



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Respiratory Clinical Physiotherapist Specialist
Department	Respiratory - RHCH, BNHH, AWMH
Division	Medicine
Salary Band	Band 7
Accountable To	Operations Services Manager
JOB SUMMARY	
<ul style="list-style-type: none"> • This role that is being developed to support provision of high quality care for patients with breathing pattern disorders and to continue with the education and treatment of patients for chest clearance. • The post holder will have responsibility for their own clinical caseload working without direct supervision. • The post holder will take a lead role in facilitating, enabling and supporting the development of the service based on best practice ensuring delivery of high quality, effective and efficient care within the thoracic service. • To automatically provide a high standard Physiotherapy service to the Respiratory Services across HHFT primarily focusing on dysfunctional breathing. • To provide supervision and teaching within the MDT, to students and to external service providers (GP / Patient groups). • To undertake quality improvement projects to further own and Respiratory teams clinical practice. Make recommendations to Lead regarding changes to practice. • To implement specific changes to practice or contribute to service development. • Triage Consultant referrals in a timely manner and in order of importance. 	

KEY RESULT AREAS/RESPONSIBILITIES

- Plan and develop clinical protocols for specialist area that include recording and evidencing patient outcomes.
- To work autonomously to manage his/her caseload of patients whilst working as part of a multidisciplinary team.
- Provide clinical triage with other key team members and support the demand of the service.
- To undertake comprehensive physiotherapy assessment of patients referred to the respiratory physiotherapy service, with complex presentations, using investigative and analytical skills, to formulate an appropriate hypothesis.
- To use virtual assessment techniques via online platforms to support assessments and ongoing management.
- To use advanced clinical reasoning and a wide range of treatment skills and options to formulate individual management and treatment plans, in agreement with the patient. To review and evaluate patient's condition at each physiotherapy session and to amend the treatment programme as necessary to achieve planned objectives.
- To clinically deliver breathing retraining plans and chest clearance plans in assessments, individual sessions, using physiotherapy advanced assessments and treatments (BradCliff / BPD / CBT).To develop, support and evaluate robust pathways of care for patients with bronchiectasis or breathing pattern disorders within the Thoracic department to ensure they are offered and receive timely and appropriate care that supports them to achieve realistic goals.
- To be professionally, legally responsible and accountable for all aspects of own work and to ensure a high standard of clinical care for patients under own care and support other team members to do likewise.
- To refer patients on to other consultants/general practitioners or other health care professions
- To be professionally, legally responsible and accountable for all aspects of own work and to ensure a high standard of clinical care for patients under own care and support other team members to do likewise.
- To refer patients on to other consultants/general practitioners or other health care professions
- To demonstrate a sound understanding of clinical governance and clinical risk and to demonstrate this in daily practice.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- Formulate patient centred treatment plans to support patients to achieve realistic short and long-term value orientated goals.
- Ensure an interface between physiotherapy and medical colleagues and other professionals in order to ensure that service user needs are being met.
- Ensure that the needs of service users and carers are meaningfully considered during the process of care and treatment some of which may be of a complex and sensitive nature.
- Ensure service users and, if appropriate, families and carers are consulted in his/her care and treatment.
- Have an awareness of families and carers needs and what support is available. To assume responsibility and accountability for a caseload of patients with complex and/or additional needs holding the duty of care and prioritising and managing the caseload independently based on the principles of risk and clinical risk, liaising with and referring to relevant agencies as appropriate.
- To undertake a range of highly specialist physiotherapy assessment techniques to contribute to the differential diagnostic process, formulating hypotheses on a basis of the evidence from assessments and experiential and specialist knowledge to arrive at a clinical diagnosis.

COMMUNICATION

- Advise on and support the appropriateness and suitability of referrals into the service providing appropriate feedback to the referrer and service user. Support patient demand management within the team.
- To communicate a wide range of information to all levels across organisations. This may be very sensitive or contentious and require the post holder to use appropriate specialist skills to ensure co-operation with the recipient.
- Provide specialist, expert, clinical knowledge to clinical colleagues and other healthcare professionals including medical staff and referring agencies on the assessment, planning, implementation and evaluation of care and treatment of service users.
- Provide expert advice to clinical staff within the service and referring agencies on the assessment and management of risk with regards to physical health (including identifying red flags, need to refer onwards and suitability for inclusion in group-based treatments).
- Engage in effective communication with patients, relatives and carers to obtain and provide relevant health information. Liaise with families or service users.
- Be able to communicate with clients for whom English is a second language using translators and link workers where necessary.
- Be able to use communication skills effectively in situations which may be sensitive, emotional or hostile. Deploy effective communication strategies to ensure that contentious information is imparted sympathetically to all parties. Provide therapeutic consultations with patients/relatives or carers when for example breaking bad news.
- Address inappropriate behaviour in a professional manner in accordance with Trust Policy.
- Ensure effective verbal, non-verbal, electronic and written communication occurs with colleagues. Ensure that there is an effective cascade of information to staff within the team.
- Ensure that clinical supervision, CQC and other quality standards are embedded within the practice and lead on clinical incident reporting/investigation and discussion of significant events within the service.
- Promote health education and healthy lifestyles within the scope of practice/caseload setting including use of negotiation skills where appropriate and signpost to the appropriate services.
- To be an advocate for the physiotherapy ensuring that systems are in place to share knowledge, expertise and examples of good practice. .
- To present to a variety of audiences both professional and lay person in order to inform, promote and educate.
- To empower and motivate those around you to constantly strive to improve care and experience for patients and staff.

PLANNING AND ORGANISATION

- To achieve the effective daily management of a caseload of patients including responding to urgent referrals, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards.
- To deal with any issues of professional behaviour or attitudes, quality or safety in a timely manner.
- The post holder will be responsible for embedding the quality strategy throughout the service development projects.
- Develop with the clinical multidisciplinary team working beyond patient care to include ensuring all service lines are efficiently managed with quality at the centre.
- Support the patient demand within the service, prioritizing against the service specifications and patient's clinical need.
- Develop patient related outcome measures for the service.
- Support the evidencing of quality within the service and undertake benchmarking activity. Ensuring that services provided are delivered in accordance with service specifications, agreed care pathways and best practice guidelines.
- To hold responsibility for monitoring of quality and practice standards within the field of practice.
- To accept delegated responsibility of review of incidents, formulation of action plans and dissemination of findings where necessary/appropriate.
- To lead on delegated projects as required.

BUDGETARY AND RESOURCE MANAGEMENT

- No budgetary responsibility: however there is an expectation that the post holder will have an understanding of basic healthcare financial implications.
- To identify and actively participate in any cost improvement measure as required and budgetary management.
- To record patient related activity for charging purposes
- To identify risks as a lone worker and to implement the HHTF policy
- To maintain clear lines of communication with line manager and colleagues

STAFF MANAGEMENT

- Ensure own practice meets the required professional standards of practice.
- To participate in the appraisal process as an appraisee and be responsible for complying with agreed objectives.
- Manages own caseload, coordinates patient journey across services and organisational boundaries.
- Works in close collaboration with other health care professionals across organisational boundaries to ensure service meets patients' needs.
- Assists with recruitment and initialising of new staff.
- To facilitate other professionals learning via training and observation
- Lead in the development of local policies, protocols and procedures in accordance with local and national standards in relation to specialist area of expertise.

Day to day Supervision

- Regularly responsible for the professional /clinical supervision of a number of staff or students.
- Delegating or allocating work and checking for quality and timely completion
- Refer concerns to line manager e.g., performance, attendance or conduct.

Day to day Management

- Regularly responsible for reviewing work performance, progress, work allocation and checking for quality and timely completion, undertaking appraisal reviews, acting as a panel member for recruitment and selection, undertake the initial stages of staff management by applying HR policies e.g. grievance, conduct and capability.

Line Manager

- Responsibility for direct reporting staff for the delivery/management of all or most of the following: Appraisals, sickness absence, capability, conduct and grievance matters, recruitment and selection decisions; departmental workload and allocation (i.e. allocation and reallocation of blocks of work or responsibilities for areas of activities not just allocation of tasks to individuals); formal stages of the application of a range of HR policies.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Lead in the area of physiotherapy on the developing, planning and delivery of a range of specialist breathing pattern disorder treatments and chest clearance.
- Lead in the area of physiotherapy teaching and development in the area of healthcare professionals, patients and careers in the area of chest clearance and breathing pattern disorders.
- To identify, assist and meet the educational needs of the patient and their family in the area of pain management.
- To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- Maintain and develop current knowledge of evidence-based practice, developing specialist knowledge of respiratory conditions, with particular emphasis on dysfunctional breathing.
- To be aware of the evidence base, current national developments within the speciality and to utilise this knowledge and best practice in supporting the development of clinical services.
- To compile reports as required for Trust, CCG's and participate in the collection of audit data and outcome measures in order to monitor workload.

- To deliver presentations and educational sessions.
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating of clinical policies as deemed necessary.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

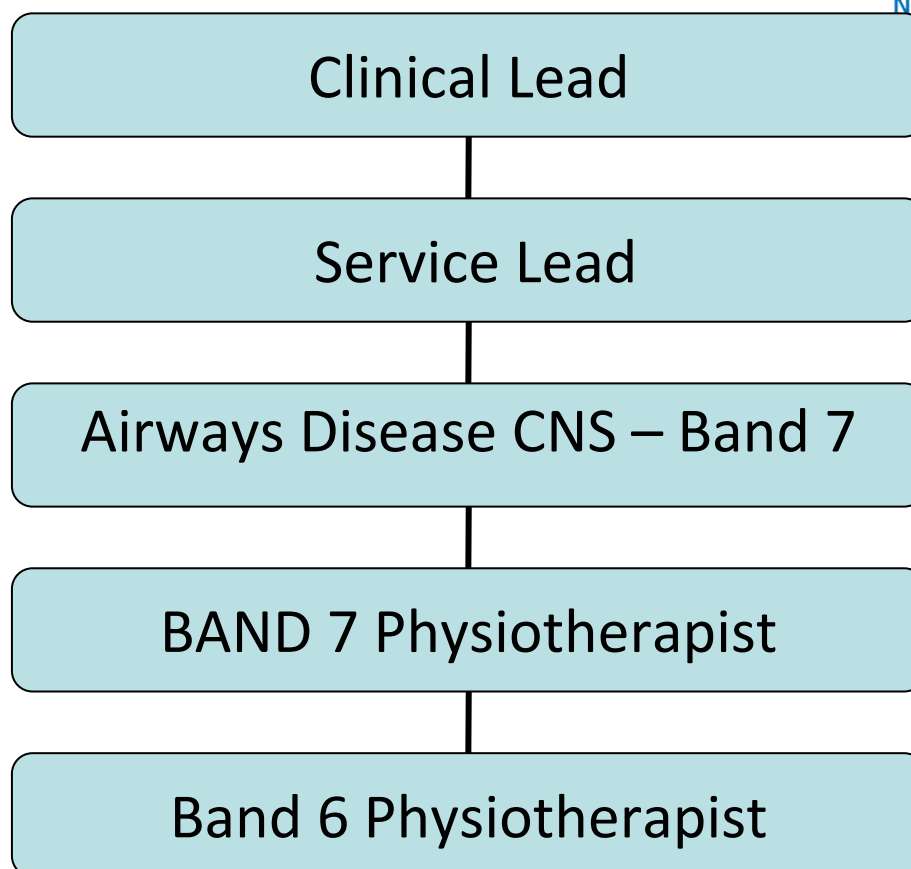
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Respiratory Clinical Physiotherapist Specialist – Band 7	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> BSc (Hons) Physiotherapy / MSc Physiotherapy / Grad Dip Phys or equivalent HCPC registration / CSP membership 	<ul style="list-style-type: none"> Other relevant qualifications Brad cliff level 1, Brad cliff level 2 BPD specialist study day Member of specialist group
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Evidence of managing specialist dysfunctional breathing techniques in a safe, patient centred manner Effective management of own workload and autonomous practice Experience of planning/implementing and evaluating change within healthcare Evidence of undertaking relevant post graduate training/ CPD including reflective practice Evidence of implementing significant change or service development that promote good practice. 	<ul style="list-style-type: none"> IT Skills Assist in audit/ research projects Show evidence of doing or have potential to supervise and teach more junior staff, students and other members of the healthcare team Experience of using CBT Experience of running an out patients clinic
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Highly specialised clinical skills across the speciality of dysfunction breathing Ability to motivate self and others Advanced clinical reasoning skills Ability to use a wide range of assessment and treatment techniques Advanced communication skills both written and verbal 	<ul style="list-style-type: none"> Customer service experience i.e dealing with complaints Computer skills e.g. using Microsoft and local NHS Trust software

<ul style="list-style-type: none"> • Advanced organisations and time management skills • Positive approach to data collection, audit and research • Ability to prioritise and delegate workload • Ability to problem solve and use initiative • Ability to deal with emotional and stressful patient related situations 	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Professionally presented and calm approach • Ability to work within a rapidly changing environment. • Ability to manage conflicting and constantly changing priorities. • Positive, optimistic attitude • Keen to learn and take on opportunities for personal and departmental development. • Enthusiastic and self-motivated • Should be willing to work flexible hours. • Able to travel between BNHH (Basingstoke) RHCH (Winchester) and AWMH (Andover) sites as required . • Committed to maintaining improving own standards • Committed to providing high quality care as demanded through the Clinical Governance Agenda 	<ul style="list-style-type: none"> • Responds positively to constructive feedback.

Post holder`s signature:

Date:



Hampshire Hospitals
NHS Foundation Trust

Manager`s signature:

Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.