



BWRDD IECHYD PRIFYSGOL BETSI CADWALADR

Gwasanaeth Ffisiotherapi

Swydd Ddisgrifiad

TEITL Y SWYDD: Ffisiotherapydd

GRADDFA: Band 6

GRADDFA GYFLOG: Band 6

ORIAU GWAITH: **37.5 awr yr wythnos** (Oriau craidd i'w cadarnhau, yn cynnwys gweithio 7 diwrnod ac Arfer Resbiradol)

ADRAN: Ffisiotherapi

LLEOLIAD GWAITH: Ysbyty Glan Clwyd

YN ATEBOL I: Pennaeth Gwasanaethau Ffisiotherapi

YN ADRODD I: Arweinydd Tîm - Ffisiotherapi

YN GYFRIFOL AM: Ffisiotherapyddion Band 6 eraill (lle bo hynny'n berthnasol)

Ffisiotherapyddion Band 5

Cyfarwyddwyr Ffisiotherapi neu
Cyfarwyddwyr Technegol Cyffredinol

Cynorthwywyr Ffisiotherapi neu Gyffredinol

Myfyrwyr Ffisiotherapi

PWRPAS Y SWYDD

1. Cyflawni asesiadau a thriniaethau ffisiotherapi; datblygu rhaglenni triniaeth therapiwtig unigol ar gyfer llwyth achosion arbenigol yn y maes clinigol perthnasol. Gallai'r cleifion gynnwys rhai gyda phroblemau corfforol a seicolegol yn eich maes arbenigol; bydd gan rai efallai lefel o gymhlethdod, e.e. Cleifion Mewnol Orthopedig; Cleifion Allanol MSK Cyffredinol. Gweithio mewn amrywiaeth o sefyllfaoedd; ysbytai aciwt neu gymunedol; clinigau, ysgolion, meithrinfeydd neu gartrefi. Arweinydd tîm; mae uwch ymarferwyr neu arbenigwyr clinigol ar gael i roi cymorth clinigol a rheolaethol.

2. Sicrhau safon gofal uchel ar gyfer pob claf gan weithio gyda chleifion, eu teuluoedd neu ofalwyr, timau amlasiantaethol a'r disgyblaethau perthnasol.
3. Cyfathrebu â'r cleifion, gofalwyr ac asiantaethau, a gyda disgyblaethau eraill yn y ffordd briodol, yn aml gyda gwybodaeth, diagnosis neu ganlyniadau sensitif.
4. Goruchwyllo, addysgu ac arfarnu cymheiriaid, ffisiotherapyddion, staff ffisiotherapi cynorthwyol, cyfarwyddwyr technegol, myfyrwyr ac aelodau eraill o'r timau amlddisgyblaethol neu amlasiantaethol.
5. Hyfforddi a goruchwyllo cleifion, teuluoedd neu ofalwyr a staff o ddisgyblaethau neu asiantaethau eraill i gyflawni rhaglenni gofal a ddyfeisiwyd gan y therapydd.
6. Dirprwyo a chefnogi'r Arweinydd Tîm Clinigol, fel bo angen, gyda rheoli'r tîm dynodedig o ddydd i ddydd.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Gofal cleifion

1. Bod yn broffesiynol a chyfreithiol gyfrifol ac atebol am bob agwedd ar weithgareddau proffesiynol yr ymarferwyr a chyflawni dyletswyddau clinigol fel ymarferydd ymreolaethol.
2. Creu a darparu rhaglenni triniaeth ffisiotherapi unigol sy'n seiliedig ar wybodaeth drylwyr o opsiynau triniaeth ac ymarfer seiliedig ar dystiolaeth, yn defnyddio asesiadau clinigol cynhwysfawr, sgiliau rhesymu a gwybodaeth o sgiliau triniaeth ac ymarfer seiliedig ar dystiolaeth, e.e. technegau ffisiotherapi'n defnyddio'r dwylo, addysg i gleifion, dosbarthiadau ymarfer corff, technegau electrotherapi ac opsiynau gwahanol eraill.
3. Asesu a thrin ystod eang o gyflyrau'n gymwys, a hynny'n seiliedig ar wybodaeth theoretig o anatomi, ffisioleg a phatholeg ac yn aml mewn sefyllfaoedd lle mae'r dystiolaeth yn anghyson neu'n absennol.
4. Dehongli a dadansoddi ffeithiau clinigol ac anghlinigol i lunio diagnosisau cywir o ystod eang o gyflyrau cymhleth drwy lynu wrth egwyddorion neu bolisiau galwedigaethol wedi eu diffinio'n glir.
5. Llunio prognosisau cywir ac argymell pa ymyriad neu ymyriadau fyddai orau gan ddatblygu cynlluniau ymyriadau, gofal a rhyddhau cynhwysfawr.
6. Asesu dealltwriaeth y claf o'r driniaeth sydd mewn golwg, ennill eu

caniatâd gwybodus dilys a gallu gweithio o fewn fframwaith cyfreithiol gyda chleifion nad oes ganddynt alluedd i ganiatáu i driniaeth.

7. Cyfathrebu gyda chleifion ac aelodau eraill o'r Tîm Aml-ddisgyblaethol i symud ymlaen gyda rhaglenni adsefydlu a thriniaeth. Bydd hyn yn cynnwys cleifion sydd efallai'n cael trafferth deall neu gyfathrebu. Er enghraifft, gallai cleifion fod yn dioddef o iselder, dysffasia, yn ddall neu'n fyddar neu'n methu â derbyn diagnosis.
8. Bod yn gyfrifol am eich cynlluniau gofal cleifion eich hun. Bod yn barod i aelodau o'r timau iau a gweithwyr gofal iechyd ac asiantaethau eraill ymgynghori gyda chi'n gyson i ofyn am gyngor ac arweiniad, oddi mewn a'r tu allan i'r Bwrdd Iechyd.
9. Ailasesu cleifion yn barhaus ac addasu eu cynlluniau triniaeth yn unol â hynny i symud ymlaen yn effeithiol gyda thriniaethau ac atgyfeirio at asiantaethau neu ddisgyblaethau Gofal Iechyd eraill fel y bo'n briodol.
10. Achub ar bob cyfle'n unol â strategaethau Iechyd Cyhoeddus Cymru (ECC) i gynnig cyngor Hybu Iechyd, yn enwedig ar weithgarwch; rheoli pwysau a rhoi'r gorau i ysmegu.
11. Fel rhan o lwybrau gadael, adnabod gweithgarwch neu gyfleoedd chwaraeon ar gyfer y cleifion sy'n berthnasol i'w hanghenion, dymuniadau a'u gallu.
12. Rheoli risgiau clinigol ac amgylcheddol yn eich llwyth achosion o gleifion a rhai'r tîm dynodedig.
13. Gweithio o fewn canllawiau clinigol y Bwrdd Iechyd; safonau ymarfer HCPC a CSP. Bydd gennych wybodaeth weithio dda o safonau cenedlaethol a lleol a byddwch yn monitro ansawdd eich ymarfer eich hun ac ymarfer eraill, fel y bo'n briodol.
14. Cynghori cleifion, cyflogwyr ac adrannau iechyd galwedigaethol neu asiantaethau a sectorau eraill, fel y bo'n briodol, ar yr amser priodol y dylai cleifion ddychwelyd i weithio, addysg, chwaraeon a gweithgareddau eraill.
15. Cynorthwyo gyda chydlynu ymyriadau, a allai gynnwys disgyblaethau neu asiantaethau eraill; cynghori ac addysgu cleifion / gofalmwyr / perthnasau / asiantaethau a gweithwyr iechyd proffesiynol eraill.
16. Bod yn gyfrifol am gadw cofnodion clinigol ysgrifenedig cywir; gwneud defnydd effeithlon o'r dyddiadur (cynllun gwaith) a chofnodion goruchwyliaeth glinigol, a goruchwyllo cadw cofnodion gan y tîm ym maes eich cyfrifoldeb.
17. Creu adroddiadau cynnydd a rhyddhau trylwyr a chynorthwyo gyda llunio adroddiadau cyfreithiol ac adroddiadau anabledd ar gyfer

atgyfeirwyr meddygol, fel y bo'n briodol.

18. Ymateb i bryderon neu gwynion gan gleifion / gofalwyr mewn ffordd broffesiynol, gwrtais a phrydlon yn unol â pholisi BCUHB.
19. Trin cleifion yn defnyddio eich gwybodaeth arbenigol ar draws ystod o weithdrefnau ac arferion gwaith, wedi'i hategu gan wybodaeth theoretig ac arbenigedd ymarferol perthnasol wedi'i chefnogi gan astudiaeth ôl-radd fanwl.
20. Dangos y gallwch yn gorfforol gyflawni asesiadau ac ymyriadau ffisiotherapi gan gynnwys technegau therapi gyda'r dwylo a thechnegau ffisiotherapiwtig a symud a chodi.
21. Dangos medrusrwydd aeddfed a sgiliau cydgysylltu a llaw-deimlo wrth asesu a thrin cleifion â'r dwylo.
22. Cynrychioli'r gwasanaeth ffisiotherapi a / neu gleifion unigol mewn cyfarfodydd tîm amlddisgyblaethol i sicrhau bod gwasanaeth amlddisgyblaethol cydlynus yn cael ei ddarparu, ac integreiddio triniaethau ffisiotherapi o fewn y rhaglen driniaeth. Bydd hyn yn cynnwys trafod gofal a chynnydd y cleifion a'u cynnwys mewn cynlluniau i'w rhyddhau.
23. Bod yn gyfrifol am sicrhau y defnyddir yr holl gyfarpar electrotherapi ac ymarfer corff, teclynnau cleifion a'r cymhorthion a ddefnyddir gan gleifion yn ddiogel a chymwys.

PROFFESIYNOL

1. Bod yn gyfrifol am gynnal eich cymhwysedd i ymarfer drwy weithgareddau CPD a thrwy gadw portffolio sy'n adlewyrchu eich datblygiad personol.
2. Bod yn gyfrifol am addysgu myfyrwyr ffisiotherapi i lefel gradd mewn sgiliau a gwybodaeth ffisiotherapiwtig yn y meysydd clinigol craidd.
3. Addysgu, asesu a chyfrannu at asesu perfformiad ac arfarnu staff iau a chynorthwyol.
4. Cynnal a datblygu eich gwybodaeth gyfredol o ymarfer seiliedig ar dystiolaeth yn eich maes arbenigol gan ddatblygu gwybodaeth arbenigol am gyflyrau penodol a mathau o gleifion.
5. Cyfrannu at y cynllun arfarnu staff fel arfarnwr a bod yn gyfrifol am gydymffurfio â'r rhaglenni datblygiad personol ar eich cyfer er mwyn cwrdd â gofynion gwybodaeth a chymhwysedd penodol.
6. Mesur a gwerthuso eich gwaith a'ch arferion presennol drwy ddefnyddio prosiectau ymarfer seiliedig ar dystiolaeth, mesurau canlyniad ac archwilio, naill

ai'n unigol neu gyda ffisiotherapyddion ar lefel uwch.

7. Bod yn aelod gweithredol o'r rhaglen hyfforddiant mewn swydd drwy fynychu a chyfranogi mewn rhaglenni hyfforddiant mewn swydd, sesiynau tiwtorial, sesiynau hyfforddi unigol, cyrsiau allanol ac adolygu gan gymheiriaid.
8. Bod yn gyfrifol am eich datblygiad proffesiynol personol a chadw ar y blaen i arferion clinigol a chanllawiau newydd gan y llywodraeth ym maes ffisiotherapi a meddygaeth gysylltiedig.
9. Cadw portffolio CPD sy'n adlewyrchu eich datblygiad proffesiynol personol a sicrhau bod gan bob aelod o'r tîm dynodedig gynllun perfformiad cynhwysfawr.

Datblygu Gwasanaethau

1. Cyfrannu at drafodaethau am ddatblygu polisi a gwasanaeth sy'n effeithio ar ddefnyddwyr gwasanaeth a sicrhau y gweithredir unrhyw newidiadau a argymhellir.
2. Sicrhau bod y staff dynodedig yn gweithredu'r newid i ddatblygiad polisi a gwasanaeth.
3. Sicrhau bod safonau ansawdd ac effeithiolrwydd y gofal a roddir i ddefnyddwyr gwasanaeth yn gwella'n barhaus. Cyfrannu'n rhagweithiol at ddatblygu gwasanaethau; gwaith archwilio ac ymchwil fel bo angen.

RHEOLI

Adnoddau ffisegol

1. Bod yn gyfrifol am sicrhau y gwneir defnydd cymwys, ac adrodd os oes angen atgyweirio a chynnal a chadw'r holl gyfarpar electrotherapi, hydrotherapi, cyfarpar ymarfer corff a dyfeisiau a theclynau gan gleifion a sicrhau bod y staff dynodedig yn gymwys cyn iddynt ddefnyddio'r cyfarpar. Uwchgyfeirio unrhyw broblemau technegol neu ddiogelwch sydd angen camau i'w hunioni.
2. Bod yn gyfrifol am reoli a monitro'r lefelau stoc mewn ardal ddynodedig ac am nodi pan fydd angen ail-archebu eitemau o'r fath; a dirprwyo fel y bo'n briodol.

Adnoddau dynol

1. Dirprwyo a goruchwyllo gwaith y staff ffisiotherapi, cyfarwyddwyr technegol, staff cynorthwyol a myfyrwyr ffisiotherapi ym maes eich cyfrifoldeb dynodedig. Sicrhau y gwneir y defnydd gorau a mwyaf effeithlon ac effeithiol o amser a sgiliau ein staff cymorth.

2. Darparu hyfforddiant a chymorth i holl aelodau'r tîm a sicrhau y caiff eu cymhwysedd clinigol ei oruchwyllo a'i asesu'n effeithiol fel bod gofal diogel yn cael ei ddarparu.
3. Cyfrannu at ddarparu addysgu arbenigol i gymheiriaid a staff iau ar ystod eang o bynciau; gallai hyn fod i grwpiau mawr.
4. Cynorthwyo'r arweinydd tîm gyda'r gwaith dyddiol o reoli'r adran yn effeithlon gan gynnwys dyrannu staff a myfyrwyr yn y timau.
5. Dirprwyo dros yr arweinydd tîm gyda rheoli'r adran fel bo angen.
6. Ymarfer cyfrifoldeb dirprwyol am fonitro a rheoli salwch staff; arfarnu perfformiad, gwyliau blynyddol a goruchwyliaeth, ar gais yr Arweinydd Tîm (yr Arweinydd Tîm fydd yn bennaf gyfrifol).

Adnoddau gwybodaeth

1. Cynnal system cadw cofnodion gywir a gwerthusol (POMR) ar gyfer eich llwyth achosion clinigol eich hun a bod yn gyfrifol am sicrhau bod y staff iau a'r staff cymorth yn cynnal safonau adrannol, y Bwrdd Iechyd a rhai cenedlaethol.
2. Darparu ystadegau ac adroddiadau dadansoddi ar y gwasanaeth dynodedig, yn defnyddio cronfeydd data mewn ffordd gywir a phrydlon.

Cynllunio a threfnu

1. Cynllunio a threfnu eich amser yn hyblyg.
2. Cynorthwyo gyda threfnu rota'r tîm gan gynnwys gofal cleifion dros wythnos saith diwrnod, ac ar gyfer hyfforddiant, goruchwyliaeth a chyfarfodydd.
3. Sicrhau bod dosbarthiadau grŵp yn cael eu trefnu'n llyfn, gan gynnwys eu cynnwys, niferoedd yn y dosbarthiadau a gwerthuso'r canlyniadau.
4. Cydlynu gweithgareddau hyfforddiant, archwilio ac ymchwil yn fewnol neu gydag asiantaethau allanol.

CYFATHREBU

1. Gohebu'n brydlon gyda'r tîm a diweddarau'r Arweinydd Tîm yn gyson ar faterion gweithredol, gwasanaeth ac adnoddau dynol i sicrhau cyfathrebu effeithiol ym maes eich cyfrifoldeb.
2. Gofyn am gyngor a chymorth gan yr Arweinydd Tîm fel bo angen.
3. Gallu ysgogi a pherswadio eraill drwy sgiliau cyfathrebu, gan ddefnyddio sgiliau llafar a di-eiriau ac yn defnyddio gwybodaeth ysgrifenedig ac

electronig lle bo angen.

4. Dangos y gallwch gyfathrebu gwybodaeth gymhleth a sensitif i gleifion, gofalmwr a staff eraill, lle gallai fod rhwystrau i gyfathrebu, e.e. defnyddio cyfieithwyr ar y pryd; gormod o sŵn neu ddiffyg preifatrwydd, a sicrhau bod holl aelodau'r tîm yn gwneud yr un fath. Gallai hyn gynnwys cyfathrebu â phobl sy'n aml gyda chyflyrau seicolegol, emosiynol a chorfforol cymhleth (gan gynnwys poen) er enghraifft iselder, dysffasia, yn fyddar, problemau colli cof, yn fyddar a gyda newid i'w personoliaeth oherwydd eu cyflwr.
5. Cynnal cysylltiadau agos, cyfathrebu a chyswllt rhwng asiantaethau allanol, yr holl staff a'r bobl sy'n rhan o ddarparu gofal i gleifion.
6. Datrys gwrthdaro a chwynion llafar a bod yn gyfarwydd â gweithdrefn gwynion ffurfiol y Bwrdd Iechyd.
7. Cyflwyno gwybodaeth gymhleth i grwpiau o bobl, er enghraifft mewn dosbarthiadau neu sesiynau hyfforddi, yn defnyddio amrywiaeth o ddulliau cyfathrebu.
8. Cyflwyno gwybodaeth gymhleth a chlir am dechnegau, biomecaneg, anatomi a ffisioleg i addysgu cleifion, gofalmwr a staff.
9. Hyrwyddo perthynas weithio dda bob amser.

ANSAWDD, YMCHWIL ac ARCHWILIO

1. Cyfrannu at waith archwilio parhaus a phrosiectau ymchwil / gwerthuso priodol yr adran.
2. Goruchwyllo, cychwyn a chyfrannu at brosiectau seiliedig ar dystiolaeth a chyflwyniadau proffesiynol i staff iau, staff cymorth a myfyrwyr ffisiotherapi.
3. Cadw ar y blaen i ymarfer seiliedig ar dystiolaeth drwy ddefnyddio llenyddiaeth berthnasol, mynychu hyfforddiant mewn swydd, cyrsiau allanol a chwilio drwy gronfeydd data.
4. Bydd gennych wybodaeth weithio dda am safonau cenedlaethol a lleol a byddwch yn monitro ansawdd fel y bo'n briodol.
5. Cyfathrebu'n agos a pharhaus gydag asiantaethau sy'n hyrwyddo datblygiadau polisi neu ymchwil.



BETSI CADWALADR UNIVERSITY HEALTH BOARD

Physiotherapy Service

Job Description

JOB TITLE	: Physiotherapist Assessment Discharge and Transfer Team
GRADE	: Band 6
SALARY SCALE	: Band 6
HOURS OF WORK	: 37.5 hours a week. (Core hours to be confirmed, includes 7 day working and Respiratory On call)
DEPARTMENT	: Physiotherapy Department
BASE	: Glan Clwyd Hospital
ACCOUNTABLE TO	: Head of Physiotherapy Services
REPORTING TO	: Team Leader - Physiotherapy
RESPONSIBLE FOR	: Management of own caseload. Supporting the team leader and clinical specialist. Supervision of Rotational Band 6, Rotational Band 5, Support Staff

JOB PURPOSE.

1. To carry out physiotherapy assessments and treatments; developing individualised therapeutic treatment programmes for a specialised caseload in the relevant clinical area. Patients may include those with physical and psychological problems in area of speciality; some of whom may have a level of complexity. Team leader; clinical specialist or advanced practitioners are available for clinical and managerial support.
2. To ensure a high standard of care for each patient working with patients, families or carers, multi-agency teams and disciplines involved.

3. To communicate with these patients, carers, agencies and other disciplines in an appropriate manner, often with sensitive information, diagnoses or outcomes.
4. To supervise, teach and appraise peers, physiotherapists, physiotherapy assistants, technical instructors, students and other members of the multidisciplinary or multiagency teams.
5. To train and supervise patients, families or carers and staff from other disciplines or agencies to carry out programmes of care devised by the therapist.
6. To deputise and support the Clinical Team Leader as required in the daily management of the designated team.

DUTIES AND RESPONSIBILITIES

Patient care

24. To be professionally and legally responsible and accountable for all aspects of the practitioners' professional activities, undertaking clinical duties as an autonomous practitioner.
25. Formulate and deliver an individual physiotherapy treatment programme based on a sound knowledge of evidence based practice and treatment options using comprehensive clinical assessment, reasoning skills and knowledge of evidence based practice and developed treatment skills e.g. manual physiotherapy techniques, patient education, exercise classes, electrotherapy techniques and other alternative options.
26. To be competent in assessing and treating a wide range of conditions based on theoretical knowledge of anatomy, physiology and pathology, often in situations where conflicting evidence is present or absent.
27. To interpret and analyse clinical and non-clinical facts to form accurate diagnoses in a wide range of complex conditions guided by clearly defined principles or occupational policies.
28. To formulate accurate prognoses and recommend the best course of intervention, developing comprehensive intervention, care and discharge plans.
29. Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
30. To communicate with patients and other members of Multidisciplinary Team to progress rehabilitation and treatment programmes. This will

include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, depressed, deaf, blind or who may be unable to accept diagnosis.

31. To be responsible for own patient care plans. Be prepared to be frequently consulted for advice and guidance by junior team members and other health care professionals and agencies both within and outside the Health Board.
32. To reassess patients continually and adjust treatment plans accordingly in order to progress treatments effectively and refer to other Health Care disciplines or agencies as appropriate.
33. To take every opportunity in line with Public Health Wales strategies (ECC) to offer Health Promoting advice in particular regarding activity; weight control and smoking cessation.
34. As part of pathway exit routes to identify activities or sporting opportunities for patients relevant to their needs, desires and ability.
35. To manage clinical and environmental risks within own patient case load and that of the designated team.
36. Work within Health Board clinical guidelines; CSP and HCPC standards of practice. To have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
37. To advise patients, employers and occupational health departments or other agencies and sectors as relevant on the appropriate time to return to work, education, sports and other activities for patients.
38. To assist in the co-ordination of interventions, which may include other disciplines or agencies; advise and educate patient /carers /relatives /other health professionals/agencies.
39. To be responsible for maintenance of accurate written clinical records; efficient use of diary (job plan) and records of clinical supervision, and supervision of the team's record keeping in your area of responsibility.
40. To compile comprehensive progress and discharge reports and to assist with legal reports and disability reports to medical referrers as appropriate.
41. To respond to patient/ carers concerns or complaints in a professional, courteous and timely manner in accordance with BCUHB policy.
42. To treat patients using specialist knowledge across a range of work procedures and practices, underpinned by theoretical knowledge and relevant practical expertise, supported by in-depth post-graduate study.
43. To demonstrate physical ability to carry out physiotherapy assessment

and interventions including manual therapy techniques and physiotherapeutic and manual handling techniques.

44. To demonstrate highly developed dexterity, co-ordination and palpatory sensory skills for assessment and manual treatment of patients.

45. To represent physiotherapy service and / or individual patients at the multidisciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate physiotherapy treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.

46. To be responsible for the safe and competent use of all electrotherapy equipment, gym equipment and, patient appliances and aids by patients.

PROFESSIONAL

10. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.

11. To be responsible for teaching student physiotherapists to graduate level on physiotherapeutic skills and knowledge within core clinical areas.

12. Teach, assess and contribute to the performance assessment and appraisal of junior and assistant staff.

13. Maintain and develop current knowledge of evidenced-based practice in the speciality area in which you work, developing specialist knowledge of particular conditions and patient types.

14. Participate in the staff appraisal scheme as an appraisee and appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.

15. Undertake the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with more senior physiotherapists.

16. Be an active member of the in-service training programme by attendance at, and participation in, in-service training programmes, tutorials individual training sessions, external courses and peer review.

17. To be responsible for own personal professional development and keep abreast of new clinical practices and government guidelines in the areas of physiotherapy and related medicine.

18. To maintain a CPD portfolio reflecting personal professional development and ensure all members of designated team have a comprehensive performance plan.

Service Development

4. To contribute to discussions on service policy developments which impact on service users, and ensure recommended changes are implemented.
5. To ensure that designated staff implement policy and service development changes.
6. To ensure that quality standards and effectiveness of patient care are continually improved. Contribute proactively to service development; audit and research activity as required.

MANAGEMENT

Physical resources

1. To be responsible for competent use, repair and maintenance reporting of all electrotherapy equipment, hydrotherapy equipment, gym equipment and patient appliances and ensure that designated staff are competent prior to use of such equipment. To escalate any technical or safety issues, which require remedial action.
2. To be responsible for management and monitoring of stock levels in a designated area and identifying the need to reorder such items; delegating as appropriate.

Human resources

7. To delegate and supervise the work of physiotherapy staff, technical instructors, assistants and physiotherapy students within the designated area of responsibility. Ensure that our support staff are utilised to best effect and their time and skills are used efficiently and effectively.
8. To provide training and support for all members of the team and ensure effective supervision and assessment of clinical competency to ensure safe delivery of care.
9. To participate in the provision of specialised teaching to peers and junior staff on a wide range of subjects; this may be to large groups.
10. To assist the team leader in the efficient day to day management of the department including allocation of both staff and students within the teams
11. To deputise for the team leader in departmental management as required.

12. To hold delegated responsibility for monitoring and management of staff sickness; Performance appraisal, annual leave and supervision as requested by the Team Leader (Team Leader holds overall responsibility).

Information resources

1. To maintain an accurate and evaluative record keeping system (POMR) for own clinical caseload and to be responsible for ensuring that, junior staff and support staff are maintaining the departmental, health board and national standards.
2. To provide statistics and analytical reports regarding the designated service, using databases in an accurate and timely manner.

Planning and organisation

5. To plan and organise own time flexibly.
6. To assist in the organisation of the team rota including patient care over 7 days per week, training, supervision and meetings.
7. To ensure the smooth organisation of group classes including content, class numbers and outcome evaluation.
8. To co-ordinate training, audit and research activities internally or with external agencies.

COMMUNICATION

10. To effect timely correspondence with the team, and update the Team Leader regularly regarding operational, service and human resource issues to ensure effective communications in the area of responsibility.
11. Seek advice and support from team leader as necessary.
12. To be able to motivate and persuade others through communication skills, with the benefit of verbal and non-verbal skills, using written and electronic information where needed.
13. To demonstrate the ability to communicate complex and sensitive information to patient, carers and other staff, where there may be barriers to communication e.g. use of interpreters; excess noise or lack of privacy and ensure all members of the team do likewise. This may also include communication with parties who may frequently have complex emotional, psychological and physical conditions (including pain) such as deafness, dysphasia, depression, memory loss and altered personality due to their condition.

14. To maintain close links, communication and liaison between external agencies, all staff and people involved in patient care.
15. To resolve conflict and verbal complaints and to be well versed with the Health Board's formal complaints procedure.
16. To impart complex information to groups of people, for example in classes and training sessions, using a variety of methods of communication.
17. To clearly convey complex knowledge of techniques, biomechanics, anatomy and physiology to educate patients, carers and staff.
18. To promote good working relationships at all times.

QUALITY, RESEARCH and AUDIT

6. To participate in the department's ongoing audit and appropriate work related research/ evaluation projects.
7. To supervise, initiate and participate in evidence-based projects and professional presentations of junior staff, support staff and physiotherapy students
8. To keep abreast of evidenced-based practice by use of relevant literature, attendance at in-service training, external courses and database searches.
9. To ensure good working knowledge of national and local standards and monitor quality as appropriate.
10. To maintain close communication with agencies promoting research or policy development

EFFORT – Physical, Mental and Emotional

1. To carry out assessment and treatment of a wide variety of conditions, with moderate to intense physical effort involved for several long periods, on a daily basis, dependant on the individual needs of the patient.
2. To comply with the health board's manual handling policy and local therapeutic handling guidelines.
3. To work in an environment where the work patterns may be disrupted frequently by demands from patients, clinical staff, students and administrative support staff

4. To deal sensitively with distressing or emotional circumstances regarding patient care or staff e.g. imparting unwelcome and sometimes unexpected news of poor prognoses or protection issues.
5. To support colleagues when indicated in the management of challenging patients, changes in services or situations.
6. To deal with people exhibiting/suffering from musculoskeletal and neurological conditions that may lead to anxiety and aggressive behaviour.
7. To deal with patients, relatives, carers and staff whose physical and mental state contribute towards frequently unpleasant working conditions.
8. This job may involve frequent exposure to unpleasant working conditions e.g. bodily fluids including saliva, sputum, blood, vomitus, urine and faeces, unpleasant smells and occasional exposure to verbal and physical aggression.
9. To provide counselling and support to staff in the event of personal distress or anxiety.