

## **HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

### **JOB DESCRIPTION FORMAT**

<b>Job Title:</b>	Advanced Physiotherapist
<b>Grade/Band:</b>	Band 7
<b>Department:</b>	Learning Disability and forensic SBU – Mid West Essex Learning Disabilities Team
<b>Responsible to:</b>	Team Manager
<b>Accountable to:</b>	Professional Lead Physiotherapist LD&F SBU

### **Hertfordshire Partnerships University NHS Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:



- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

## Our Mission

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

## Values and Behaviours



Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### **Our values set the tone for:**

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

### **Job Summary**

The Community Learning Disability Service provides specialist health services to adults with a learning disability. The post holder will be part of a Multidisciplinary team and the main duties of the post will be:

- To provide comprehensive Physiotherapy assessment and intervention for specified service user group.
- To carry a caseload as a member of a multi-disciplinary team.
- To provide clinical leadership to Physiotherapy staff within the Essex service.
- To provide supervision to Physiotherapists and students within the work setting.
- To lead in a specialist area and contribute to the development of specialist service related policies.

All staff should comply with the trust's Anti-discriminatory Statement, Employee Charter, Trusts values and behaviours, Trust Policies and Procedures, Code of Conduct and Equality and Diversity. This section should also include:

### **Key Relationships**

- To liaise with Team Managers and Senior Clinicians.
- To work with other members of the Service.
- Work closely with the professional lead Physiotherapist on service development projects

## **Duties and Responsibilities**

- To provide high quality Physiotherapy and consultation to people within the Community Learning Disability Service.
- To manage a complex caseload, using evidence based/client principles to assess plan, implement and evaluate interventions in clinic and community settings and on home visits.
- To maintain clinical records
- To develop skills and knowledge
- To effectively manage the local waiting list and KPI's
- To provide specialist Physiotherapy advice, guidance and consultation to other professionals contributing directly to a client's formulation, diagnosis and case management plan.
- To formulate and implement plans for the formal Physiotherapy treatment and/or management of a client's condition and risk based upon an appropriate conceptual framework of the client's problems.

## **Clinical Responsibility**

- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- To ensure that clients are consulted and involved in decision about their care.
- To provide assessment and treatment to people with a learning disability and complex health needs, identifying the role of physiotherapy within the MDT.
- To arrange safe discharge on completion of intervention.
- To work with other agencies to identify gaps in provision of physiotherapy for this population and develop strategies to engage and develop the delivery of physiotherapy to service users.
- To work with the MDT to complete holistic assessments as part of the MDT approach, using generic clinical skills as necessary.
- To promote integration of people with learning disabilities into community activities and develop partnership working with leisure facilities, hydrotherapy pools and gym establishments.
- To work as part of a multi-disciplinary team with people with learning disabilities and their carers. To communicate and work with other agencies and community teams where necessary.
- To provide support and mentoring for junior members of staff within the multi-disciplinary team.
- To manage a case load within the CSP Care Standards.
- To promote and participate in research as necessary.
- To work with the team manager and Professional Lead to ensure recruitment and retention of staff is effective and timely.
- To undertake complex risk assessment and risk management for individual clients and to provide advice to other professions on Physiotherapy aspects of risk assessment and risk management.

## **Leadership and Staff Management Responsibility**

- To provide leadership locally for the Physiotherapists within the Essex Learning Disability Service.
- To determine appropriate clinical, administrative and managerial workloads for Physiotherapists in the team.
- To provide an effective supervision framework for Physiotherapy staff, and provide regular supervision to allocated Physiotherapy staff as per Trust policy.
- To undertake Annual Performance Appraisals with all Physiotherapists in the team locally.
- To recruit and appoint staff in conjunction with relevant Team Leaders and Professional Leads and in accordance with the required operation of the Service.
- To identify training and development needs of individual staff.
- To co-ordinate Physiotherapy Student Practice Placements and support Practice Placement Educators within the locality.
- To initiate, plan and implement the induction, training and educating of students and staff within the local service, as appropriate.
- To be responsible for the supervision and written assessments of Physiotherapy Students on Practice Placement.
- To participate in the development and delivery of Strategic Business Unit and Physiotherapy Training Programmes.
- To ensure that required evidence is available and in the required standard format— e.g. to the CQC.

## **Service Development and Improvement**

- To work effectively as a member of the appropriate groups to support the planning and achievement of Local and National Objectives.
- To work with the Professional Lead Physiotherapist in the operational planning, evaluation and audit of practice, clinical pathways and protocols within LD Physiotherapy.

## **Communications**

- To establish and maintain robust networks of communication with HPFT and partner agencies.
- To liaise with Team Managers and Senior Clinicians to advise on Physiotherapy clinical and operational issues and promote awareness of the role of Physiotherapy in the community learning disability service
- To provide interpretation and dissemination of Legislation, Policies and Procedures to staff in relation to their operational impact.
- To ensure that the Service Team and Physiotherapy are represented at all appropriate forums locally.

## **Analytical and Judgemental Skills:**

- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal in line with Trust Guidelines.
- To apply increasingly complex skills and knowledge in order to establish professional competence and fitness to practice as a Highly Specialist Physiotherapist.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes.
- To comply with the CSP Code of Ethics and Professional Conduct and national and Trust procedures.
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.

### **Planning and Organisational Skills:**

- Plan and develop training programmes for Physiotherapy staff within work area, including IST and CPD opportunities both internally and externally.
- Plan and organise local caseloads
- Plan induction programmes for new staff within work area.
- Plan and deliver student placements
- Plan own diary and appointments with service users and their carers in conjunction with the Service.

### **Physical Working Conditions and Environment:**

To work in the community learning disability service within the team base, clinic and /or community setting as appropriate.

- Must have a full, clean driving licence
- Ability to physically work hands on with Service users in a variety of positions and environments including swimming pools and trampolines
- Ability to do computer work in hot desking situations

### **Information Resources:**

Ensure that staff maintain up to date written, electronic and activity data in accordance with Professional Trust Standards.

- Record appropriate statistical activity.
- Provide Reports, Statements, Policies, procedures and other relevant documentation as appropriate.

### **Research & Practice Development**

- Apply specialist skills and knowledge in order to establish competence and

- fitness to practice as a Highly Specialist Physiotherapist.
- Demonstrate ongoing professional development through participation in learning opportunities (internal and external to the Trust) and to record learning outcomes.
- Maintain Professional Registration.
- Support research activity within the community learning disability service /Physiotherapy.
- Assist with undertaking practice development, evaluation, audit and research activities relevant to Learning Disability Physiotherapy to promote evidence based practice.
- Comply with the CSP and HCPC Code of Ethics and Professional Conduct and to reflect on ethical issues and provide guidance to junior staff as necessary.

### **Supplementary Information:**

It is inevitable that the post holder will be required to deal with distressed people and find themselves in challenging and / or risky situations as they will be working with people with Learning Disability.

### **Professional Registration:**

It is a condition of employment that post holders maintain full HCPC registration. Post holders are required to be aware of and comply with the policies and requirements of CSP. It is the post holders' responsibility to ensure that HCPC registration is renewed on time and formally confirmed with their manager.

### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

### **Other Additional Information**

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

#### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.



To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## PERSON SPECIFICATION

**Job Title:** Advanced Physiotherapist

**Department:** Mid Essex Community Learning Disabilities Team

**Date last reviewed:**

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/EDUCATION/TRAINING</b>  <p>Additional areas of training through short courses (Membership of professional bodies)</p>	<p>Diploma / degree in Physiotherapy</p> <p>State registration with HCPC</p> <p>Fieldwork Educators Qualification</p> <p>Evidence of having met the full KSF Gateway for Band 6</p> <p>Evidence of continuing professional development</p> <p>Membership of special interest group</p>	<p>M.S.C.P</p> <p>Post registration experience in a relevant clinical setting</p> <p>Broad base of clinical experience</p> <p>Leadership / Management Training</p> <p>Significant Postgraduate Training relevant to Learning Disability</p>
<b>PREVIOUS EXPERIENCE</b> <b>Examples:</b> <p>Detail areas of experience and knowledge required. Utilise the job description, KSF outline to highlight particular areas, e.g. care planning, change management, Microsoft Office.</p>	<p>Specialist knowledge and application of current best practice in Physiotherapy.</p> <p>Experience of learning disability conditions</p> <p>Post registration experience in a relevant clinical setting</p> <p>Understanding of treatments and interventions commonly used in Learning Disability</p>	<p>Knowledge &amp; experience of Recruitment and Selection criteria</p> <p>Project Management</p> <p>Change Management Skills</p> <p>Experience in research or audit</p> <p>Effective leadership skills, including the ability to manage conflict, good communication, planning and decision making skills, organisational</p>

	<p>Broad base of clinical experience working with people with a Learning Disability</p> <p>Understanding of and ability to resolve professional and ethical Issues</p> <p>Understanding current Policies and Practice relevant to Learning Disability and their implications for Physiotherapy</p> <p>Experience of generic and specialist Physiotherapy <i>assessments and interventions</i></p> <p>Experience of working in some or all of the following areas: Neurology Learning Disability Respiratory Care Moving and Handling Working in community setting</p> <p>Experience in providing advice, support and clinical supervision to junior staff and/or students</p>	skills and the ability to innovate in Service Development
<p><b>SKILLS/KNOWLEDGE/ABILITY</b></p> <p><b>COMMUNICATION SKILLS</b></p> <p>Use some of the indicators in the KSF dimension appropriate to the post, i.e. report writing skills, etc.</p>	<p>Effective written and oral communication skills</p> <p>Understanding of team dynamics</p> <p>Ability to establish and maintain effective working relationships with relevant stakeholders</p> <p>Supervisory skills management</p>	

<p><b>ANALYTICAL SKILLS</b></p> <p>Detail the types of analytical skills (if necessary), e.g. problem solving, diagnosis.</p>	<p>Specialist seating</p> <p>Assessment of complex disability and respiratory care</p> <p>Broad knowledge of current best practice in Physiotherapy and Learning Disability</p> <p>Application of the Physiotherapy process with designated client group</p> <p>Planning and co-ordination of treatment packages</p> <p>Ability to use problem solving techniques</p> <p>Ability to analyse professional and ethical issues.</p> <p>Applied knowledge of mental health legislation including CPA and risk assessment and Management</p> <p>Ability to reflect on and critically appraise own performance.</p> <p>Working knowledge of Practice Governance</p>	
<p><b>PHYSICAL SKILLS</b></p> <p>What actual physical skills are needed, e.g. computer skills for entering clinical notes on electronic patient record, driving, utilise keyboard to manipulate spreadsheets, etc., clinical skills, e.g. insert syringe driver.</p>	<p>Computer literacy including basic proficiency in using Word, Excel, e-learning packages, Electronic Patient records and PowerPoint</p> <p>Full driving license with access to car unless you have a disability as defined by the Equality Act 2010 which prevents</p>	

<p><b>PHYSICAL EFFORT</b></p> <p>Include office or ward base, amount of travel, main work location, e.g. in patient homes. Specify the requirements for moving and handling and the availability of equipment to assist.</p> <p>Applicants who have a disability should still be shortlisted regardless of any “physical” strength if there is a ‘reasonable’ adaptation that can be made to the post.</p> <p><b>MENTAL EFFORT</b></p> <p>Regular requirement to concentration, frequency and consequences of interruptions. Include if the patient group has limited understanding or challenging behaviour.</p> <p><b>EMOTIONAL EFFORT</b></p> <p>Regular requirement to deal with distressing or emotionally charged situations.</p>	<p>you from driving.</p> <p>Regular car user with considerable amounts of travel</p> <p>Working alongside service users to support them in undertaking everyday tasks and activities that they have identified in their recovery plan.</p> <p>Frequent sitting at desk using computer.</p> <p>Ability to manage own workload and determine priorities.</p> <p>Ability to reflect and critically appraise own performance.</p> <p>Application of health, safety, and risk management policies</p> <p>Working with service users with barriers to understanding and/or challenging behaviour</p> <p>Ability to work under pressure and set own priorities.</p> <p>Regular requirement to deal with distressing or emotionally charged situations.</p>	
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<b>ADDITIONAL INFORMATION</b> <b>Values/Motivational/Personal Qualities/Diversity</b> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> <li>• Professional</li> </ul>	A/I/T	A/I/T
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**A- Application Form**

**I – Interview**

**T – Test**



**Template: July 2023**