

<b>Job Title:</b>	<b>Physiotherapist</b>
<b>Clinical unit:</b>	<b>Outpatients Department</b>
<b>Base:</b>	<b>Sancta Maria Hospital</b>
<b>Managed by:</b>	<b>Head of Outpatients</b>
<b>Accountable to:</b>	<b>Head of Clinical Services</b>

#### ABOUT THE HEALTHCARE MANAGEMENT TRUST

**At the Healthcare Management Trust (HMT), we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees are at the heart of delivering the service our patients expect.**

Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace.

#### Job Summary

To provide clinical care within the specialist field of physiotherapy, encompassing physiotherapy assessment, treatment and management of patients within HMT.

To develop effective and appropriate treatment plans, maintaining records as an autonomous practitioner at all times.

To act as a source of expertise for the physiotherapy service and provide advisory service to patients, peers and wider MDT.

To prioritise referrals on a daily basis, ensuring all patients are booked on to the CompuCare System.

#### Main Duties & Responsibilities

##### Communication

- Develop effective communication skills and strategies within the department. Displaying excellent written and verbal communication
- Hold effective interpersonal and listening skills enabling optimum communication with patients, their families and the multi-disciplinary team
- To demonstrate politeness, courtesy, respect and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations
- Maintain and promote effective communication with all members of the multidisciplinary team and other Wards/Departments
- To adapt communication skills to overcome any barriers that may be met
- Contribute towards sharing good physiotherapy practice across the hospital site
- To promote a positive image of HMT at all times
- To work cohesively with all members of the team in ensuring that the very best services to patients are provided at all times
- Keep accurate and complete records of patient's documentation and care plans. Ensure that physiotherapy documentation is maintained to HMT standards (including electronic records)
- Maintaining confidentiality and integrity of information in line with data protection.

### **Professional**

- The post holder must at all times work in accordance with the [CSP The Code](#)
- Demonstrate knowledge and skills related to evidence-based practice
- To maintain confidentiality surrounding patients' admissions and treatment at all times
- To promote the Health care Management Trusts (HMT) image to all individuals, groups and organizations both within the hospital and to the community at large
- To ensure that all patient care is documented, all the relevant documentation is completed accurately within agreed timescales using approved patient documentation, in line with CSP and local standards

### **Planning and Organising**

- Assess, plan, implement and evaluate programs of care, actively seeking evidence based practice which will improve the quality of care and meeting the needs of the patients.
- Implement a physiotherapy plan for an assigned group of patients indicating assessment and re-assessment formulated for individual care pathways and discharge planning.
- Prioritise workload as patient activity and acuity requires being aware of budget requirements
- Maintain excellent clinical standards of physiotherapy practice
- Contribute to setting goals and benchmarking standards of care. Develop tools and implement guidelines (e.g. NICE) where appropriate in line with quality governance.

### **Analytical**

- Be able to identify potential risks and carry out risk assessments consistent with organisation policies, procedures, and legal requirements. Be able to report accidents/faults immediately, and ensure the correct procedure is followed i.e. completion of incident recording forms, reporting actions taken, and placing faulty equipment out of commission. Be aware of health and safety issues and attends training sessions and mandatory training. The post holder must ensure continuity of care between home and hospital/clinic and that appropriate aftercare is provide following discharge from hospital/clinic
- Exhibit advocacy and decision-making skills autonomously in relation to patient care
- Provide a plan of care for patients, using evidence-based practice to the specific needs of the patient, relatives, and carers, including information about clinical needs and conditions, health promotion, providing support and advice where necessary.
- Be able to identify and react appropriately to changing demands, situations and pressures in the department and prioritize accordingly, working as part of the team to be flexible and accommodating as appropriate.

### **Task Specific Skills**

- Deliver a physiotherapy service in a variety of ways, face to face, group sessions and remotely via telephone or IT systems.
- Undertake comprehensive physiotherapy assessments using manual assessment techniques to support patients pre and post operatively.

- To interpret and analyse clinical and non-clinical facts to form an accurate diagnosis and to recommend best course of intervention, working to agreed guidelines but freedom to vary treatment without reference to other clinicians.
- To accept responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- Formulate and deliver an individual physiotherapy treatment programme based on a sound knowledge of evidence-based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g. manual therapy techniques, patient education, exercises classes, electrotherapy techniques and other alternative options.
- To be responsible for maintaining accurate, comprehensive and legible patient treatment records in line with Chartered Society of Physiotherapy (CSP) standards of practice and other recommended local and national professional standards
- 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 and are supported by a Power of Attorney.
- Have a good understanding of the principles of Safeguarding and comply with HMT's Safeguarding policy, escalating any concerns where required.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding and communicating. For example, patients may be visually and hearing impaired or may be unable to accept or understand diagnosis.
- Evaluate patient progress, reassess and alter treatment programmes as required.
- To manage clinical risk and perform risk assessment within own patient case load taking into consideration of the environment and other persons present.
- To demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and manual treatment of patients.
- Work within HMT's clinical guidelines and CSP guidelines and have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- ensure documentation is accurate, precise, legible and up to date
- understands Safeguarding issues, and how to report any issues that should arise
- teaching and mentoring awareness
- competent with computers and able to use clinical systems
- understanding of clinical governance and experience with audits
- ability to work both autonomously and within a team
- knowledge and understanding of the private sector
- experience of working in a consultant-led environment
- to actively promote a healthy lifestyle for patients and staff in line with national strategy requirements
- demonstrates evidence of applying current research to practice

#### **Training and Professional Development**

- successfully complete induction program
- participate in HMT appraisal and personal development plan schemes by meeting with the team leader/appraiser and to include feedback from a selection of internal staff and team members
- Be actively involved in professional clinical groups, such as, CSP Clinical Interest Groups, Peer Review groups and other professional development activities. To provide clinical education and training to nursing, and other members of MDT.
- attend all mandatory training
- participate in the program for preceptorship and to be a support to new and junior staff as required
- contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors
- to participate in staff education and development, including utilizing appropriate learning opportunities and to act as a resource for learners as/when required
- complete Revalidation requirements
- maintain a personal and professional profile and maintain skill developments in line with the CSP
- strive to stay up to date with evidence-based practice and physiotherapy initiatives
- supervise the practice of other members of the team, identify gaps in knowledge and skills, facilitate professional development and identify learning opportunities
- ensure safe use of equipment within the department, undertaking, organizing and delivering training where necessary
- undertake Clinical Supervision as part of the local requirements

#### **Health and Safety**

- To provide an environment ensuring the safety and welfare of patients and staff by complying with:
  - Health & Safety at Work Act
  - Fire Prevention and Management
  - COSHH
- use risk assessment processes to ensure the safety of patients, staff and visitors within the department is maintained
- comply with safer handling principles, techniques, policy and guidelines
- comply with Infection Prevention and Control principles, techniques, policy and guidelines
- demonstrate awareness and compliance with HMT policies, procedures, guidelines, standards and core behaviors
- be aware of the HMT framework of clinical governance, patient safety walk rounds within the ward or department and seeking advice or guidance where necessary
- identify and report clinical risks to the ward/departmental manager so that appropriate action can be taken in accordance with HMT risk management policy
- to provide a suitable and safe environment for the physical, psychological and spiritual wellbeing of staff, patients/clients along with their relatives/carers, seeking guidance or advice where necessary
- record and report all incidents/complaints involving staff, patients and visitors in accordance with HMT policies and assist in any investigations as required.

## GENERAL

### **Equality & Diversity**

Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.

Contribute to making the clinical environment conducive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.

### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital's legal, regulatory and accountability requirements.

### **Health & Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging HMT policies and procedures with regard to health and safety matters.

To immediately, report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident / incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the hospital is to promote a co-operative and constructive view of health and safety concerns in the organization, all staff must be aware that a willful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **Safeguarding**

Sancta Maria Hospital is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## EMPLOYEE BENEFITS

BENEFITS: 27 Statutory days' holiday plus bank holidays, contributory pension, private medical insurance.

We regularly review our employee benefits package, which includes our group personal pension plan and private medical cover.

## NOTES

This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Hospital and the organization.

Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures and as stated in the HCPC.

Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertake further developmental training specific to their role.

**Person Specification: Physiotherapist**

<u>Skills/Competencies/Qualifications</u>		
CANDIDATE PROFILE		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualification &amp; Training</b>	<ul style="list-style-type: none"> <li>• HCPC registration</li> <li>• Degree or equivalent in physiotherapy</li> <li>• Show evidence of varied experience across a range of specialties</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of CPD in relevant Areas</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to perform specific job role competencies.</li> <li>• Previous experience with adult patients or clients in a health care environment.</li> <li>• Knowledge of physiotherapy used in the treatment of adult orthopaedic / MSK patients.</li> <li>• Experience of working under direct and indirect supervision.</li> <li>• Experience of team working.</li> </ul>	<ul style="list-style-type: none"> <li>• NHS or Independent sector experience</li> <li>• Evidence of being able to manage time effectively</li> <li>• Experience of working as part of a team</li> </ul>
<b>Knowledge &amp; technical ability</b>	<ul style="list-style-type: none"> <li>• Up to Date and Structured CPD</li> <li>• Effective Communication Skills</li> <li>• Able to collate accurate activity data.</li> <li>• Computer literate.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to prioritize and meet deadlines effectively</li> <li>• Time management skills</li> <li>• Ability to use initiative and make decisions</li> <li>• Analyses problems and implements effective and appropriate solutions</li> <li>• Effective interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of performance, evidence of reflective practice and self-development</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent communications skills, written and oral</li> <li>• Able to work collaboratively within the physiotherapy team and with the wider MDT</li> <li>• Able to motivate and support others and encourage effective team working</li> <li>• Understands the importance of confidentiality and dealing with sensitive information</li> </ul>	



**Job Description Agreement**

**Job Title:**        **Physiotherapist**

**Department:**    **Outpatients**

**I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.**

**Signature:.....        Date: .....**