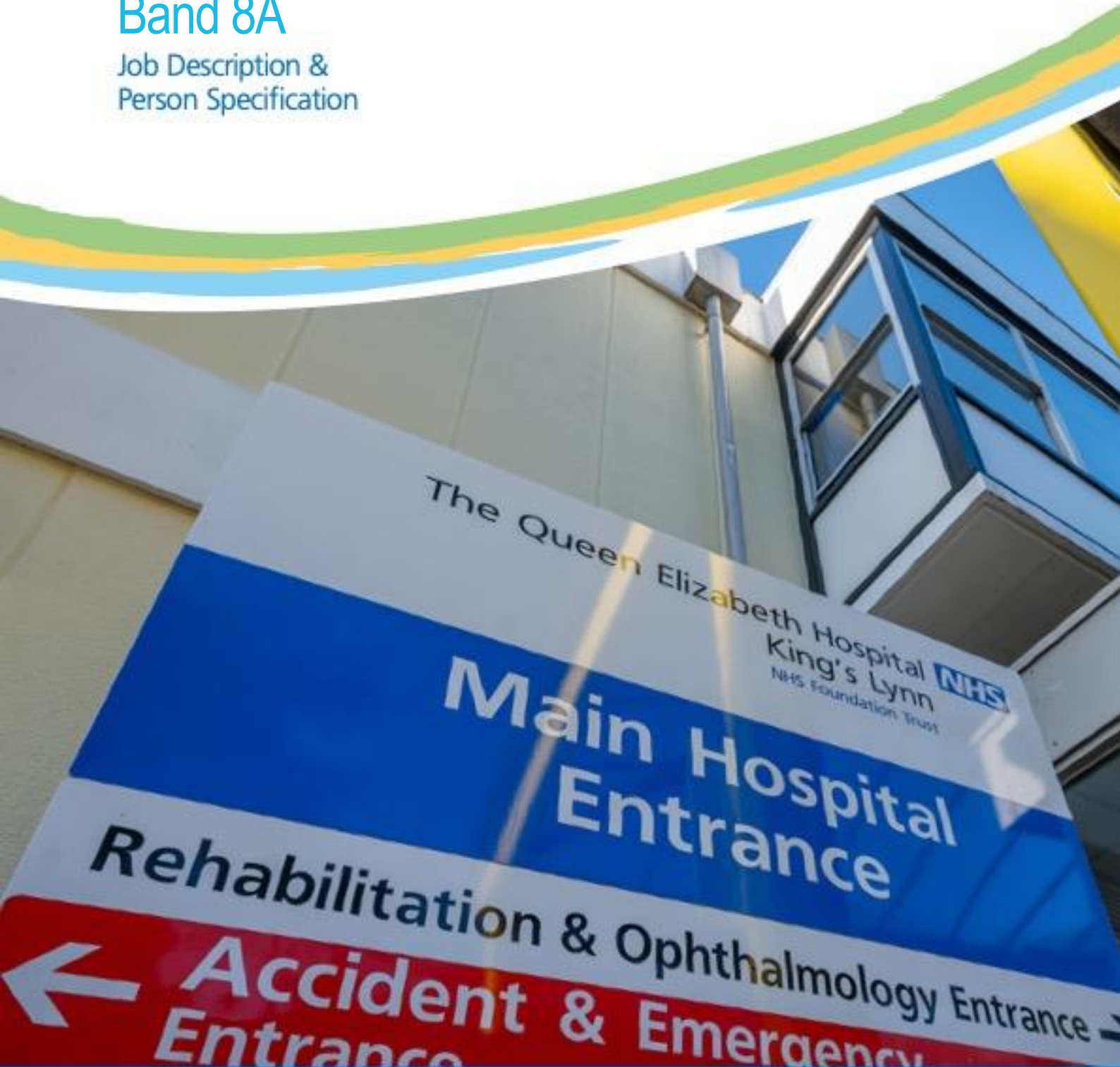


# Advanced Specialist Physiotherapist - Spinal Assessment Band 8A

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

**Job title:** Advanced Specialist Physiotherapist - Spinal Assessment

**Grade:** Band 8A

**Department:** Spinal Assessment Unit – Orthopaedic Department – Surgical Division

**Responsible to:** Surgical Manager

**Professionally accountable to:** Consultant Orthopaedic Spinal Surgeon

**Hours:** 26.25

## Job Description

To work in an extended role beyond the usual physiotherapy scope of practice. This involves the clinical management of patients with complex spinal problems referred for a hospital outpatient opinion from a wide variety of clinical specialities in both primary and secondary care to the Spinal Assessment Service.

As an autonomous extended scope practitioner to be responsible for the examination, assessment and further management of patients within an outpatient setting. Complex patient management includes listing for surgery, referring patient for further tests/investigations (e.g. blood, x-rays, scans, etc), to other healthcare professionals.

To independently triage referrals, many of which have complex/chronic presentations and determine a clinical diagnosis and working with the medical spinal assessment staff co-ordinate the appropriate path of intervention required including requesting further investigations (spinal/pelvic x-rays and MRI scans).

To train, educate and support physiotherapists, master's level students and other healthcare professionals.

To be actively involved in the development and promotion of the Spinal Assessment Service in conjunction with the orthopaedic consultants and referring general practitioners.

## Main Duties & Responsibilities

- **Clinical**
  - To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in care and to ensure a high standard of care for a complex caseload of spinal patients abiding by the 4 pillars of advanced practice.
  - To undertake the highly advanced and comprehensive initial assessment of patients referred to the spinal assessment team, including those with a highly complex presentation using advanced investigative and analytical skills.
  - To undertake appropriate advanced investigations (including but not limited to MRI, CT scanning, plain film X-ray, appropriate bloods, DRE's and neurophysiology studies) in the assessment and management of complex spinal conditions in line with appropriate guidelines (IRMER guidelines etc.).

- Review all requested images and investigations that have been carried out following an assessment, being responsible for the onward management of these conditions in keeping with national best practice guidelines and local policies; taking ownership of own clinical-decision making processes in the management of complex spinal cases.
- To refer patients on to other consultants/general practitioners or other health care professionals where appropriate to manage other conditions highlighted by specialist assessment and investigation.
- To be wholly responsible for organising and initiating patient management programmes within the MSK orthopaedic outpatient clinics, including the discharge of patients from MSK secondary care and booking for surgery where appropriate.
- To use advanced clinical reasoning and a wide range of assessment skills and options to facilitate an individual's management and treatment plan, in agreement with the patient. To review and evaluate patient's condition as required and to amend the treatment programme as necessary to achieve planned objectives.
- Appropriately triage all referrals received via e-referral booking system, Accident and Emergency – Fast Track, other consultant lead clinical referrals within the hospital as well as physiotherapy teams.
- To lead in the development of evidence based protocols; implementation and evaluation of evidence-based policies, clinical guidelines and pathways of care using national guidelines as a basis for locally agreed policy (CES guidelines and Spinal Injuries Guidelines).
- To train, supervise and appraise the physiotherapists, advanced practitioners, students and any other professional within the orthopaedics department or wider hospital setting.
- To provide specialist advice and support to all team members in own clinical area, physiotherapy colleagues working in other clinical areas and members of the multi-disciplinary team, including those from other trusts e.g. Norfolk and Waveney Integrated Care Services.
- To act with professional autonomy in this field, self-supervision, clinical skills and development. To consult with other highly specialist-colleagues in other trusts for peer support when necessary.
- To maintain professional knowledge by keeping up-to-date with developments in line with clinical governance requirements especially in the field of spinal conditions.
- To utilise specialist level analytical and judgement skills and specialist knowledge. This may involve other members of the team, as well as evaluating a range of therapy options in relation to clinical outcomes.
- To seek advice and liaise with Consultants when necessary within the local multi-disciplinary team as well as with the wider hospital services and tertiary centres.

## - **Communication**

- To use advanced methods of communication with patients and carers, to maximise rehabilitation potential and understanding of the condition. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers to effective communication will regularly be evident, e.g. pain, fear, etc.

- To provide specialist spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of physiotherapy and other advanced treatments to ensure a consistent approach to patient care. This may include health promotion to individuals or groups.
- To communicate effectively and collaboratively with other health care professionals (internal and external to the hospital) and other staff associated with the Spinal Assessment Service to ensure the delivery of a co-ordinated and efficient multi-disciplinary service.
- To gain valid informed consent for treatment from individual patients through assessment of their mental capacity to provide consent.
- To use shared decision making to agree the best pathway of care following patient assessment and working in partnership with patients and their carers, informed by the urgency and severity of patient need, patient acuity and dependency, and the most appropriate deployment of resources.
- To utilise excellent communication skills to provide complex and sensitive information where there are significant barriers to acceptance.

- **Professional**

- To work as an autonomous professional according to the standards of the Chartered Society of Physiotherapy, HCPC, BASS; to meet the regulations of the Health & Care Professions Council and fulfil the requirements for physiotherapy registration.
- Work autonomously as an advanced practitioner, within defined protocols, whilst demonstrating effective time and self- management. Ensure efficient management of own caseload and contribute as a specialist practitioner to the management of the organisation as a whole.
- To produce and maintain accurate and up-to-date documentation in line with legal, professional and departmental requirements and to ensure other staff do likewise. To communicate assessment results to appropriate disciplines in the form of letters and reports including those to solicitors.
- To demonstrate a sound understanding and application of the clinical governance framework.
- To maintain own continuing professional development (CPD) by: To participate in the staff appraisal scheme and personal development programme, to undertake audit to monitor standards of the orthopaedic service as required and to be a clinical educator for undergraduate and master's level healthcare students.
- To participate in multidisciplinary audit in the field of orthopaedic spinal physiotherapy as appropriate.
- To promote research and critical evaluation of all clinical practices related to orthopaedic spinal physiotherapy and ensure that service provision is evidence based.
- To remove the boundaries of professions allowing for timely and appropriate interventions, by acting in a consultancy role within the physiotherapy musculoskeletal team and orthopaedic team as well as for other healthcare professionals.

- Using extended scope skills, expert knowledge and analytical skills to determine, organise and initiate the appropriate pathway for complex patients, including those who may require referral onto secondary care.

- **Organisational**

- To decide priorities for own work area balancing patient related, management and professional demands.
- To be responsible for equipment used in carrying out duties and to adhere to department equipment policies including own competence of use and others, through teaching, training and supervision of practice.
- To undertake and maintain mandatory training in line with Trust requirements.
- To adhere to Trust and departmental policies and procedures.
- Deal with complaints in association with the Head of Service and Clinical Leadership Team in a positive and sensitive way in accordance with Trust policy.
- To be aware of all health and safety aspects within the workplace and abide by policies including the prompt reporting and documentation of incidents and accidents.
- To undertake the measurement and evaluation of the spinal assessment service through the use of evidence based practice projects, audits and outcome measures.
- To supervise other staff within the Spinal Assessment Service to support this.
- To undertake administrative duties which include using the computerised patient administration system (PatientCentre), use of telephone, dictation, emails, as well as onward referrals to other services.
- To contribute to general housekeeping duties and maintenance of work areas. This may include the cleaning of equipment and treatment areas.
- To undertake any other duties that might be considered appropriate by the Spinal Consultants and Orthopaedic Service Manager.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff and attend all relevant health and safety training.
- To ensure that all duties are carried out to the highest possible standards.
- The post holder will carry out annual performance reviews with each member of their staff.
- The post holder will agree annual personal development plans with their staff and support them with any training or development requirements in order to fulfil their role.



- The post holder will attend all relevant management training in health and safety, risk assessment, etc.

### Governance and Statutory Requirements

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### Equal Opportunities and Diversity

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### Health and Safety & Risk Management

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

### Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

### **Safeguarding Children/ Vulnerable Adults**

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

### **Values & Behaviours**

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY.**

Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
Qualifications/training and professional development				
B.Sc. in Physiotherapy (3 year) or M.Sc. in Physiotherapy (2 year)	E	A		
HCPC Registration	E	A	I	
Specialist qualification / education or experience relevant to specialist area of practice.	E	A	I	
Appropriate IRMER training for radiology requesting.	E	A	I	
Working towards or willing to work towards a relevant Masters level qualification	E	A	I	
To have ongoing evidence of continued professional development within the specialist field	E	A	I	Q
Demonstration of a variety of up-to-date post-graduate education relevant to the specialty.	E	A	I	
Post-graduate Foundation Management/Leadership training.	D	A	I	
Advanced study in relevant area of practice	D	A	I	
Practice educator course and ability to supervise under-graduate physiotherapists.	D	A	I	Q
Experience				
Extensive experience and reflective practice in physiotherapy at a senior level in the management of spinal and chronic pain conditions, sufficient to work at a band 8a level.	E	A	I	Q
Wide experience of evidence -based management of a range of musculoskeletal problems with an emphasis on neurology and orthopaedics and the spinal pathway	E	A	I	Q
Able to demonstrate advanced decision making / clinical reasoning skills in MSK through the analysis and interpretation of the clinical examination and interpretation of investigations.	E		I	Q
Experience teaching formal programmes or courses to patients and/or other staff.	E	A	I	Q
Experience leading and presenting Audit/research	E		I	Q
To have experience of outcome measures, national guidelines and standards relevant to the speciality.	E		I	



Demonstrates specialist differential diagnosis experience and assessment of bladder & bowel dysfunction in suspected Cauda Equina Syndrome.	E		I	Q
To identify relevant comorbidities and their potential effect on patient being able to undergo surgery and to highlight these to relevant staff e.g. Anaesthetist, Respiratory or Cardiac Physician.	E		I	Q
Broad range of NHS experience.	D	A	I	
Attendance of relevant SIGs.	D		I	
Experience of developing Staff, including from other professional groups e.g. Supervision, training, appraisal	D		I	
<b>Skills, abilities, and knowledge</b>				
Advanced clinical reasoning skills.	E		I	Q
Advanced specialist skills to examine, assess, diagnose and identify optimal treatment/management plan in line with Orthopaedic/Neurosurgery Departments clinical guidelines for patients with complex conditions and presentations	E		I	Q
Advanced knowledge of human anatomy and physiology and In depth knowledge of speciality area of practice	E		I	Q
Advanced knowledge of diagnoses and interpretation of disorders relevant to the speciality	E		I	Q
Ability to plan appropriate management and use a wide range of assessment techniques and MDT knowledge in triaging spinal patients.	E		I	Q
To demonstrate analytical skills and judgement when dealing with the management of complex clients	E		I	Q
Excellent organisational and time management skills	E	A	I	
Ability to prioritise and delegate workload appropriately.	E	A	I	
Detailed and up to date knowledge of musculoskeletal pathologies in spinal conditions, including indications for surgery.	E	A	I	Q
Ability to work with colleagues as part of a team and multi-disciplinary team.	E	A	I	
Committed to life-long learning and continued professional development through post-graduate education.	E	A		
Excellent written and verbal communication skills.	E	A	I	Q
Excellent communication and interpersonal skills with an ability to handle difficult conversations. Ability to empathise, use tact and diplomacy when required.	E		I	Q

IT skills using: Word, Excel, Outlook, PowerPoint etc.	E	A	I	
To have a very good understanding of the role and responsibilities of the post.	D		I	
Experience of staff supervision and appraisal.	D		I	
Evidence of audit and a positive approach to research.	D	A	I	
<b>Aptitude</b>				
Have a flexible/adaptable approach to work and the needs of delivering an Spinal Assessment service to staff and patients.	E		I	
Good health record	E	A		
To have actively gained an understanding of the Spinal Assessment service provision at The Queen Elizabeth Hospital, King's Lynn	E	A	I	Q
Excellent multi-disciplinary team worker with evidence of leadership qualities. Honest, polite, punctual and professional in appearance and manner at all times	E	A		
Maintain one's own fitness to carry out the duties associated with the post.	E	A		
Ability to deal with emotional and stressful patient related situations.	E	A		