

## Job Description

<b>JOB TITLE</b>	<b>Physiotherapy Assistant Specialist Medicine Physiotherapy Team</b>
<b>GRADE</b>	<b>Band 3</b>
<b>REPORTS TO</b>	<b>Specialist Medicine Physiotherapy Lead Physiotherapist/ Team Leader</b>
<b>ACCOUNTABLE TO</b>	<b>Clinical Team Leader</b>
<b>DEPARTMENT</b>	<b>Therapy Inpatients, Level 4, Royal Derby Hospital</b>
<b>DIVISION</b>	<b>Cancer Diagnostics and Clinical Support</b>
<b>DATE</b>	<b>August 2021</b>

### TEAM SUMMARY:

The Specialist Medicine Physiotherapy Team provides assessment and treatment to patients admitted as in-patients to Royal Derby Hospital. The team work closely with other services provided within specialist medicine team and occasional cross cover will be required when clinically necessary.

The Specialist Medicine Team provides in-patient cover to the respiratory and High Dependency Unit, cardiology, Coronary Care Unit, renal unit, endocrine and diabetes, and gastro/hepatology.

This role involves working on the gastro and hepatology wards but will require cover on other ward areas within the speciality.

### JOB SUMMARY:

To work as part of the Specialist Medicine Physiotherapy Team at Royal Derby Hospital to provide a high quality, efficient service to patients. To be proactive in the delivery of the trust's values, team objectives and contribute towards service changes when appropriate.

To be able to work alone to take ward handovers, assess and treat patients under the guidance and working with qualified physiotherapy staff.

To work alongside Physiotherapy Team to prioritise service needs depending on staffing levels.

To be able to liaise with the multi-disciplinary team for the purposes of providing patient care.

To work alongside physiotherapy colleagues to complete audit of services.

To work alongside physiotherapy colleagues to provide assessment and treatment progression of exercise and rehabilitation for patients admitted to the specialist medicine wards.

To keep up to date with relevant community services to signpost patients to these as appropriate.

To assess and treat non-complex mobility patients, including taking history, provision of walking aids, stairs assessments and delivery of exercise.

To gather information using a variety of resources in order to ensure safe discharge from hospital.

To highlight patients to qualified staff members that present with increased complexity.

To use clinical reasoning within set competencies.

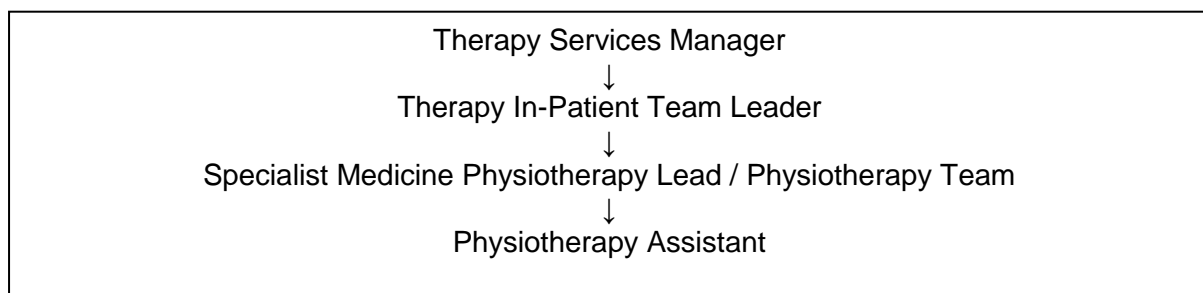
To complete the appropriate competency documents for the position.

To administer mobility aids and ensure sufficient stock supplies.

To ensure notes are legible, accurate and completed to trust and CSP standards.

To support rotational B5 Physiotherapists, Physiotherapy Assistants and Students as deemed appropriate.

#### **ORGANISATION CHART:**



#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

##### **Clinical:**

To be able to communicate effectively, provide information to patients including during times of emotional trauma. This may involve both verbal and non-verbal methods of communication to provide reassurance and motivation to engage in completion of therapy.

To be able to adapt communication needs for patients where they may not be able to speak or understand the English language. This may be via use of foreign language interpreters, sign language interpreters or written communication methods.

To be able to modify communication skills for those who have underlying conditions which may impair their ability to retain information. This may include gaining consent to engage with family members, providing further written information etc.

To be able to explain, demonstrate, supervise and encourage patients to carry out appropriate individual exercises as defined by the protocols/competencies and/or qualified Physiotherapist.

To carry out treatment and rehabilitation plans in liaison with a qualified physiotherapist (either verbal/written).

To make reasonable adjustments to treatment in-line with patients' ability.

To refer back to a qualified physiotherapist if the patient is failing to progress as expected or if any signs of complicating factors.

To understand the potential limitations imposed by common medical conditions, medical treatment and surgical procedures which may be experienced by patients.

To be able to provide mobility aids and progress mobility and gait pattern in less complex cases.

To issue appropriate walking aids and educate patients in their safe use.

To work independently or assist qualified staff in moving and handling. This may be with or without equipment and competence maintained through mandatory training.

To be responsible for the safe and competent use of all equipment by ensuring manual handling training up to date.

Carry out maintenance checks of equipment, reporting faults appropriately and recognising when equipment needs to be condemned.

To complete online orders for equipment and ensure peripheral stores adequately stocked and records are accurate.

To have some responsibility for gaining handovers on the wards as needed.

To work alongside other members of the Specialist Medicine Therapy Team to ensure appropriate delegation of clinical/non-clinical activity.

To collaborate with the MDT to provide a holistic, patient centred approach to care.

To provide effective communication as part of the MDT and contribute to safe and timely discharge from hospital.

To complete relevant documentation in line with Trust/CSP standards.

To ensure privacy, dignity and confidentiality maintained to trust standards. This includes keeping up to date with all mandatory training to comply with information governance and data protection procedures.

To use a wide range of clinical systems and make onward referrals to appropriate community services.

To be responsible for maintaining and complying with competency framework and ensure any on-going learning needs are addressed to ensure optimal care to patients.

**Organisational:**

To complete clerical and administrative tasks as required. This may include receiving phone calls, filing paperwork, photocopying and ordering equipment.

To play a role in maintaining a safe environment for patients and staff which complies with trust standards and encourage others to do so, this includes highlighting issues to senior colleagues and assist with reporting via DATIX if appropriate to do so.

To maintain levels of hygiene in the office and treatment areas in line with department regulations.

To report any safety, hygiene or equipment issues to the relevant person.

To collect data as appropriate for audit purposes to monitor the quality of patient experience.

To assist physiotherapy colleagues with service development projects as delegated by senior therapists.

To ensure compliance with mandatory training and local competency framework.

**Professional:**

To comply with Trust and Departmental policies and procedures and always maintain the strictest levels of confidentiality.

To actively seek opportunities for own development through in-service training, courses and liaison with members of the MDT.

To assist new team members and MDT colleagues with training and observational opportunities. This may be assisting in the induction process as appropriate.

To act as a role model to other members of the team by delivering the trusts values and demonstrating a positive and motivated attitude.

To actively participate in departmental meetings and make suggestions regarding the role and service developments.

To comply with trust policies such as Health and Safety, Information Governance, Infection Control and Safeguarding.

To participate in seven day working and bank holidays as appropriate.

To participate in the departmental appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes.

To co-operate in the collection and maintenance of legally required records, statistical data requirements and workload indicators.

To achieve and maintain a competent level of skill using information technology relevant to all areas of practice.

To comply with the Trusts professional values and behaviours.

**EFFORT:****Physical:**

To be responsible for the correct manual handling of patients and to optimise own position and posture. This will often require moderate to high physical effort for several periods during the day.

To be able manoeuvre heavy equipment such as hoists, furniture, plinths and patients in wheelchairs on a daily basis.

**Professional:**

To comply with the Trust Manual Handling policy and local therapeutic handling guidance at all times.

**Mental:**

Frequently work under high levels of pressure due to workload or staffing difficulties.

**Emotional:**

To deal sensitively with patients and carers with high levels of anxiety and aggression that may be caused by pain, dementia or limited mobility on a daily basis.

To be able to cope with exposure to highly unpleasant working conditions e.g. bodily fluids including urine, vomit and faeces and surgical wounds

Potential for exposure to hostility in the form of verbal or physical aggression

Frequently be involved in the care of patients with terminal illness or life changing conditions or events.

**SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS.**

1. Literate
2. Numerate
3. Able to learn and apply knowledge
4. To have a basic working knowledge of IT packages

**KEY COMMUNICATIONS AND WORKING RELATIONSHIPS.****Internal:**

1. Consultants and Medical Staff
2. Physiotherapists and Occupational Therapists
3. Other AHPs and Healthcare staff, Nursing staff, Midwives and Social workers
4. Specialist Nurses and Discharge Team

**External:**

1. Community therapists, Social Services, General Practitioners, DCHS staff
2. Voluntary/charity organisations
3. Patients and carers

## **DECISION MAKING.**

To be aware of patients who require a timely or immediate referral to a qualified or senior staff member i.e patients that acutely deteriorate or are unwell.

To be aware when it is necessary to stop or seek advice when mobilising patients should any issues concern you.

To recognise the limitations imposed by medical conditions and treatments, such as dementia, Parkinson's disease and arthritis.

To liaise and pass on appropriate information between qualified therapists and the MDT.

To communicate with all members of the multi-disciplinary team to facilitate timely patient discharge.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications CPD Requirements</b>	<p>GCSE or equivalent qualification in English and Mathematics</p> <p>NVQ Level 3 in Health Care related subject/ diploma or equivalent qualification</p>	<p>Evidence of CPD from previous health care employment</p> <p>Evidence of self-directed learning within relevant areas</p> <p>Evidence of attendance at mandatory training and familiarity with principles of safe handling, infection control and risk assessment</p>
<b>Knowledge</b>	<p>Knowledge of how an acute hospital ward runs and awareness of the roles of the multi-disciplinary team</p> <p>Understanding of common medical conditions</p> <p>Understanding of rehabilitation and the role of physiotherapists</p> <p>Awareness of physiotherapy mobility equipment and indications for safe use.</p> <p>Awareness of OT/PT functional/adaptive equipment and indications for safe use.</p> <p>Understanding of patient and carer confidentiality</p> <p>Understanding of the importance of data collection and statistics</p> <p>Knowledge of IT packages or the ability and willingness to learn these</p>	<p>Familiarity with stock control and ordering</p> <p>Awareness of possible barriers to patient discharge.</p> <p>Knowledge of gastro/liver conditions.</p> <p>Understanding of the legal responsibilities of the Physiotherapy profession.</p> <p>Evidence of recent learning and acquiring new skills relevant to patient care.</p>
<b>Experience</b>	<p>Experience working within the healthcare/social care setting.</p> <p>Previous experience of Manual Handling with adults.</p> <p>Experience of working in a team</p>	<p>Experience of working as a physiotherapy assistant.</p> <p>Experience of being involved in activities showing initiative and motivation</p> <p>Experience of the</p>



		rehabilitation of patients
<b>Skills and Ability</b>	<p>IT knowledge and skills and the ability and willingness to learn more as the service dictates</p> <p>Able to learn and apply knowledge</p> <p>Able to form patient rapport in order to achieve common goals</p> <p>Able to recognise limitations and report back to the qualified therapist appropriately</p> <p>Evidence of dealing with situations under pressure and good prioritisation/ time management</p> <p>Must be able to communicate effectively and appropriately at varying levels, often having to overcome barriers to communication and deal with verbally and/or physically aggressive patients/carers</p> <p>Skills in motivating and communicating with people through emotional trauma</p> <p>Ability to adapt communication skills to respond to individual patient needs</p> <p>Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and health and safety to meet the differing needs of the patients</p> <p>Able to work as a team member but also able to self-motivate and work alone for periods of time</p> <p>To be flexible and adaptable to changing situations to respond to Trust pressures</p>	<p>Evidence of recent learning</p> <p>Negotiation skills and ability to overcome barriers to exercise</p>
<b>Behaviours</b>	<p>Able to use mistakes as an opportunity to learn</p> <p>Ability to employ tact and diplomacy</p> <p>Approachable</p> <p>Empathetic</p> <p>Flexible</p> <p>Motivated</p> <p>Problem Solving</p> <p>Reacts positively under pressure</p> <p>Reliable/responsible</p>	<p>Interests outside of work</p> <p>Awareness of self and coping strategies</p>



	<b>Essential</b>	<b>Desirable</b>
<b>Communication and relationship skills</b>	<p>Able to demonstrate empathy and reassurance with patients who may be distressed or lacking in confidence</p> <p>Able to obtain relevant information from patients, carers and other members of the multi-disciplinary team</p> <p>Able to present patient related information, written and orally, in a clear and logical manner</p> <p>To be aware of and use appropriately non-verbal methods of communication</p> <p>Communicate clearly and precisely to ensure others' understanding, overcoming barriers (e.g. with non-English speaking, deaf, or patients who are less able to retain information)</p> <p>Previous experience of working within a team</p> <p>Able to motivate, engage and reassure a person with mental health needs such as anxiety or depression</p>	<p>Previous experience of communicating with those with challenging behaviour.</p>
<b>Analytical and judgement skills</b>	<p>Able to recognise limitations and work within established scope of practice, reporting back to MDT as appropriate</p>	
<b>Planning and organisational skills</b>	<p>Able to work in a flexible manner adapting to changing situations constructively</p>	<p>Able to use Lorenzo/Extramed systems or evidence of use of similar</p>
<b>Physical skills/effort</b>	<p>Manual handling experience</p> <p>Able to carry and manoeuvre equipment</p> <p>Basic keyboard skills</p>	<p>Previous experience of therapeutic handling</p>
<b>Responsibilities for patient care</b>	<p>Awareness of the need for patient dignity and privacy</p>	<p>Able to assess and demonstrate the use of mobility equipment</p>
<b>Responsibilities for policy and service development and</b>	<p>Evidence of initiating ideas for service improvement and development</p>	<p>Previous service development experience</p>

<b>implementation</b>		
<b>Responsibilities for financial and physical resources</b>	<p>Awareness of the financial implications when using consumables and issuing equipment</p> <p>Awareness of maintaining appropriate stock control and notify senior staff of any concerns or anomalies</p>	<p>Identify opportunities for cost improvement</p> <p>Ensure efficient use of clinical time</p>
<b>Responsibilities for human resources</b>	Able to work effectively as part of a team, sharing skills and knowledge with colleagues and visiting students	Demonstrate elements of the role to help induct new starters.
<b>Responsibilities for information resources</b>	Evidence of documentation in keeping with data protection policies.	Experience of inputting statistics into a database
<b>Responsibilities for research and development</b>		Experience of contributing to clinical and organisational audit
<b>Freedom to act</b>	<p>Experience of lone working</p> <p>Awareness of departmental policies and procedures</p> <p>Evidence of working to locally agreed standards and protocols</p> <p>Awareness of working within a competency framework</p> <p>Recognise own limitations and seek advice as appropriate</p>	
<b>Mental effort</b>	<p>Being able to work long periods maintaining concentration throughout working hours</p> <p>Experience of dealing with unexpected situations in a calm and constructive manner</p>	
<b>Emotional effort</b>	<p>Maintaining professional attitude when faced with stressful situations</p> <p>Experience of dealing with stressful situations maintaining a calm and positive manner</p> <p>Enthusiasm for the role</p>	Previous experience of working with emotional or aggressive patients and carers
<b>Working conditions</b>	Experience of working in a	

	healthcare/social care setting	
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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...**



## 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".