

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09783

#### JOB DETAILS

<b>Job Title:</b>	Highly Specialist Physiotherapist
<b>Pay Band:</b>	Band 7
<b>Department:</b>	Department of Physiotherapy
<b>Directorate:</b>	Therapies
<b>Clinical Board:</b>	Clinical Diagnostics and Therapeutics Division
<b>Base:</b>	UHB wide

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Physiotherapy Clinical Service Lead /AHP Lead
<b>Reports to:</b>	Physiotherapy Clinical Service Lead /AHP Lead
<b>Professionally Responsible to:</b>	Head of Physiotherapy

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

The post holder will have significant post registration experience, including working at a senior level in the the specialist area with clinical management experience. They will manage a clinical case load, undertaking specialist clinical physiotherapy duties predominantly based within the specialist area They will be responsible for planning and delivering education and specialist training providing expert advice in their clinical field. They will work as an autonomous practitioner. They will undertake specialist clinical physiotherapy duties predominantly based in the Artificial Limb and Appliance Service at Rookwood Hospital. They will act as an expert for Physiotherapists and other members of the multi-disciplinary team within this specialist field.

The post holder will carry a clinical caseload and act as a resource providing advice and support to other physiotherapists working with people using microprocessors knees in South Wales. The post holder will organise the day to day management of the physiotherapy service within the specialist area They will plan, co-ordinate, deliver and evaluate the physiotherapy service to a designated area They will lead professionally on physiotherapy related issues, working alongside members of the multidisciplinary team to deliver physiotherapy services to patients within a defined specialist clinical area or pathway. This will include patients with multi-pathology and complex needs. They will collaborate closely with key leaders/managers which will include identifying areas for service development and improvement, implementing transformational change.

They may be required to work their normal contracted hours flexibly in a variety of different working patterns in response to the needs of the service. For example, this could include working their contracted hours as part of a 7-day job plan or working their hours over a pattern that includes extended days and unsocial hours.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

1. To be professionally and legally accountable for all aspect of own work, in accordance with HCPC and All Wales Health and Care standards.
2. To provide high quality assessments, clinical diagnosis and treatment management for patients, using advanced clinical reasoning skills to formulate and deliver individual treatment programmes.

3. To co-ordinate and ensure effective delivery of Physiotherapy services, collaborating with other ~~team~~ leads ~~on-site~~ to ensure adequate staffing cover ~~across the site~~ within the service.
4. To utilise highly developed physical skills relevant to the clinical area e.g. manual techniques and therapeutic handling, in order to deliver effective interventions.
5. In partnership with other professionals provide excellent patient/client care in line with Health and Care Standards. This process should include assessment, planning, implementation and evaluation of patient care in accordance with UHB policies.
6. To accept responsibility for clinical leadership of patients who may have complex presentations/multiple co- morbidities and provide advice and support for team members to deliver the best course of intervention.
7. To deliver a wide range of highly, specialised and effective treatment techniques and modalities.
8. In partnership with other professionals provide excellent patient/client care in line with Health and Care Standards. This process should include assessment, planning, implementation and evaluation of patient care in accordance with UHB policies.
9. To advise and educate patients and their families / carers on the management of individual problems, to overcome barriers to change and facilitate behaviour change.
10. To provide highly specialist professional advice to colleagues both UHB-wide and externally.
11. To act as a resource, providing advice and training, to non-specialist services across South Wales.
12. To liaise closely with the multidisciplinary team at the Artificial Limb and Appliance Service in co-ordinating rehabilitation for prosthetic users.
13. To make independent clinical decisions, evaluate intervention outcomes and alter/ progress treatment programmes accordingly.
14. Advise and educate patients and their families/ carers on the use of their prosthesis and management of their complex health conditions.
15. To continually evaluate physiotherapy interventions to ensure up-to-date evidence-based practice is delivered. This will be in line with UHB and Professional clinical standards and guidelines.

16. To manage clinical risk within own patient caseload.
17. To maintain comprehensive and accurate patient records to comply with legal and departmental requirements. To maintain strict confidentiality of patient identifiable information in accordance with the clinical governance framework.
18. To develop and maintain close links with members of the multidisciplinary team, to ensure collaborative working, both in health and social services and provide highly specialist advice as required. They will contribute to the development of comprehensive patient discharge plans.
19. To manage clinical risk within own patient case load and support other team members in their decision making.
20. To ensure that there is physiotherapy representation and participation at any multidisciplinary meetings relevant to the team. To advocate and support patients' rights by promoting shared decision making, respecting individual choice and beliefs, ensuring privacy and dignity at all times.
21. To be aware of the available digital platforms and access patient data appropriately to deliver timely, efficient care to provide holistic care.
22. To utilise digital technology to enhance patient care and delivery.
23. To act as the lead physiotherapist within relevant multidisciplinary team meetings and case conferences. Working collaboratively with the patient to ensure shared decision making, advocating for the patient and providing a specialist opinion so the physiotherapeutic management of patients is integrated into the individual patient treatment plan.
24. To evaluate and manage risk in the best interest of the patient i.e. discharge planning and issuing equipment.
25. To advocate and support patients' rights by promoting shared decision making, respecting individual choice and beliefs, ensuring privacy and dignity at all times.
26. To be responsible for the prioritisation and organisation of own workload.
27. To delegate and take responsibility for work undertaken by non-registered staff.
28. To adhere to Professional standards and 'codes of conduct' at all times. To comply with UHB and departmental and policies and procedures in line with current legislation.
29. To effectively delegate and take responsibility for work undertaken by the physiotherapy team to ensure timely provision of care.

30. To make known to the line manager any deficiency in working conditions, equipment and procedures, which may constitute a hazard to patients or staff and ensure adequate precautions, are instituted.
31. To comply with all relevant infection prevention and control policies and procedures
32. To seek to identify opportunities to improve the service in collaboration with senior staff in order to provide the best patient care within the resources available.
33. To collaborate with other professionals' in order to provide a co-ordinated service to all patients by the use of clinical prioritisation.
34. To be responsible for the equipment used in carrying out physiotherapy duties, and to adhere to departmental policy, to ensure the safe and appropriate use of equipment by others through, teaching, training and supervision of practice. This will involve maintaining up-to-date inventory of equipment.
35. In collaboration with other specialists, contribute to clinical governance activities including audits and benchmarking to critically review physiotherapy provision in order to provide the best patient care within the resources available.
36. To actively participate in working parties to develop policy changes that will impact on service users.
37. To undertake specific tasks as delegated by the line manager.
38. Actively participate in the UHB's framework of quality and safety by Identifying and acting on clinical risks and reporting to the line manager so that appropriate action can be taken in accordance with the UHB's risk management policy.

## **Communication**

1. To maintain close links, communication and liaison between all those involved with patient care, both in hospital, clinics and in the community. and nationally, to promote good working relationships at all times.
2. To communicate complex clinical information resulting from assessment and treatment to the appropriate disciplines both verbally and in the form of paper and electronic reports and letters.
3. To be able to communicate appropriately at all levels with the patient and all those involved in their care, including communication with patients who may have complex cognition, speech and language problems. This will include situations where there are barriers to understanding.

4. To be able to deal with complex /sensitive situations using counselling and negotiation skills both clinically and managerially. To deal with patients who have a chronic terminal disease and their relatives and carers.
5. To provide a high standard of customer care and deal with complaints in a professional manner, in line with UHB policies.
6. To manage concerns, dealing with highly complex and contentious information where there are barriers to understanding and escalate where appropriate.

### **Professional and Clinical Leadership**

1. To effectively delegate and take responsibility for work undertaken by the physiotherapy staff.
2. To act with total professional authority in the specialty; self-supervising clinical skills and development (CPD), seeking to consult with other highly specialised colleagues in other UK organisations for peer support, where necessary.
3. To support the team in the development and implementation of the cost improvement programme.
4. To forge positive and effective links with other professional groups to encourage partnership and collaborative working practices which will impact on service users.
5. To critically review the Physiotherapy contribution to the service order to provide the highest standard of patient care within the resources available.
6. To be responsible for the monitoring of clinical activity by producing reports in accordance with departmental procedure and to produce monthly reports as required to feedback to the Clinical Service Lead.
7. To regularly participate in and promote multidisciplinary / departmental audit, research, clinical effectiveness initiatives and comply with any recommendations made in line with the audit cycle.
8. To be involved in the development and implementation of innovative recruitment and retention initiatives which will include be actively involved in recruitment and selection procedures.
9. To be responsible for the local coordination and implementation of UHB, directorate and departmental policies and procedures ensuring effective service delivery.

10. To participate in the value-based appraisal process by setting personal development plans, service objectives and reviewing performance and behaviours both as appraiser and appraisee.
11. Collaborate with colleagues in order to provide a co-ordinated service and network with other Highly Specialist physiotherapists nationally to ensure best practice in this area.
12. To network / benchmark externally (locally, regionally and nationally) regarding the specialist area.
13. To collaborate with the other members of the wider physiotherapy leadership team in the development of physiotherapy guidelines and procedures.
14. To attend operational meetings and to contribute to activities concerning the physiotherapy service.
15. Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the profession.
16. Promote public health initiatives to support a healthy lifestyle in line with national strategy requirements.
17. To lead and be actively engaged in the implementation of UHB policies and procedures and propose changes within the specialist area.

### **Supervision/Education**

1. To be responsible for own continuing professional development record as identified in the personal development plan through the use of appropriate learning opportunities. This will include self-education and reflective practice at appropriate learning events, which may include in-service training, postgraduate courses, tutorials, peer review and specialist network events in order to maintain/ update existing knowledge, and to incorporate new trends and research.
2. To continue to improve clinical knowledge and effectiveness by attendance at relevant training courses and in-service training programmes, as identified in their personal development plan, and by demonstrating reflective practise.
3. To be responsible for the professional development of staff through clinical supervision, mentoring and goal planning to ensure a high standard of care is delivered.

4. To act as Physiotherapy resource to lead and promote education and training of Physiotherapy staff in specialist skills training, ensuring up to date evidence-based practice is delivered by creating a positive learning environment
5. To coordinate and contribute to the clinical education of Physiotherapy students at both under-graduate and post-graduate levels.
6. To provide specialist education to peers and, other members of the MDT including to other disciplines and colleagues including those from partnership agencies on the role of Physiotherapy, through talks, lectures and demonstrations.
7. To participate in Statutory, mandatory and clinical training, following UHB Policy.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **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.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared: 13/02/21**

**Prepared By: Jo Burton [Physiotherapy Team Lead]**

**Date Reviewed: 24/05/2022**

**Reviewed By: C. Marshall**

## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Highly Specialist Physiotherapist	<b>Department:</b>	
<b>Band:</b>	Band 7	<b>Clinical Board:</b>	
<b>Base:</b>			

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Recognised qualification degree / equivalent in physiotherapy</li> <li>• HCPC Registration</li> <li>• Masters level qualification or equivalent</li> <li>• Specialist training/courses to Postgraduate Diploma level</li> <li>• Evidence of M level learning or relevant higher-level qualification and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of the Chartered Society of Physiotherapy</li> <li>•</li> </ul>	Application Form Certificate Check Registration Card – Nurse/AHP

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant post registration clinical experience in a physiotherapy position at senior level the specialist area</li> <li>• Experience of providing clinical supervision</li> <li>• Evidence of clinical leadership and assisting in planning and developing of an existing service. <ul style="list-style-type: none"> <li>• Change management experience</li> </ul> </li> <li>• Experience as working as part of a multidisciplinary team</li> <li>• Experience of teaching other disciplines</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Published work</li> <li>• Provided advice and support to other practitioners to develop skills and knowledge</li> <li>• Involvement in developing professional practice, and transforming service delivery</li> <li>• </li> <li>• HS Experience</li> <li>• Experience of presenting to a range of audiences</li> <li>• Experience of health promotion</li> <li>• Rota management</li> <li>• </li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Highly developed physical skills relevant to the clinical area e.g. manual techniques and therapeutic handling</li> <li>• Ability to demonstrate advanced level of clinical skills within the specialist field.</li> <li>• Coaching and training skills</li> <li>• Negotiation &amp; influencing skills</li> <li>• Proven leadership skills</li> <li>• Ability to manage a clinical caseload</li> <li>• Proven prioritisation</li> <li>• Ability to communicate with healthcare professionals and the public including people with communication difficulties</li> <li>• Ability to motivate others</li> <li>• Interpersonal skills</li> <li>• Adaptive team player</li> <li>• Effective organisational skills</li> <li>• Self-directed learning</li> <li>• Ability to keep accurate and legible patient records and statistical information</li> <li>• Evidence of involvement in audit and research</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Improvement &amp; research methodology</li> <li>• Presentation skills</li> <li>• Competent IMT skills</li> <li>• Analysis of statistical information</li> <li>• Welsh Language</li> <li>• Specialist skills within clinical area</li> </ul>	Application Form Interview References

	<ul style="list-style-type: none"> <li>• Competent using Microsoft or similar packages</li> <li>• Confident with digital technology platforms/apps</li> <li>• Personal responsibility for learning and development</li> </ul>		
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Specialist physiotherapy knowledge in the clinical area.</li> <li>• Evidence of relevant post graduate training courses</li> <li>• Evidence of relevant C.P.D.</li> <li>• Awareness of Health and Safety/ clinical risk management</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application Form Interview References
<b>PERSONAL QUALITIES</b> (Demonstrable)	<ul style="list-style-type: none"> <li>• Professional confidence               <ul style="list-style-type: none"> <li>• Ability cope under pressure, demonstrating resilience</li> </ul> </li> <li>Enthusiastic               <ul style="list-style-type: none"> <li>• Proactively manage own wellbeing</li> </ul> </li> <li>• Ability to demonstrate empathy</li> <li>• Friendly and approachable</li> <li>• Reliable</li> <li>• Able to lead by example, and role model UHB behaviours and values</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an interest and or skill set in service development / service planning?</li> </ul>	Application Form Interview References
<b>OTHER</b> (Please Specify)	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Experience in working different work patterns</li> <li>• Participate and experience in Emergency respiratory rota (if applicable to role)</li> <li>• Able to travel, in a timely manner to meet the requirements of the job, this may include cross site working or various locations, carrying sensitive information and bulky equipment (if applicable to role)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of relevant special interest group</li> <li>• The ability to speak Welsh is desirable for this role.</li> </ul>	Interview Document Check*

<b>Date Prepared:</b>	13/02/21	<b>Prepared By:</b>	Jo Burton
<b>Date Reviewed:</b>	24/05/2022	<b>Reviewed By:</b>	Cath Marshall

**CAJE Reference:**  
RWM/2022/0096