

## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

#### JOB DETAILS:

<b>Job Title</b>	Static Physiotherapist
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Primary Community and Therapies Service Group
<b>Department</b>	Physiotherapy / Early supported discharge team
<b>Base</b>	To be completed on recruitment

#### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of Physiotherapy / ESD Team lead
<b>Reports to: Name Line Manager</b>	To be completed on recruitment
<b>Professionally Responsible to:</b>	Head of Physiotherapy

Add organisational statement on values and behaviours **Our Values**

#### Job Summary/Job Purpose:

- To provide a high standard physiotherapy service to the specialist caseload across various sites within the SBUHB as the service requires.
- To manage a defined caseload of clients with complex needs within this setting, using evidence based/client centred principles to assess, plan, implement and evaluate interventions, maintaining associated records.
- To perform advanced physiotherapeutic assessment of patients with diverse presentations to provide a diagnosis and develop and deliver an individualised treatment programme.
- To provide leadership for junior staff, through supervision and appraisal as delegated by supervisor.
- To supervise Physiotherapy students on clinical placements
- To deputise for the Senior Physiotherapists in their absence as required
- Work flexibly to meet the needs of the service, including a 7-day shift pattern, with extended working hours covering 365 days of the year
- To participate in CPD and develop skills and knowledge through participation in an inservice training scheme.

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

- ☐ To work across the Health Board and travel between SBU Health Board sites as required to support service delivery
- ☐ To undertake lone working if required.
- ☐ To be an active participant in the on call rota

**DUTIES/RESPONSIBILITIES:**

**Management**

- Implement policies, propose and contribute to changes in working practices/ procedures for own area.
- Follow the standards of practice for Physiotherapy and ensure that minimum requirements are met (CSP Health Board, departmental and service specific).
- Follow Health Board, Directorate, Physiotherapy Service and professional policies, protocols and guidelines.
- Demonstrate an awareness of specific national policies/ legislation/ guidelines pertinent to role.
- Contribute to service developments as required

## Clinical

- Be clinically competent to provide advice and treatment to individuals with diverse healthcare needs.
- Be professionally and legally accountable for all aspects of your own work, including the management of patients in your care.
- Undertake comprehensive physiotherapy assessments for a designated caseload, addressing physical deficits.
- Work with clients to identify physiotherapy goals as part of the overall care plan.
- Plan and implement individual and/or group interventions, in collaboration with the client/family/carer to achieve therapeutic goals.
- Develop and deliver universal, targeted and specialist physiotherapy interventions
- Monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and record outcomes for all clients on caseload, audit outcomes and share with peers and members of MDT.
- Respect the individuality, values, and cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- Demonstrate highly developed dexterity, coordination and palpatory senses for assessment and manual treatment of patients.
- Maintain and develop current knowledge of evidence based practice, developing specialist knowledge of particular conditions and patient types
- Have satisfactorily completed a range of core band 5 rotations in a variety of specialties.
- Work autonomously to undertake physiotherapy assessments for a designated caseload within this setting, addressing physical performance and skill deficits by diagnosing the clients' problems, using analytical skills to formulate solutions.
- Make judgements involving highly complex facts/ situations requiring in depth analysis/ interpretation and comparisons of a wide range of therapeutic options in order to decide on the best course of intervention and accurate prognosis and comprehensive case management plans.

## **Professional**

- Recognise good personal time management, punctuality and consistent reliable attendance
- Hold a qualification enabling registration with the Health Professions Council as a Physiotherapist.
- Adhere to the CSP&HPC Code of Ethics, Professional Conduct and standards of Practice.
  - Understand the requirements of national standards e.g. NICE, NSF
- Use/ apply complex specialist skills underpinned by advanced theoretical knowledge of professional practice in order to maintain professional competence and fitness to practice.
- Maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities.
- Actively engage in the PADR process promoting self-development and development in others.
- Be aware of professional developments in assessment and intervention and contribute to the development of good practice within service area.
- Undertake all aspects of clinical duties as an autonomous practitioner
- Demonstrate confidence and skill to use reflective practice and identify personal strengths and areas for development.
- Demonstrate the ability to acknowledge limitations in own practice and seek help to develop professional competence/ practice
- Demonstrate a sound understanding of clinical governance and its application to the delivery of physiotherapy

### **Service Delivery**

- Plan and prioritise own client workload to meet service and patient priorities. Readjusting plans as situations/changes arise.
- Formulate and deliver an individual physiotherapy treatment programme based on sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills.
- Participate in multi-disciplinary/agency team meetings, contributing to decisions with regard to the patient's care.
- Plan and organise a number of complex activities/ intervention programmes which require the formulation / adjustment of plans.
- Work with other agencies to contribute to the discharge process by communicating the discharge requirements of clients on own caseload.
- Comply with departmental policies and procedures that facilitate the smooth running of the service, and to communicate any problems or discrepancies to line manager immediately.
- Play an active role to initiate, plan and implement induction, training and education of band 5 physiotherapists, students and support staff in this setting.
- Be responsible for the management of your own workload and caseload within a defined area of the service working without direct supervision.
- Undertake any other duties as requested by the Team Lead/Head of Service.
- Implement policies, propose and contribute to changes in working practices/ procedures for own area.
- Attend meetings on request of line manager/ team lead to facilitate communication/ governance/ safe and effective service delivery.
- Follow the standards of practice for Physiotherapy and ensure that minimum requirements are met (CSP, Health Board departmental and service specific).
- Follow Health Board, Directorate, Physiotherapy Service and professional policies, protocols and guidelines.

- Demonstrate an awareness of specific national policies/ legislation/ guidelines pertinent to role.
- Contribute to service developments as required

### **Leadership**

- Contribute to a culture of learning and development
- Advise the Physiotherapy Team Lead on issues related to service planning and development in designated clinical area
- Participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- Involvement in service improvement projects and innovation

**Communication**

- Establish rapport with the client before applying other professional skills.
- Communicate complex sensitive information in an understandable form to patients and carers where the skills of motivation, persuasion, empathy and re-assurance are required.
- Communicate effectively with other members of the Physiotherapy Service and multidisciplinary team (internal and external to the Health Board) both formally and informally.
- Share acquired knowledge and skills with members of the Physiotherapy Service and multi-disciplinary team, peers, students and others as requested by the Clinical Lead using a variety of teaching methods and presentation skills

**Education and Training/Staff Management**

- Assist in co-ordinating the activities of junior/support staff in the treatment of clients on caseload.
- Participate in the induction, training and education of students and other staff in this setting.
- Undertake the supervision and appraisal of junior/support staff as agreed with senior member of staff
- Contribute to the supervision and education of work experience placements
- Assist in the supervision and assessment of physiotherapy students on clinical placement within the trust
- Participate in the in service training Programme and competency framework.
- Deliver training to junior and support staff through their Development Programmes

**Information Resources**

- Ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Health Board standards.
- Undertake audit of clinical information using research methodology

**Finance**

- ☐ Assist in the maintenance of equipment, advising on resources required to undertake Physiotherapy in this designated area.
- Adhere to Jointly Agreed Protocols with local authority partner agencies with regard to the provision of intervention and equipment.
- Maximise the use of available resources to the benefit of client care

### **Research and Development**

- Work with more senior physiotherapist to identify own learning needs, acknowledging previous experience and personal skills
- Be actively responsible for maintaining own CPD and having an up-to-date personal portfolio.
- Demonstrate the ability to critically evaluate current research and apply to practice.
- Participate in local audit, research and development appropriate to area.
- Continue to develop research skills as appropriate to area.

### PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>• Diploma/Degree in Physiotherapy</li> <li>• Professional registration with HPCP</li> <li>• Evidence of comprehensive &amp; advanced CPD maintained in a portfolio including attendance at recent highly specialised postgraduate courses relevant to the clinical field/specialty</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of the Chartered Society of Physiotherapy (CSP)</li> <li>• Membership of relevant special interest groups</li> </ul>	<p>Application form and pre employment checks</p> <p>Portfolio</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Involvement in CSP Special Clinical Interest Group or examples of evidence to prove clinical interest/development appropriate to the band 6 role</li> <li>• An understanding of Student or Physiotherapy assistant supervision</li> <li>• Contributing to clinical education of less experienced staff or students or assistants</li> <li>• Involvement in audit, research and understanding quality issues</li> <li>• Evidence of remaining up to date with professional practice and new research</li> <li>• Understand the legal responsibilities of the profession</li> <li>• Understanding of clinical governance and its implications for services including experience of quality issues and audit</li> <li>• IT skills</li> </ul>	<p><input type="checkbox"/> Knowledge of the workings of community physiotherapy services</p>	



<b>Experience</b>	<input type="checkbox"/> Experience of working in a physiotherapy department	<input type="checkbox"/> Supervision of other staff e.g. assistants	Application form and interview
	<ul style="list-style-type: none"> <li>• Broad range of experience as a band 5 physiotherapist in a rotational post</li> <li>• Experience of working as part of a physiotherapy team and/or multi-disciplinary team</li> <li>• Ability to keep accurate and legible patient notes</li> </ul>	/technical instructors	
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to organize, prioritise and effectively delegate</li> <li>• Ability to comprehend and work within the Health Board policies of data protection, equal opportunities and health and safety and meet the differing needs of the patients</li> <li>• Able to work independently and as part of a team.</li> <li>• Ability to travel between SBU Health Board sites and community locations to support service delivery.</li> <li>• Problem solving/analytical ability</li> <li>• Conflict resolution skills and team building skills</li> <li>• Able to travel between health board sites in a timely manner</li> </ul>	<input type="checkbox"/> Ability to speak Welsh	Interview
<b>Values</b>	<ul style="list-style-type: none"> <li>• Flexible towards the needs of the service</li> <li>• Reliable, motivated and enthusiastic.</li> </ul>		Application Form Interview References

## GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

- ☐ **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- ☐ **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- ☐ **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- ☐ **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- ☐ **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- ☐ **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- ☐ **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

	<p>□ <b>Records Management:</b> As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.</p> <p>□ <b>Equality and Human Rights:</b> The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.</p> <p>□ <b>Dignity at Work:</b> The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.</p>
	<p>□ <b>DBS Disclosure Check:</b> In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the HB's pre-employment check procedure.</p> <p>□ <b>Safeguarding Children and Adults at Risk:</b> The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children &amp; Adult training and be aware of their responsibilities under the All Wales Procedures.</p> <p>□ <b>Infection Control:</b> The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding 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/Trust Infection Prevention &amp; Control Policies and Procedures.</p> <p>□ <b>No Smoking:</b> To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.</p> <p>□ <b>Flexibility Statement:</b> The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.</p>

## **APPENDIX 2**

## Organisational Chart

### Organisational Chart

Head of Physiotherapy



Strategic Physiotherapy manager for Primary and community services & Deputy Head of Physiotherapy



Site Lead Physiotherapist



Team Lead Physiotherapist



**This Post**

APPENDIX 3
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**Job Title:** Static Physiotherapist

**Supplementary Job Description Information**

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Demonstrating exercises which may include lifting, repetitive movements and adaptation of techniques	Daily	Variable but frequently	
Handling and maneuvering of patients during treatment, exc classes and assessments	Daily	Frequently	
Emergency procedures such as cardiac arrest or faints	Occasionally	Occasionally	
Movement and re-arrangement of equipment and environment for classes/clinic set up.	Daily	frequently	
Requirement to travel between SBUHB hospital sites and community locations to support service delivery	Frequently	Frequently	

**CAJE REF: RVC/2022/0074 – No significant change against RVC/2021/0103**

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Assessments of patients with comorbidities in a variety of hospital and community settings	Daily		
Writing reports including letters and correspondence with Consultants and other colleagues	Daily		
Unpredictable clinical demands which may and require changes to planned workloads	Frequently		



### Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Communicating and discussing diagnoses. Communication of emotive information to parents and children and young people where appropriate.	Daily		
Giving distressing news regarding rehabilitation goals and realistic targets	Weekly		
Dealing with distressed and confrontational patients and relatives due to the nature of this patient group	Weekly		

## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Dealing with wounds and bodily fluids	Frequently		
Driving to meetings	Frequently		
Regular VDU for writing reports and patient assessments, giving advice via email.	Daily		