To comply with Trust policies – e.g. Health and Safety, Confidentiality, Equal Opportunities etc.
4. To comply with Departmental and Service protocols and procedures – e.g. re: the safe use of equipment etc.
5. To understand and to contribute to the process of clinical governance, and audit in line with the requirements of the service.

### PERSON SPECIFICATION

<b>EDUCATION &amp; TRAINING</b>	<b>E</b>	NVQ Level III or equivalent
	<b>E</b>	Willing to undertake relevant training
	<b>E</b>	Evidence of continuing professional development
	<b>E</b>	Computer Literate
<b>WORK EXPERIENCE Paid or Unpaid</b>	<b>E</b>	Previous experience as a Therapy Assistant, (preferably within Physiotherapy or Occupational Therapy)
	<b>D</b>	Previous hospital based experience
<b>PEOPLE</b>	<b>E</b>	Able to work as part of a team
	<b>E</b>	Able to work in Hospital and Domiciliary setting
<b>RESOURCES</b>	<b>E</b>	Understands responsibility for equipment.
	<b>E</b>	Awareness of the need to use and manage resources effectively in an accountable manner.
<b>COMMUNICATIONS &amp; INTERPERSONAL SKILLS</b>	<b>E</b>	Able to communicate effectively in both written and verbal form.
	<b>E</b>	Good interpersonal skills
	<b>E</b>	Able to demonstrate a positive 'can do' attitude
	<b>E</b>	To be confident in communicating with senior colleagues and all members of the MDT
<b>INFORMATION HANDLING</b>	<b>E</b>	Organised approach to handling paperwork
	<b>E</b>	Understanding of Confidentiality and how it relates to a healthcare setting
	<b>D</b>	Able to prepare and present Audit data
<b>WORKPLACE CONTEXT</b>	<b>E</b>	Organised approach to work
	<b>E</b>	Able to use initiative and prioritise work
	<b>E</b>	Able to motivate self and others
	<b>E</b>	Physically able to participate in treatment sessions
<b>OTHER</b>	<b>E</b>	Ability to travel between locations

	<b>E</b>	Willingness to be flexible in working hours.
	<b>E</b>	Willingness to partake in 7 day working patterns
	<b>E</b>	Able to demonstrate a positive attitude and share the Therapy vision 'to treat as we would like to be treated'

**[E = Essential D = Desirable]**

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



### Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



### Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

### Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

### Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

### **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

### **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

### **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

### **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

### **Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

### **Research:**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".