

JOB DESCRIPTION

JOB DETAILS

Job title:	Senior Community Physiotherapist
Band:	6
Location:	Cheltenham Integrated Community Team
Accountable to:	Professional Lead Physiotherapist

JOB PURPOSE

To work as a Band 6 Physiotherapist participating as a member of the community team and independently managing a specialised clinical caseload. At times you might also be required to manage and triage work within the Cheltenham Referral Centre.

The post-holder will assess, formulate, evaluate and monitor specialised rehabilitation care packages which will involve complex decision making within the community, including reablement services and referral centre. The role can require urgent responses to priority cases, and will require negotiation and co-ordination of a number of multidisciplinary team members to deliver specialised rehabilitation care programmes.

DIMENSIONS

The post-holder is expected to have day to day operational and supervisory responsibility for more junior staff and rehabilitation assistants, providing leadership, clinical support and training as appropriate.

Physiotherapy appointments will be carried out in patient homes and in assessment and rehabilitation units; predominantly in the community within the post-holders locality. But there might be times when the post-holder is asked to support other localities if required.

CORE KEY RESPONSIBILITIES

- To undertake all aspects of clinical duties as an autonomous practitioner; to work alone with access to guidance from highly specialised Physiotherapists within the trust.
- To be professionally and legally accountable for a designated patient caseload and to decide priorities for own work area, balancing other patient related and professional demands.
- To triage incoming referrals, deciding on urgency, and either delegate appropriately or provide the relevant urgent response within a timely manner.

- To manage clinical risk within own patient caseload. This may involve complex decision making regarding patients being safe to remain in their place of residence or requiring admission to hospital. This may cause conflict within the multidisciplinary team and patients/carers requiring management and negotiation to ensure the best possible outcome.
- To assess patients' capacity, gain valid informed consent to treatment and where such capacity is lacking/absent, to work within a legal framework to manage the patient appropriately.
- To undertake the specialist assessment and accurate diagnosis of the patient's condition using expert investigative, analytical and enhanced clinical reasoning skills. From this specialised assessment, analyse findings and develop, implement and evaluate an individualised clinical management programme utilising a wide range of treatment options e.g. manual techniques, specialised gait re-education. Following evaluation, manage and close programmes at the appropriate time. To demonstrate the above skills when frequently working alone in the Community without access to other colleagues.
- To undertake environmental risk assessment with regard to home safety, and use of the physio gym. To promote a positive approach to risk management to facilitate retention of patient independence and well-being.
- Drawing on previous specialist experience in the field of elderly rehabilitation, formulate and monitor rehabilitation care packages, analysing all options to plan individual and specialised programmes of care. Where appropriate share this information with the ICT and delegate to support staff.
- To participate in and occasionally lead the formulation of social care packages e.g. delegating and signposting regarding social care in those patients for whom rehabilitation is inappropriate at that point in time.
- To evaluate progress, re-assess and alter exercise and treatment programmes as required using specialist knowledge. To access other specialities if required e.g. telecare, mental health care teams.
- To provide spontaneous and planned advice, as well as teaching and instruction to relatives, carers, other disciplines and agencies to promote understanding of the aims of physiotherapy for each individual patient, and to ensure continuation of the individualised treatment programme. This will include manual handling advice and falls prevention.
- To attend and initiate multidisciplinary / multi agency team meetings and case conferences to ensure the coordination of patient care. This will include review of patient progress, setting of short and long-term goals, and discharge planning.
- To ensure accurate, comprehensive and up-to-date clinical records are maintained, and realistic short-term and long-term goals are set. Ensure these goals are evaluated and reviewed at the appropriate timescales in accordance with Trust guidance and professionally agreed criteria.
- To produce comprehensive patient-related reports and correspondence for other disciplines or agencies relating to assessment findings and/or treatment outcomes.
- To undertake ongoing measurement and evaluation of own work through audit, outcome measurement, and the application of evidence-based practice and research where appropriate.
- To be responsible for formulating accurate prognoses and recommending the best course of intervention when developing comprehensive discharge plans.
- To work to Trust and Chartered Society of Physiotherapy clinical guidelines and have a good working knowledge of relevant national standards to which quality of practice should be monitored.

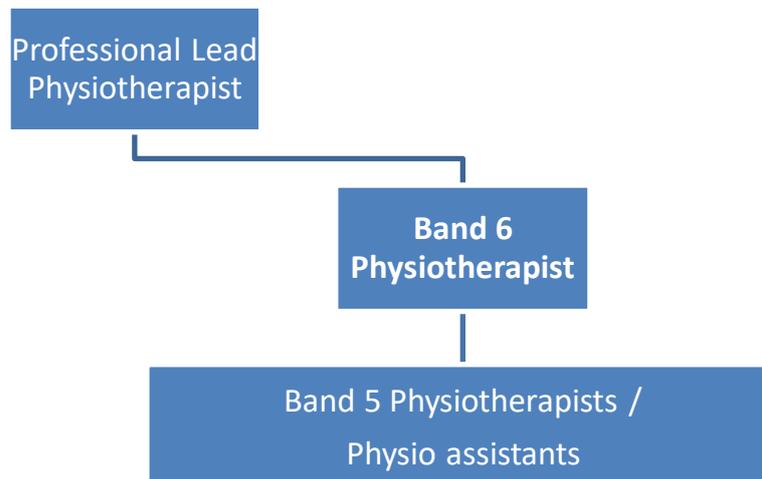
- To meet potential requirements of flexible working as part of potential changes in service re-design or to support staffing difficulties.
- To identify and employ suitable verbal and non-verbal communication skills with patients, relatives and carers who may have difficulties in understanding or communicating for example, hearing loss, altered perception, expressive and receptive dysphasia, dementia, pain, fear or the inability to accept diagnosis (including the terminally ill patient).
- To educate patients/relatives/carers regarding the nature of the condition/prognosis, the aims of physiotherapy intervention and long-term management in the home.
- To engage the patient, and relatives/carers where appropriate, in the planning and agreement of a treatment programme to maximise rehabilitation potential.
- To employ appropriate skills to facilitate motivation and gain co-operation in the continuation of the agreed treatment programme and management of the patient's condition.
- To communicate with empathy, patient information which may be of a complex and sensitive nature.
- To communicate complex patient-related information effectively to ensure collaborative working within the physiotherapy service and with other professionals across health and external agencies e.g. GPs, consultants, to ensure the delivery of a coordinated multidisciplinary service.
- To assist the senior staff with the prioritisation and management of a designated departmental caseload, as well as with urgent referrals.
- To supervise, train, advise, support and manage physiotherapists, physiotherapy technicians/assistants, students and community care workers' performance who report to the post-holder.
- To attend and contribute to departmental, countywide and wider organisational meetings to ensure the effective exchange of information across the team and co-ordination of local service delivery.
- To be responsible for the operational management of the team that reports to the post-holder; coordinating, allocating and organising the work of junior and assistant staff to meet service priorities.
- Supervise work experience students.
- To take responsibility for the appropriate selection, issue and education regarding the safe use of equipment to patients (following specialist assessment) e.g. the appropriate walking aid to promote independent safe mobility in a variety of environments.
- To undertake specific tasks as designated by more senior staff and to delegate specific tasks or workload to unqualified staff.
- To contribute to physiotherapy service development through audit and dissemination of information.
- To propose service changes for own work area based on specialist knowledge, and if requested lead local project groups. Once agreed then implement, monitor and audit if appropriate.
- To participate in the trust's individual review process as an appraisee and appraiser, with responsibility for clinical supervision (formally every 8 weeks as a minimum) for all staff that are line managed by the post holder.
- To adhere to the policies and procedures of the Trust and Physiotherapy service.
- To maintain state registration with the Health Professions Council (HPC) and to provide evidence of that registration bi-annually upon request.
- To participate in the collection of data for use in service audit.

- To provide learning opportunities for rehabilitation assistants, community care workers and student nurses through shadowing.
- To be responsible for maintaining own competency to practice through continuing professional development activities including reflective practice, review of relevant literature, participation in local in-service training programmes and peer review, maintenance of a personal portfolio and the attendance of relevant training courses as identified within a personal development plan.
- To be an active member, contribute to, and occasionally lead the delivery of the in-service training programme.
- To maintain and develop current knowledge of evidence-based practice within the rehabilitation field, and further develop specialist knowledge of specific conditions and patient types.
- To take ongoing responsibility for the tuition of physiotherapists, therapy technicians and assistants.
- To undertake the tuition, supervision and performance assessment of undergraduate and postgraduate physiotherapy students. This will include working with the universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification.
- Provide teaching and instruction to other disciplines to ensure a consistent approach to patient care.

SPECIFIC KEY RESPONSIBILITIES

None additional to above at present.

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Patients and carers
- Multidisciplinary teams (Integrated Community Teams, Acute hospitals)
- Social care teams

- Other specialist teams both within and outside the Trust
- Professional leads
- Community hospitals / Inpatient staff and Outpatient Physiotherapy team
- Voluntary and statutory agencies including employment, education, housing and leisure services
- Educational departments
- Accident & Emergency Department
- Transport providers

EFFORT AND HEALTH & SAFETY FACTORS

- Long periods of intense concentration are required regularly throughout the shift
- Occasional exposure to body fluids
- Disposal of clinical waste
- Use of computer and VDU equipment
- The ability to perform and cope with all aspects of manual handling as demanded by the job role
- At times working with distressed service users who may come across as hostile or confused, or have difficulty communicating; posing a risk to themselves or the safety of others

MOST CHALLENGING PART OF THE JOB

- Re-prioritisation of clinical and administrative tasks throughout the day based on urgency of need
- Working within a rapidly changing service, within budgetary limits; adapting to changes in work routine
- Exposure to challenging situations where either patients, their family or carer/s are emotive and sometimes violent

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind

- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any

unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

PERSON SPECIFICATION

Job title: Senior Community Physiotherapist
Band: 6
Location: Cheltenham Integrated Community Team
Accountable to: Professional Lead Physiotherapist

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Diploma / Degree in Physiotherapy	Essential	Application form
HCPC registration	Essential	Application form
Membership to a relevant professional body e.g. CSP	Desirable	Application form

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Broad range of clinical experience across a variety of clinical areas	Essential	Application form/interview
Solid experience as a physiotherapist, or the ability to demonstrate relevant experience in the field of rehabilitation	Essential	Application form/interview
Experience of managing junior members of staff and rehabilitation assistants	Essential	Application form/interview
Evidence of working unsupervised	Essential	Application form/interview
Evidence of working across multi-disciplinary and multi-agency boundaries	Essential	Application form/interview
Experience of performance management	Desirable	Application form/interview

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to deliver community rehabilitation and treatment of patients with complex clinical presentations	Essential	Application form/interview
Ability to deliver in-service training programmes	Essential	Application form/interview
Ability to clinically practice the core areas of exercise therapy, management of pain relief, mobility training and therapeutic handling	Essential	Application form/interview

Able to demonstrate specialist knowledge in rehabilitation of the patient with complex needs / multi-pathologies	Essential	Application form/interview
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PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
IT literate e.g. ECDL	Essential	Application form
Evidence of initiative and leadership	Essential	Application form/interview
Good time management	Essential	Application form/interview
Good personal organisational skills	Essential	Application form/interview
Be able to self-motivate and work autonomously	Essential	Application form/interview
The ability to move and transport equipment between sites and to individuals residences in a timely manner as demanded by the job role	Essential	Application form/interview
The ability to move between sites within the trust or patients' residences as demanded by the job role	Essential	Application form/interview
A professional appearance	Essential	Application form/interview

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to attend and participate in all mandatory and statutory training events	Essential	Application form/interview
The ability to perform and cope with all aspects of manual handling as demanded by the job role	Essential	Application form/interview
The ability to adapt to changes in work routine	Essential	Application form/interview
The ability to manage challenging situations where either patients, their families or carer/s may be emotive with the potential to display aggression or violent behaviour	Essential	Application form/interview
The ability to manage stress when working under pressure with heavy caseloads and time/staffing level constraints	Essential	Application form/interview