

## JOB DESCRIPTION

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**POST TITLE:** Respiratory Physiotherapist

**BASE:** Coley Clinic

**BAND:** Band 5 training post upskilling to band 6 within 12 months if competencies met

**LINE MANAGER:** Cardiac and Pulmonary Rehabilitation Lead

**PROFESSIONAL ACCOUNTABILITY:** Cardiac and Respiratory Specialist Services (CARSS) Lead

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### OUR VISION AND VALUES

Our vision is to be a great place to get care, a great place to give care.

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

This post offers an exciting opportunity to work within the Cardiac and Respiratory Specialist Services (CARSS). The post holder will be fully trained and supported during a one year, structured competency 'upskilling' by a Specialist Respiratory MDT. Ongoing support will be provided by the Cardiac and Pulmonary Rehabilitation Lead and the Respiratory MDT.

The post holder will be responsible for the assessment of care needs, development, implementation and evaluation of care for people with respiratory conditions, in domiciliary setting alongside the delivery of Pulmonary Rehabilitation across West Berkshire. There will also be opportunity to contribute to the Home Oxygen Service. Close working within the MDT is essential, providing high quality, responsive, specialist respiratory community physiotherapy services in patient's homes or other appropriate locations, working with other senior community physiotherapists, primary care teams and social services to help reduce hospital admissions; readmissions and aid the facilitation of early discharge from hospital patient's homes and other settings.

The active management of these individuals will support them and their families/ carers to develop self-management strategies with the specific aim of facilitating early supported

discharge and preventing avoidable hospital admission.

The post holder will utilise clinical, communication and interpersonal skills to identify the needs of people with respiratory disease and deliver care that recognises social, cultural and spiritual differences.

A background of basic, clinical Respiratory knowledge, skills and experience, with our training and support, will enable the post holder to develop into a Specialist Respiratory Physiotherapist, working independently within the MDT. The post holder will have a passion for Respiratory Physio and a want to help patients with Chronic lung disease improve their Health Related Quality of Life mainly in the community setting.

## **RESPONSIBILITIES**

- To be professionally and legally responsible and accountable for all aspects of your own work, including the management of patients in your care.
- To ensure a high standard of clinical care for the patients under your management and support non qualified staff to deliver safe and effective care.
- If necessary, to be responsible for transferring individual patient's on-going care to other health care professionals within the CARSS and others in Primary and Secondary Care
- To maximise the efficiency and effectiveness of care for this group of patients by providing comprehensive assessment; treatment plans and undertaking joint treatment sessions as indicated. Again, training and support will be provided in order to achieve this.
- With support, to accept autonomous clinical responsibility for a designated caseload of patients with respiratory diseases, such as COPD across Berkshire West. This will allow you to provide high quality, responsive, respiratory physiotherapy services in clinics, patient's homes or other appropriate locations.
- Work with the multi-disciplinary team, primary care teams and social services aiming to reduce avoidable hospital admissions and facilitate early discharge from the acute sector.
- To be responsible for prioritising and monitoring referrals to the service.
- To assess, plan, co-ordinate and deliver community based Pulmonary Rehabilitation programmes across all geographical locations in West Berks, with support from the senior physiotherapists.
- To assess, monitor and treat Oxygen patients as required by the needs of the team. Training will be provided for this. Liaise closely with members of the MDT re ongoing management of these patients.

- To gain valid, informed consent from patients using the standards and guidelines provided by the Chartered Society of Physiotherapists (CSP professional body for Chartered Physiotherapists). To work within the legal framework, seeking appropriate professional assistance when the capacity to consent is in doubt.
- To undertake a comprehensive physical and functional assessment of patients, including those with a highly complex presentation, using investigative and analytical skills to formulate individual personalised management and treatment plans. This will be done by utilising expert clinical reasoning, a wide range of treatment skills and options to formulate a personalised programme of care in agreement with the patient and/or carer. Although expected to perform assessments independently in a variety of settings, feedback to the MDT and discussion regarding findings is actively encouraged.
- With training and support to use specialised physiotherapy manual skills, including dexterity, coordination and sensory skills in the assessment and treatment of patients. To continually reassess and re-evaluate patient presentation and adjust care plan and treatment programme accordingly.
- To provide comprehensive immediate and planned advice, teaching and instruction to relatives, carers, homecare and agency support staff and other professionals to promote understanding of the aims of the team to ensure a consistent approach to patient care.
- To maintain accurate, comprehensive and up-to-date documentation, in line with policy, legal and corporate requirements. Communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
- To manage clinical risk within own caseload at all times and ensure clinical risk is effectively managed across the designated services, whilst also considering tasks given to support staff and home care assistants.
- To communicate effectively, highly complex and sensitive information to patients, carers, general medical practitioners (GPs), consultants and other agencies across health/social services in order to maximise rehabilitation potential and to ensure understanding of condition within individual treatment sessions and class settings.
- Communication skills of persuasion, motivation, explanation and gaining informed consent will be necessary for a variety of patients. Barriers to effective communication will be evident e.g. loss of hearing, altered perception, breathlessness and anxiety.
- Some patients will lack the capacity to consent. To ensure that patient information is managed professionally with consideration for patient confidentiality and in line with local policy and Data Protection guidelines.

- To be responsible for equipment used in carrying out physiotherapy duties, and to adhere to organisational policy, ensuring competence and safety to use equipment by self and others through teaching, training and supervision in practice.
- Ensure clinical governance and risk management are integral to service delivery and to find effective and efficient ways to solve problems and report findings to relevant departments.
- To report all clinical and non-clinical accidents/incidents or near misses promptly as per BHFT policy.
- To ensure accurate and regular data collection for the team to meet report requirements.
- To maintain mechanisms to support patient involvement and feedback related to the speciality.
- Ensure that the service and care delivery complies with local and national quality standards eg CQC.
- To participate in developing a shared vision of CARSS and collaborate with the multi-disciplinary team to achieve this.

### **Professional/ Education and Training**

- To be responsible for developing and maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development.
- To assist in supervision of rehabilitation assistants, physiotherapy students and work experience students.
- To participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programme.
- To fully engage in the competency/ training programme to become a specialist respiratory physiotherapist.
- To be an active member of the specialist respiratory physiotherapy and CARSS contributing to development and training initiatives by the attendance and possible presentation at staff meetings, tutorials, training sessions, external courses and reflective practice. Share ideas and good practice across the service, with the objective of continually looking at ways to improve.
- To attend statutory and mandatory training and induction as per BHFT Policy.

## **Organisational**

- To be responsible for a designated area of work, as agreed with the team, and to plan and organise efficiently and effectively with regard to time management, particularly in a domiciliary/ community setting.
- To decide priorities for own work area, balancing other patient related and professional demands.
- To be actively involved in the collection of appropriate data and statistics for contributing to reports.
- To comply with organisational and departmental policies and procedures and to participate in the reviewing and updating of processes as appropriate.
- To undertake any other duties that might be considered appropriate by the Senior Physiotherapist.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When

you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

**PERSON SPECIFICATION Band 5 Respiratory Physiotherapist Training post,  
Upskilling to Band 6 if 12 month competencies met**

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<b>Education/Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Diploma/Degree in Physiotherapy</li> <li>• HCP Registration</li> <li>• CSP membership</li> <li>• Member of the ACPRC</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	
Continuous Professional Development <ul style="list-style-type: none"> <li>• Evidence of current CPD</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	
<b>Previous Experience</b> <ul style="list-style-type: none"> <li>• Post graduate experience of working as part of a physiotherapy team and multidisciplinary team.</li> <li>• Post graduate experience in NHS</li> <li>• Post graduate core rotations including a Respiratory/ Medical/ Surgical rotation</li> <li>• Post graduate community rotation</li> </ul>	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>	
<b>Knowledge, Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>• Knowledge of this post and Trust</li> <li>• Basic knowledge of Respiratory Physiotherapy and a passion for it</li> <li>• Ability to pass on skills/knowledge to others within both formal and informal environments / Presentation Skills</li> <li>• Understand the legal responsibilities of the profession</li> <li>• Able to present information, written and orally, in a clear and logical manner.</li> <li>• Ability to organise, prioritise and delegate</li> <li>• Understanding of clinical governance and its implications for services.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	

<ul style="list-style-type: none"> <li>• Awareness of relevant National and local policies and guidelines</li> <li>• Ability to supervise other staff e.g. assistants, technical instructors</li> <li>• Able to motivate others</li> <li>• Able to work effectively in a team / Good understanding of team working</li> <li>• Sound knowledge of the National Health Service (NHS)</li> <li>• Good inter-personal skills particularly when in patients home environment.</li> <li>• Good written and oral communication / Competent IT skills</li> <li>• Understanding of the importance of Audit and Research</li> <li>• Good planning and organisational skills</li> <li>• Flexible and Adaptable</li> <li>• Able to maintain judgement under pressure</li> <li>• Ability to problem solve / Sound clinical reasoning skills</li> <li>• Demonstrate appropriate use of initiative</li> <li>• Aware of own limitations and seeks help appropriately</li> <li>• Willingness to take directions</li> <li>• Willingness to learn and participate in competency programme</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li>   <li>• E</li>   <li>• E</li>   <li>• E</li>   <li>• E</li> <li>• E</li> <li>• E</li>   <li>• E</li>   <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li>   <li>• E</li>   <li>• E</li>   <li>• E</li>   <li>• E</li> <li>• E</li> <li>• E</li>   <li>• E</li>   <li>• E</li> <li>• E</li> <li>• E</li> </ul>	
<p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Full driving licence and access to a car for use to travel across sites and perform domiciliary visits</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	

**DATE OF ISSUE: August 2023**