

## Job Description

### Job Details

Job Title:

Specialist Community Physiotherapist

Job Reference Number:

Band:

7

Ward / Department:

Downham Market, Swaffham, Fens and Brecks Therapy Team

Directorate / Locality:

West Place

Essential Qualifications:

Diploma or 1<sup>st</sup> level degree in Physiotherapy, or equivalent experience

### Job Purpose

- Undertake a major clinical role in assessment, review and treatment to the adult population living in the community within West Norfolk. The role is based within the Kings Lynn and Coastal Therapy Teams, but you would be required to provide support to the teams across West Norfolk as required.
- To plan, deliver and co-ordinate therapy interventions for patients of a higher complexity across West Norfolk
- To be responsible for Continued Professional Development (CPD) and Personal Development Plan (PDP) for members of the therapy team.
- To have an input into service development, under the direction of the Clinical Leads/ Service Manager, across West Norfolk and in conjunction with the rest of the team in response to NICE guidance, local governance and government policy.

## Organisational Arrangements

Accountable To:

Locality Assistant Director

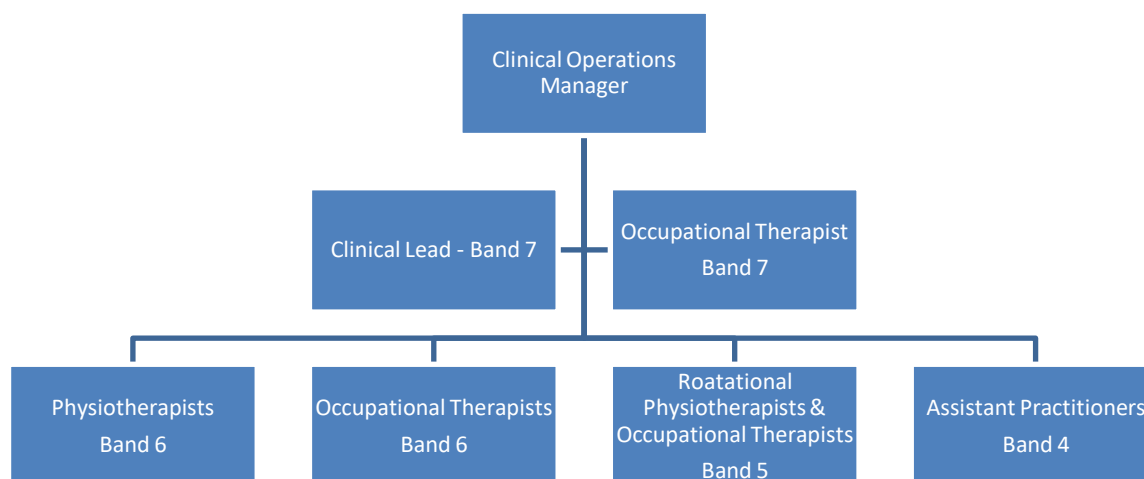
Reports To:

Clinical Operations Manager

Responsible For:

Direct Reports

## Structure Chart



## Main Duties & Responsibilities

### Key Areas of Responsibility

1. To assess and prescribe treatment programmes for patients with long term conditions, the frail and elderly, palliative care and rehabilitation needs for example, to achieve quality of life and independence where possible.
2. To work within the integrated team to facilitate early discharge from hospital.
3. To work within the integrated team to prevent unnecessary admission to hospital.
4. To work with all health care professionals, and statutory/non statutory agencies to provide a seamless, integrated service to our service users.

## **Clinical**

The post holder will:

1. Undertake comprehensive therapy assessments of patients including those with a complex presentation, using investigative, analytical and clinical reasoning skills, and inform the development of a differential diagnosis.
2. Formulate and execute individualised therapy management and treatment plans of patients including those with a complex presentation, in collaboration with the integrated team, other agencies and the patient, utilising a range of treatment skills.
3. Be aware of Assistive Technology and make referrals for this as required.
4. Assess patients' holistic needs, communicating complex and sensitive information to patients and carers as to their assessment, diagnosis, prognosis and treatment plan.
5. Where there are barriers to understanding, such as hearing impairment, mental capacity impairment and other difficulties in comprehension, explanations require adjustments in order to gain understanding, consent and concordance.
6. Be required to use tact and persuasive skills in order to gain the patient's cooperation in their treatment plan.
7. Liaise with GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated appropriately.
8. To participate in multi-disciplinary/multi-agency meetings as appropriate, e.g. Gold Standard Framework.
9. Be responsible for ensuring workload for self and others is planned and prioritised according to service targets and needs.
10. Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
11. Plan and organise specialist services within the integrated team.
12. Demonstrate dexterity, co-ordination and palpatory senses for assessment, and manual treatment of patients, including using specialist equipment and fine tools, manual and mobilising skills.
13. Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
14. Be aware of budget and ensure all effort is made to work within this.
15. Ensure informed consent is obtained prior to initiating interventions.
16. Be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.
17. Demonstrate basic IT and standard keyboard skills.

## **Professional**

The post holder will:

1. Be required to undertake risk assessments and act upon them appropriately.
2. Contribute to the staff rota on a monthly basis.
3. Contribute to the supervision of workload within the integrated team.
4. Actively contribute to multidisciplinary team meetings and other meetings where appropriate.
5. Support the Clinical leads and all team members within the integrated team, respecting them, their roles and contributions.
6. Attend in-house training as required to develop current role.
7. Maintain own continual professional development.
8. Be able to make own travel arrangements to patients' homes, clinics, base and meetings etc., as required.
9. Be responsible for safe use and maintenance of equipment and supplies.
10. Remain accountable for own professional actions as determined by the professional bodies.
11. May be required to demonstrate own duties to students, new starters and other staff.
12. Provide mentorship for students undertaking pre/post registration courses.

13. Mentor existing staff and provide training in specialist area as appropriate.
14. Provide advice/training to other staff and supervise Occupational Therapists, support band 4 staff and students where appropriate, and contribute to the induction process for new staff/students.
15. Demonstrate leadership skills within own competence.
16. Be accountable for work delegated to others.

### **Organisational**

The post holder will:

1. Undertake mandatory training as required.
2. Participate in a Personal Development Review process.
3. Undertake Personal Development Plans for more junior staff members.
4. Take part in clinical supervision as per Trust Policy.
5. Follow Trust policies, and local procedures, and use discretion in interpreting them according to the setting and circumstances.
6. Comment on draft policies.
7. Ensure absence reporting is undertaken as determined by Team Leader and Trust Policy.
8. Contribute to clinical audit as required.
9. Complete the staff survey as required.
10. Complete risk assessments and incident forms as required

## **Trust Values**

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### **Community**

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



### **Compassion**

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



### **Creativity**

- Our expertise, commitment and creativity are key to the successful delivery of our services
  - We are always open to new ideas that support us in delivering effective compassionate care to our patients
  - We continuously innovate and implement efficient delivery of care
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## **Trust Behaviour Framework**

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

## **Research & Development**

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

## **Safeguarding Clause**

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

## **Infection Control**

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

## **Health and Safety**

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.

- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

### **General**

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed, and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.
- NCHC is committed to supporting our voluntary workforce and all apprentices, and all staff are expected to welcome and support volunteers and apprentices in their teams.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

## Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• Diploma or 1<sup>st</sup> level degree in Physiotherapy, or equivalent experience</li> <li>• Current HCPC registration</li> <li>• Clinical educators' course</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced OT qualifications/attendance of short-courses</li> </ul>	Document Check/ Application Form / Interview
Experience	<ul style="list-style-type: none"> <li>• NHS experience</li> <li>• Evidence of working at an advanced clinical level</li> <li>• Knowledge of additional specialist areas through in-house training &amp; short courses</li> <li>• Experience working as part of a multi-disciplinary team (MDT)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of complex equipment provision.</li> <li>• Experience of working with complex patients in a community setting.</li> </ul>	Application Form / Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> <li>• Ability to manage stressful situations</li> <li>• A team player</li> <li>• Concentrate when undertaking patient care and inputting data/patient records</li> <li>• Positive attitude towards flexibility to meet the needs of the role</li> <li>• Demonstrate good IT and standard keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an ability to support junior staff.</li> </ul>	Application Form / Interview
Communication	<ul style="list-style-type: none"> <li>• Good observational and reporting skills</li> <li>• Good interpersonal skills</li> <li>• Able to communicate effectively in written and verbal English language</li> <li>• Ability to communicate with other members of the MDT both verbally and non-verbally</li> <li>• Ability to communicate effectively with patients who may have highly complex needs</li> </ul>		Application Form / Interview
Personal and People Development	<ul style="list-style-type: none"> <li>• Regular participation in supervision and continual professional development</li> </ul>		Application Form / Interview

Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Tact and diplomacy</li> <li>• Empathy and sensitivity</li> </ul>		Application Form / Interview
Other	<ul style="list-style-type: none"> <li>• Able to kneel, bend and stoop, and work in cramped environments</li> <li>• Able to manoeuvre limbs of around 5-6kg</li> <li>• Able to manoeuvre patients using handling aids</li> <li>• Must have a full UK driving license and have access to a vehicle</li> </ul>		Document Check



## Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?	X	
2.	Does the post holder work without direct access to a manager?	X	
3.	Does the post holder work without access to a manager by telephone?		X
4.	Is the post holder the lead specialist in their field?	X	

**Each YES response requires completion in the 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily: ☒ Weekly: ☐

Other frequency (please comment)

**How often is the post holder's work checked / monitored / assessed?**

Daily: ☐ Weekly: ☒

Other frequency (please comment)

Work is not formally checked / monitored / assessed weekly and the post holder works autonomously however there are weekly opportunities to seek supervision and support within the team. Work is within scope of professional practice and national code of conduct boundaries. Work and wellbeing will be reviewed through regular 1:1s and Clinical / Management supervision.

### PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	9. Standing / sitting with limited scope for movement		X
2. Working in physically cramped conditions	X		10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements	X		11. Walking for long periods		X
4. Lifting weights / equipment without mechanical aid		X	12. Heavy duty cleaning		X
5. Climbing or crawling	X		13. Pushing / pulling trolleys or similar equipment	X	
6. Manipulating objects	X		14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint ie in post requiring training/certification		X
8. Running		X	16. Moving patients	X	

**Each YES response requires completion in the 'Further Information' Section**

#### MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments	X		8. Prepare detailed reports	X	
2. Carry out clinical / social care interventions	X		9. Check documents	X	
3. Analyse statistics	X		10. Drive a vehicle	X	
4. Operate equipment / machinery	X		11. Perform calculations		X
5. Give evidence in court / tribunal / formal hearings	X		12. Make clinical diagnoses	X	
6. Attending meetings (if yes, describe role in 'Further Info')	X		13. Carry out non-clinical fault finding		X
7. Carry out screening tests / microscope work		X			

**Each YES response requires completion in the 'Further Information' Section**

#### EMOTIONAL EFFORT

YES NO

1. Processing (e.g. typing / transmitting) news of highly distressing events
2. Giving unwelcome news to patients / clients / carers / staff
3. Caring for the terminally ill
4. Dealing with difficult situations / circumstances
5. Designated to provide emotional support to front line staff
6. Communicating life-changing events
7. Dealing with people with challenging behaviour
8. Attending scenes of accidents

X	
X	
X	
X	
X	
X	
X	
	X

**Each YES response requires completion in the 'Further Information' Section**

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather	X		11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment / work area		X
3. Unpleasant Smells	X		13. Driving / Being Driven (normal conditions)	X	
4. Noxious Fumes		X	14. Driving / Being Driven (emergency conditions)		X
5. Excessive noise / vibration		X	15. Fleas / Lice / Infestation	X	
6. Continuous use of VDU equipment	X		16. Dangerous Chemicals - Substances in Containers		X
7. Unpleasant Substances		X	17. Dangerous Chemicals - Substances (uncontained)		X
8. Infectious Material	X		18. Exposure to verbal aggression (little/no support)		X
9. Body fluids, Faeces / Vomit	X		19. Exposure to physical aggression (little/no support)		X
10. Dust / Dirt	X				

**Each YES answer requires completion in the 'Further Information' Section**

### FURTHER INFORMATION

**Please enter details of YES responses**

Element (e.g. Mental Effort)	Ref No	Details of intensity	Frequency
Freedom to Act	1, 2 and 4		Daily  Will frequently be sole clinician with patient during therapy sessions  Manager will often not be present during therapy session with patient
Physical Effort	2, 3, 5, 6, 10, 13 and 16		Daily  Following manual handling techniques and using equipment as required  Individualised risk assessments to be undertaken
Mental Effort	1-6, 8-10 and 12		Required on an 'as needed' basis.
Emotional Effort	1-7		Required on an 'as needed' basis.
Working Conditions	1, 3, 6, 8-10, 13 and 15		Rarely, however driving and screen use will be daily.

**Manager responsible for completion of this document**

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:


Post Holder's Signature .....

Manager's Signature .....

Date Job Description Agreed .....

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**