

**BWRDD IECHYD LLEOL PRIFYSGOL BETSI CADWALADR
DWYRAIN**

ADRAN FFISIOTHERAPI

DISGRIFIAD SWYDD

TEITL: Ffisiotherapydd Band 5

CANOLFAN WEITHIO: Ysbyty Maelor

ORIAU: 37.5 i gynnwys saith niwrnod yr wythnos a gweithio
hyblyg yn ôl anghenion y gwasanaeth

CYFLOG:

YN ATEBOL I: Pennaeth Ffisiotherapi

YN GYFRIFOL I: Arweinydd y Tîm

PWRPAS Y SWYDD:

Darparu gwasanaeth ffisiotherapi effeithiol ar gyfer yr holl gleifion ar y seiliau
cylchdroadol a ganlyn –

- Wardiau Orthopaedig.
- Uned Therapi Dwys a Wardiau Llawfeddygol
- Uned Feddygol Dibyniaeth Uchel (MHDU) a Wardiau Meddygol.
- Ward Adsefydlu Niwrolegol
- Gofal Llym o ran Wardiau'r Henoed.
- Yr Adran Gyhyrsgerberbydol i Gleifion Allanol gan gynnwys Ysbytai Cymunedol
- Yn y Gymuned
- Uned Adsefydlu'r Henoed

DATGANIAD SWYDD:

- Asesu a thrin cleifion o lwyth achosion dynodedig, efallai y bydd gan rai ohonynt broblemau corfforol a seicolegol.
- Darparu diagnosis a chynllunio a chyflwyno rhaglen triniaeth unigol.
- Bod yn gyfrifol am eich llwyth achosion eich hun gan weithio heb oruchwyliaeth uniongyrchol. Mae goruchwyliaeth yn golygu sesiynau hyfforddiant ac ymresymu clinigol ffurfiol yn rheolaidd, adolygu cymheiriaid, cynadleddau achos. Mae cyngor a chymorth gan uwch ffisiotherapydd ar gael bob amser os bydd angen, caiff gwaith clinigol ei werthuso fel mater o drefn.

- Ymgymryd â phob agwedd ar ddyletswyddau clinigol fel ymarferydd annibynnol.
- Cyflwyno astudiaeth achos, adolygu agwedd ar gyfraniad/arfer ffisiotherapi mewn maes penodol ar ddiwedd pob cyfnod cylchdroi.

Dyletswyddau a chyfrifoldebau penodol

CLINIGOL

- Bod yn broffesiynol ac yn gyfreithiol atebol am bob agwedd ar eich gwaith eich hun, gan gynnwys rheoli cleifion yn eich gofal.
- Cynnal asesiad cynhwysfawr o gleifion gan gynnwys y rhai â symptomau amrywiol neu gymhleth/aml-batholegau; defnyddio sgiliau ymresymu clinigol a thechnegau asesu perthynol i'r llaw er mwyn rhoi diagnosis manwl-gywir o'u cyflwr.
- Ffurio a darparu rhaglen triniaeth ffisiotherapi unigol wedi'i seilio ar wybodaeth gadarn am arfer wedi'i seilio ar dystiolaeth a dewisiadau triniaeth gan ddefnyddio asesu clinigol, sgiliau ymresymu a gwybodaeth am sgiliau triniaeth e.e. technegau ffisiotherapi sy'n berthynol i'r llaw, addysgu cleifion, dosbarthiadau ymarfer corff, technegau electrotherapi a dewisiadau amgen eraill.
- Ffurio ar y cyd â'r tîm amlddisgyblaethol neu'r uwch ffisiotherapydd brognosisau manwl-gywir ac argymhell y ffordd orau o ymyrryd, gan ddatblygu cynlluniau rhyddhau cynhwysfawr.
- Asesu dealltwriaeth cleifion am gynigion triniaeth, cael cydsyniad gwybodus a meddu ar y gallu i weithio yn unol â fframwaith cyfreithiol gyda chleifion nad oes ganddynt mo'r galluedd i gydsynio i driniaeth.
- Defnyddio amrywiaeth o offer cyfathrebu geiriol a di-eiriau i gyfathrebu'n effeithiol â chleifion er mwyn datblygu rhaglenni adsefydlu a thriniaeth. Bydd hyn yn cynnwys cleifion a allai fod ag anawsterau i ddeall neu i gyfathrebu. Er enghraifft, efallai y bydd cleifion yn ddysffasig, yn isel, yn fyddar, neu'n ddall ac efallai na fyddant yn gallu derbyn y diagnosis.
- Gwerthuso cynnydd cleifion, ailasesu ac addasu rhaglenni triniaeth os bydd angen.
- Rheoli risg glinigol o fewn eich llwyth achosion eich hun o gleifion.
- Gweithio yn unol â chanllawiau clinigol y bwrdd iechyd a chanllawiau Cymdeithas Siartredig Ffisiotherapi a meddu ar wybodaeth gyfredol dda am safonau cenedlaethol a lleol a monitro ansawdd eich arfer eich hun fel bo'n briodol.

- Wrth weithio ar y rota dyletswyddau brys, cynnal asesiadau a thrin cleifion â phroblemau anadlol sy'n ddifrifol wael, a allai fod â symptomau cymhleth a chynnal cofnodion cysylltiedig fel ymarferydd annibynnol.
- Wrth weithio ar y rota dyletswyddau brys ar alwad, rhoi cyngor i staff meddygol a nyrsio ac aelodau eraill o'r tîm amlddisgyblaethol o ran gweithrediadau/cyflwr y claf o ran y system anadlol a'r frest.
- Goruchwyllo system cadw cofnodion ffisiotherapyddion sy'n fyfyrwyr yn ôl safonau proffesiynol a safonau'r gwasanaeth ffisiotherapi.
- Cynrychioli'r gwasanaeth ffisiotherapi a / neu gleifion unigol yng nghyfarfodydd y tîm amlddisgyblaethol, er mwyn sicrhau bod gwasanaeth amlddisgyblaethol cydlynedig yn cael ei ddarparu, ac integreiddio triniaeth ffisiotherapi i'r rhaglen triniaeth. Bydd hyn yn cynnwys trafod gofal cleifion, cynnydd cleifion a bod yn gysylltiedig â chynllunio i ryddhau cleifion.
- Bod yn aelod gweithgar o rota wythnosol a thîm anadlol gyda'r nos ac yn wythnosol.
- Bod yn gyfrifol am ddefnyddio'r holl offer electrotherapi, offer yn y gampfa a theclynnau i gleifion yn ddiogel ac yn gymwys ynghyd â chymhorthion cleifion a sicrhau bod cynorthwyyr yn gymwys cyn eu defnyddio.

Proffesiynol

- Bod yn gyfrifol am gynnal eich cymhwyster eich hun i ymarfer trwy weithgareddau DPP a chynnal portffolio sy'n adlewyrchu datblygiad personol.
- Cynnal a datblygu gwybodaeth gyfredol am arfer wedi'i seilio ar dystiolaeth yn ardaloedd pob cyfnod cylchdroi, gan ddatblygu gwybodaeth arbenigol am gyflyrau penodol a mathau o gleifion.
- Cymryd rhan yng nghynllun arfarnu'r staff fel afarnai a bod yn gyfrifol am gydymffurfio â'ch rhaglenni datblygu personol cytûn er mwyn ennill gwybodaeth a galluoedd penodol.
- Mesur a gwerthuso eich gwaith a'ch arferion presennol trwy ddefnyddio prosiectau arfer wedi'u seilio ar dystiolaeth, archwilio a mesur canlyniadau, naill ai'n unigol neu gyda ffisiotherapyddion ar lefel uwch.
- Bod yn aelod gweithgar o raglen hyfforddiant y gwasanaeth trwy fynd i raglenni hyfforddiant mewnol, tiwtorialau, sesiynau hyfforddiant unigol, cyrsiau allanol a sesiynau adolygu cymheiriaid.
- Bod yn ymwybodol o'r broses archwilio a rhoi cymorth fel bo'n briodol.
- Bod yn uniongyrchol gysylltiedig â'r broses llywodraethu clinigol fel Clwb Dyddiaduron y bwrdd iechyd,

- Grwpiau Diddordebau Clinigol Cymdeithas Siartredig Ffisiotherapi, Grwpiau Adolygu Cymheiriaid a gweithgareddau datblygu proffesiynol eraill.
- Rhoi cymorth, arweiniad a hyfforddiant i gynorthwyywyr, gan asesu a gwerthuso cymhwyster.

Sefydliadol

- Bod yn gyfrifol am oruchwyllo a chydlynu cynorthwyywyr bob dydd a myfyrwyr pan fydd angen.
- Sicrhau bod eich arfer eich hun ac arfer staff eraill o dan eich goruchwyliaeth yn cyrraedd y safonau proffesiynol gofynnol o ran arfer ffisiotherapi.
- Bod yn gyfrifol am ddefnyddio'r gampfa, offer electotherapi gan gynorthwyywyr cleifion a ffisiotherapyddion sy'n fyfyrwyr yn ddiogel ac yn gymwys, trwy addysgu, hyfforddi a goruchwyllo arfer.
- Bod yn gyfrifol am drefnu a chynllunio eich llwyth achosion eich hun er mwyn bodloni blaenoriaethau'r gwasanaeth a'r claf. Ail-addasu cynlluniau wrth i sefyllfaoedd godi/newid.

GOFYNION CYFFREDINOL

Mae'r swydd hon yn destun i delerau ac amodau cyflogaeth BIPBC.

Gweithiwr Iechyd Proffesiynol Cofrestredig

Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd sydd angen cofrestru â chorff proffesiynol, i'w galluogi i ymarfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth

Lle bo'r sefydliad proffesiynol priodol yn manylu ar ofyniad mewn perthynas â goruchwyliaeth, deilydd y swydd sy'n gyfrifol am sicrhau cydymffurfiaeth â'r gofyniad hwn. Os oes gennych unrhyw amheuaeth ynglŷn â bodolaeth gofyniad o'r fath siaradwch â'ch Rheolwr.

Rheoli Risg

Un o elfennau safonol y rôl, a chyfrifoldeb pob aelod o staff yn y Bwrdd Iechyd, yw cyflawni rôl ragweithiol tuag at reoli risg yn ei holl weithredoedd. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd y camau priodol ac adrodd ar bob digwyddiad, achosion y bu ond y dim iddynt ddigwydd a pheryglon.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y Bwrdd Iechyd ddyletswydd gofal statudol ar gyfer eu diogelwch personol eu hunain a phobl eraill y gallai eu gweithredoedd neu esgeulustod effeithio arnynt. Mae'n ofynnol i weithwyr gydweithio â rheolwyr i alluogi'r Bwrdd Iechyd i gyflawni ei ddyletswyddau cyfreithiol ei hun ac adrodd ar unrhyw sefyllfaoedd peryglus neu gyfarpar gwallus.

Datganiad Hyblygrwydd

Mae cynnwys y Disgrifiad Swydd hwn yn cynrychioli amlinelliad o'r swydd yn unig ac felly nid yw'n rhestr derfynol o ddyletswyddau a chyfrifoldebau. Felly bwriad y Disgrifiad Swydd yw bod yn hyblyg ac mae'n destun i'w adolygu a'i ddiwygio yng ngoleuni amgylchiadau sy'n newid, yn dilyn ymgynghori â deilydd y swydd.

Cyfrinachedd

Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd sicrhau cyfrinachedd aelodau o'r cyhoedd ac aelodau o staff yn unol â pholisïau'r Bwrdd Iechyd.

Cadw cofnodion

Mae pob gweithiwr yn gyfrifol am sicrhau bod Cofnodion yr Adran a'r Bwrdd Iechyd yn cael eu creu a'u cadw yn unol â Pholisi'r Bwrdd Iechyd.

**BETSI CADWALADR UNIVERSITY LOCAL HEALTH BOARD
EAST**

PHYSIOTHERAPY DEPARTMENT

JOB DESCRIPTION

TITLE: Physiotherapist Band 5

BASE .Wrexham Maelor

HOURS: 37.5 to include on-call, 7 day and flexible working as service requires

SALARY:

ACCOUNTABLE TO: Head of Physiotherapy

RESPONSIBLE TO: Team Leader

JOB PURPOSE:

To provide an effective physiotherapy service to all patients within the following rotations –

- Orthopaedic Wards.
- ITU & Surgical Wards.
- MHDU & Medical Wards.
- Neurological Rehabilitation Ward
- Acute Care of Elderly Wards.
- Musculo-skeletal Out patient Department.inc, Community Hospitals
- Community
- Elderly Rehab Unit

JOB STATEMENT:

- To assess and treat patients from a designated caseload, some may have complex physical and psychological problems
- To provide a diagnosis and plan and deliver an individualised treatment programme.
- To hold responsibility for own caseload working with out direct supervision. Supervision takes the form of regular formal training and clinical reasoning sessions, peer review, case conferences. Access to advice and support from a senior physiotherapist is always available if required, clinical work is routinely evaluated.

- To undertake all aspects of clinical duties as an autonomous practitioner.

Specific Duties and Responsibilities

CLINICAL

- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
- To undertake a comprehensive assessment of patients including those with diverse or complex presentations/multi pathologies; use clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition.
- 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 physiotherapy techniques, patient education, exercise classes, electrotherapy techniques and other alternative options.
- Formulate in conjunction with the MDT team or senior physiotherapist accurate prognoses and recommend best course of intervention, developing comprehensive discharge plans.
- 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.
- 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 or communicating. For example, patients may be dysphasic, depressed, deaf, blind or who may be unable to accept diagnosis.
- Evaluate patient progress, reassess and alter treatment programmes if required.
- To manage clinical risk within own patient case load.
- Work within health board clinical guidelines and CSP guidelines and to have a good working knowledge of national and local standards and monitor own quality of practice as appropriate.
- When working on the emergency duty rota, undertake the assessment and treatment of acutely ill patients with respiratory problems, who may have a complex presentation and maintain associated records as an autonomous practitioner.

- When working on the emergency duty on-call rota, provide advice to medical and nursing staff and other members of the multi-disciplinary team regarding patients respiratory and chest functions/condition.
- To supervise student physiotherapists record keeping system according to professional and the physiotherapy service standards.
- 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.
- To be an active member of the respiratory evening and on-call weekly rota.
- To be responsible for the safe and competent use of all electrotherapy equipment, gym equipment, gym equipment and patient appliances and aids by patients and ensure that /assistants attain competency prior to use.

Professional

- 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 evidenced-based practice in the areas of each rotation, developing specialist knowledge of particular conditions and patient types.
- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- 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.
- 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.
- To be aware of the audit process and assist as appropriate.
- Be actively involved in the clinical governance process such as the health board Journal Club,
- CSP Clinical Interest Groups, Peer Review Groups and other professional development activities.

- Provide support guidance and training to assistants, assessing and evaluating competence.

Organisational

- Be responsible for the supervision and co-ordination of, assistants on a daily basis and students when required.
- Ensure that your own practice and that of staff under your supervision meet the required professional standards of physiotherapy practice.
- Be responsible for the safe and competent use of gym, electrotherapy equipment by patient's assistants and student physiotherapists, through teaching, training and supervision of practice.
- To be responsible for organising and planning own caseload to meet service and patient priorities. Readjusting plans as situations change/arise.

GENERAL REQUIREMENTS

This post is subject to the Terms and Conditions of employment of the BCUHB.

Registered Health Professional

All employees of the Health board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the Health board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Health and Safety Requirements

All employees of the Health board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health board to meet its own legal duties and to report any hazardous situations or defective equipment.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Confidentiality

All employees of the Health board are required to maintain the confidentiality of members of the public and members of staff in accordance with Health board policies.

Record keeping

All employees are responsible for ensuring Departmental and Health board Records are created and maintained in accordance with Health board Policy.