

**PHYSIOTHERAPY SERVICE****JOB DESCRIPTION**

<b>JOB TITLE:</b>	Physiotherapy Team leader / Clinical Specialist
<b>POST:</b>	Band 7
<b>BASE:</b>	East Lancs Hospitals NHS Trust
<b>Hours:</b>	Full time – 37.5
<b>Responsible To:</b>	Physiotherapy Operational Manager
<b>Job Location:</b>	As required across East Lancashire Health Economy
<b>Job Summary:</b>	<p>Undertake a physiotherapy team leader/clinical specialist role within MSK physiotherapy</p> <p>To be responsible for the operational management of an identified physiotherapy team / clinical speciality.</p> <p>To provide specialist knowledge and advice to the therapies management team and other senior managers and clinicians in order to ensure appropriate representation of your service at operational and strategic levels.</p> <p>To act as the clinical lead for the identified physiotherapy service, advancing clinical practice in this area of work and taking lead in developing best practice and embedding this into the service.</p> <p>To deputise for members of the therapies management team as required.</p> <p>To balance the team leader and clinical specialist aspects of the post as appropriate and as agreed with the physiotherapy manager. Clinical specialists working within clinical teams are responsible to the designated team leaders of those teams.</p>

**Specific Duties and Responsibilities**

## Organisational

1. Be responsible for a designated area of work. Plan and organise effectively and effectively with regard to prioritisation and time management.
2. Agree priorities for own work area and that of relevant staff balancing other patient lead and professional demands and ensure that these remain in accordance with those of the section as a whole.
3. Lead on HR and Governance needs in line with departmental requirements.
4. Ensure that staff for whom you are responsible are supported and enabled to implement policy and service development changes.
5. Work with the Physiotherapy Manager and in developing the strategic and operational management of relevant clinical area and contribute to the business planning process through identification of relevant issues within your speciality area.
6. Co-ordinate and produce reports as required, ensuring these are of a sufficient standard.
7. Be actively involved in assuring the collection, collation and reporting of appropriate data and statistics for the department, including the production of Key Performance Indicators.
8. Be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of incidents and ensuring equipment use is safe.
9. Demonstrate familiarity with and understanding of all relevant organisational and departmental policies and procedures and be involved in their development and review as appropriate.
10. Work flexibly to support equity of physiotherapy provision across the wider service.
11. Provide cover for band 7 colleagues as required in line with need of the wider physiotherapy service.
12. Undertake any other duties considered appropriate by the physiotherapy management team.

## Clinical

1. Be professional and legally responsible and accountable for all aspects of your own work, including the management of patients in your care. Ensure a high standard of clinical care for patients under your management and across the team/service area.
2. Represent the Trust externally (locally, regionally and nationally as appropriate) in the appropriate physiotherapy speciality.
3. Undertake the comprehensive assessment of patients, including those with highly complex presentations, using investigate and analytical skills. Formulate individualized management and treatment plans where appropriate. Develop comprehensive and effective discharge plans, ensuring the timely completion of physiotherapy intervention, and onward referral as appropriate.
4. Accept clinical responsibility for patients referred to the team, and ensure the teams caseloads are organised effectively and efficiently with regard to clinical priorities and use of time.
5. Be responsible for ensuring the effective selection and use of all treatment recourses available.
6. Be responsible for equipment used in carrying out physiotherapy duties, and adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through, teaching, training and supervision of practice.
7. Provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of physiotherapy and to ensure a consistent approach to patient care.
8. Provide specialist advice to physiotherapy colleagues working within other clinical areas.
9. Provide specialist advice, teaching and training to other staff groups as appropriate.
10. Communicate complex clinical information effectively with patients and carers to obtain assessment and cooperation to maximise rehabilitation and to facilitate understanding of the condition.

11. Maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communication assessment and treatment results to the appropriate disciplines.
12. Assess capacity, gain informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
13. Undertake regular measurement and evaluation of your area of clinical work and current practices through the use of audit and other measures, individually and with colleagues. Ensure that clinical outcomes and patient feedback are included in your audit plans. Compile high quality reports (at masters) level as appropriate. Make recommendations for change, and manage the implementation of any agreed changes.

### **Professional**

1. Maintain registration with Health and Care Professions Council, and adhere to professional standards of conduct at all times.
2. Maintain own clinical professional development through demonstrating up to date knowledge of research policy, trends, and new developments relating to the clinical and clinical management aspects of the role. Identify the changes and developments required and manage the implementation of these within the team.
3. Actively contribute to own and other development by attendance at and delivery of presentations and training sessions at staff meetings, tutorials, training sessions in house and by organising and attending appropriate external courses and practicing reflective practice.
4. Communicate effectively and work collaboratively with medical, nursing and other therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service.
5. Participate in the PDR appraisal scheme and Personal Development Plan (PDP) as both appraiser and appraisee and take responsibility for ensuring that appraisals take place as required and in accordance with ELHT policy.
6. Proactively participate in delivering Clinical Governance and Risk Management in line with Trust Policies.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

### **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

### **Safeguarding**

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All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

### **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

### **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

### **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

### **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

### **Training**

Post holders are required to attend any relevant and mandatory training for the post.

### **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 East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

### **Review of Job Description**

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This is not intended to be a comprehensive description of the duties of the post. Due to the Trust's commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

## STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

*Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.*

The Trust operates a Tobacco Control Policy and is a 'smokefree' zone.

### The Trust operates a Tobacco Control Policy

Post Holder

Manager

Signature

Signature

Date

Date