





## Job Description

1. JOB DETAILS	
<b>Job title:</b>	<b>Physiotherapy Technician</b>
<b>Accountable to:</b>	<b>Head of Physiotherapy Service</b>
<b>Responsible to:</b>	<b>Physiotherapy Team Lead</b>
<b>Location:</b>	<b>West Cumberland Hospital</b>
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <div>  <p><b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> <div>  <p><b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> <div>  <p><b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> <div>  <p><b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> </div> <p>To undertake specific skilled support work delegated from qualified staff, to aid in the rehabilitation of patients in both in-patient and out-patient areas. This will involve carrying and prioritising own patient caseload, treating patients under agreed protocols, monitoring their progress and reporting back to the physiotherapist. Some work will be undertaken without direct supervision, and will require the post holder to make decisions based on experience as to whether the patient is well enough to participate in treatment programmes. Problem solving skills will be required to determine the appropriate course of action.</p>	
3. ROLE OF DEPARTMENT	
<p>The Physiotherapy Department provides services to all in-patient areas of the Acute Trust, including Day Surgery and to out-patients referred by Consultants, Occupational Health and nurse specialists. The department works closely with other AHP's both within the Acute Trust and the Community to provide an holistic approach to rehabilitation and assist in providing a smooth transition between acute and community settings.</p>	

The department currently provides routine services Monday to Friday 8.30 am - 4.30 pm,. An emergency service operates after 4.30 pm seven days a week.

Our main aim is to promote and facilitate an optimum return to function for all patients referred to the service and to proactively manage safe and appropriate discharges with the multi-disciplinary team.

#### 4. ORGANISATIONAL CHART

Head of Physiotherapy  
Physiotherapy Team Lead  
Advanced Specialist Physiotherapist  
Specialist Physiotherapist  
Physiotherapist  
**Physiotherapy Technical Instructor**

#### 5. KEY WORKING RELATIONSHIPS

- Daily contact with and supervision by qualified Physiotherapists
- Daily contact with other members of the multi-disciplinary team eg. Nurses, OT's, SALT etc. to give and receive patient progress reports.
- Liaison with medical staff to report on patients progress and gather information regarding changes to the patients condition or treatment plan.
- Contacts with some outside suppliers of equipment to arrange maintenance or enquire about prices.
- Contact with other hospital departments eg, Purchasing, medical records, pharmacy, electronics and Interserve to ensure adequate equipment, cleaning, other items to undertake care of patient.
- Daily contact with patients and carers.

#### 6. DUTIES AND RESPONSIBILITIES OF THE POST

##### Responsibility for patients

- To undertake physiotherapy rehabilitation programmes as delegated by qualified staff, to assist the patient to achieve optimal function and safe discharge. To report back to the physiotherapist any changes or unexpected outcomes from the programme including lack of progress or deterioration.
- To work with patients in a group setting, either with the physiotherapist or specialist nursing staff or on own, after selection of patients by the physiotherapist.
- To assess patient's mobility, including progression of walking aids, without direct supervision of physiotherapist.
- To measure, issue and instruct patients in the safe use of a variety of walking aids.
- Undertake passive movements of limbs, where patients are unable to

perform this movement themselves, taking into account any contra-indications.

- Select and safely implement the correct moving and handling techniques for each patient individually and liaise with nursing staff to ensure suitable techniques are used in the absence of the therapist.
- To initiate and carry out specific physiotherapy treatments after appropriate competency based training eg. Application of heat / cold, electrotherapy.
- Where applicable, assist patients with activities of daily living eg. Dressing, washing, eating, toileting.
- To have theoretical knowledge of patient observations and their implications for the rehabilitative process, in order to determine patient suitability for treatment.
- To have a basic theoretical knowledge of the common medical conditions encountered and their implications for the rehabilitative process, in order to determine patient suitability for treatment.
- Assist both Physiotherapists and Occupational Therapists with home visits, assessing the safety of the patient in their own environment and report back to the MDT on suitability for safe discharge.
- To reassure patients and ensure understanding of the rehabilitative process and what is expected of the patient, using appropriate means of communication dependant upon the requirements of the patient (ie. patients may be deaf, confused etc).
- To write accurate and timely records of treatment undertaken and progress, complying with the CSP documentation standards.
- Take personal responsibility for putting the person receiving care first, and to challenge poor care/practice, doing so as soon as any shortcomings are seen

#### **Responsibility for resources**

- To clean and check any physiotherapy equipment in their area and report any faults immediately to the appropriate department, taking the item out of service where required.
- To monitor stock levels of equipment such as walking aids in order that patient treatment or discharge is not delayed due to the lack of equipment.

#### **Responsibility for administration**

- To record daily treatments for management purposes and input data onto local database.
- General admin duties such as photocopying, occasional filing of patient notes etc.

#### **Other issues**

- The post holder will be expected to contribute to treatment programmes, by ensuring that the therapy area is clean and tidy and any equipment required for treatment is available.
- Assistants will often be involved in transferring patients from ward areas to treatment areas, using wheelchairs and other forms of transport.
- Stair assessments may require the post holder to climb and descend stairs several times per day, which requires a good degree of physical fitness.
- The post holder may be required to participate in Clinical Audit and will be expected to contribute to service redesign or improvement.
- To employ a variety of physical skills obtained through experience and/or

specific training eg. Fitting of prosthetic limbs, pool evacuation, passive limb movements, moving and handling of complex patients.

- Staff will be expected to participate in seven day working on a rota basis.

### **The Trust is committed to Support employee health and wellbeing**

Under NICE guideline on 'Workplace health: Management practices, and Recommendations' the Trust is committed to offering employees help and encouragement to build supportive relationships.

## **7. WORK SETTING AND REVIEW**

- All work delegated to the post holder remains the responsibility of the referring physiotherapist. The post holder has a responsibility to keep the referrer informed of patient progress and any deviations from the expected outcome.
- The post holder may work with delegated patients either individually or in group settings, without direct supervision from the physiotherapist and may discharge the patient from treatment under agreed protocols.
- The post holder can make amendments to the treatment programme within agreed protocols or guidelines.
- The post holder can make recommendations about treatment progression when discussing the patient with the physiotherapist.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to:

- adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies;
- attend mandatory training as identified by the Trust.

## **9. CONFIDENTIALITY**

All Trust staff and contractors working for the Trust have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

## **10. INFORMATION GOVERNANCE**

Trust staff must keep up-to-date with the requirements of information governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. It is important that the trust processes personally identifiable data (PID) only in accordance with its notification to the information commissioner (accessible via the website [www.ico.gov.uk](http://www.ico.gov.uk)) Staff creating new systems (e.g. databases or spreadsheets) to process PID therefore need to check with the data protection officer that this is permissible. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality

policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.

## **11. HEALTH AND SAFETY**

All Managers have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies.

The Trust will provide an annual update on Governance and Health & Safety issues to staff as a minimum.

## **12. RISK MANAGEMENT**

You are responsible for ensuring that you become familiar with the requirements stated within the Trust's Risk Management Strategy and that you comply with the Trust's Risk Management Policies and Procedures. Your specific responsibility for Risk Management will be clarified to you by your Head of Department at your local induction.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

## **14. EQUAL OPPORTUNITIES**

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

## **15. INDUCTION**

All new members of staff must attend corporate induction. Those staff members in clinical posts Bands 1-4 who do not hold a Care Certificate on appointment will attend the Induction & Care Certificate programme. Details are sent with the letter of appointment. Line managers are responsible for checking attendance at corporate induction or Induction & Care Certificate programme (where appropriate), and for ensuring that local induction commences on the first day of employment on the ward / department.

## **16. CORPORATE GOVERNANCE ARRANGEMENTS**

You will be expected to familiarise yourself with the Trust's Governance Strategy which outlines the Management and Committee Structures and Procedures for the Governance of the Trust's activities.

You will have a duty to familiarise yourself with the relevant Policies and Procedures, i.e.

- Health & Safety Policies
- Risk Management Policies
- Infection Control Policies
- Data Protection and Confidentiality Policies

These must be complied with by staff at all times.

## PERSON SPECIFICATION

### North Cumbria University Hospitals NHS Trust

POST TITLE: Physiotherapy Technician

Factor	Essential	Desirable
Qualifications.	Good general education including English language. NVQ Level 3 in health related subject or equivalent qualification / experience in health / sports science	
Experience	Working with people where enabling and motivating skills are evident. Working within a team	Supervisory experience Health care work Working with people with physical needs
Knowledge	Underpinning theoretical knowledge of basic anatomy and physiology. Knowledge of the multi-disciplinary team roles	
Skills and Aptitudes	Good communication skills, particularly verbal. Able to prioritise and work under pressure Happy to work in acute hospital environment Able to work under own initiative when required Knows own limitations Able to motivate patients Ability to demonstrate the compassionate values and behaviours needed for dignified care	
Personal Circumstances	Able to work flexibly according to the needs of the service Happy to participate in visits to patients' homes as required	
Other requirements		

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.