

CAJE REFERENCE **GENERIC**

DATE APPROVED **29/02/2012**

Reviewed 08/10/2021

## JOB DESCRIPTION

**Job Title:** Physiotherapist

**Pay Band:** 5

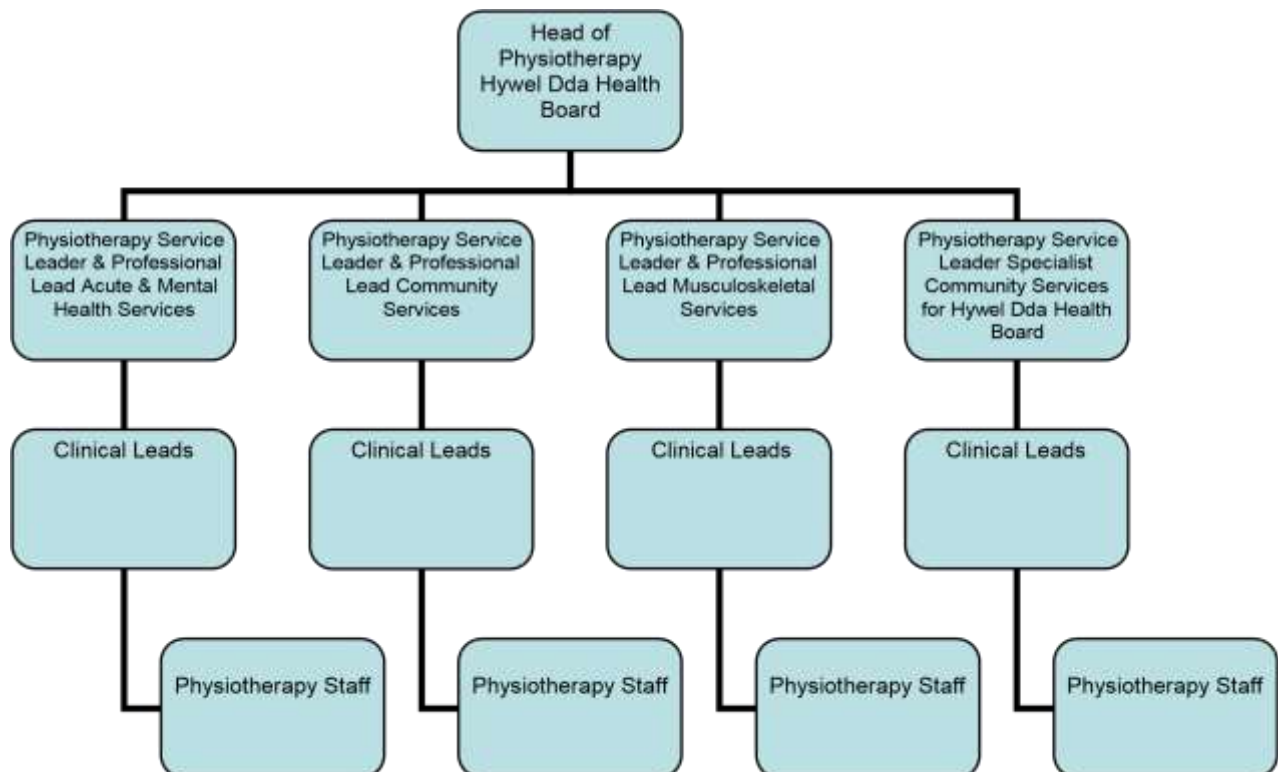
**Directorate:** Clinical Support Service

**Department:** Physiotherapy

## ORGANISATIONAL ARRANGEMENTS

**Accountable to:** Clinical Lead Physiotherapist  
Physiotherapy Service Leader  
Head of Physiotherapy

**Responsible For:** Physiotherapy & Generic Support staff,  
Support workers



## **JOB SUMMARY / PURPOSE**

1. Work as an autonomous practitioner in the delivery of a physiotherapy service across various clinical specialties through a rotational programme. This includes using evidence based/ client centred principles to assess, plan, implement and evaluate interventions in primary, community and secondary care settings. This post will involve some cross county working where appropriate.
2. Deliver a clinical service as a member of an integrated multidisciplinary/ agency team.
3. Contribute to quality improvements across all aspects of physiotherapy, including participation in audit and research.
4. Consolidate undergraduate education and develop independent clinical practice through continuous professional development.(C.P.D)
5. Assist the senior staff in the development and education of support workers and students.
6. Participate in the provision of a flexible 7 day service, based on service need.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Practice as an autonomous practitioner being professionally and legally accountable for a designated caseload.
2. Work to the objectives set as part of the rotation and provide evidence of successful completion of competencies.
3. Plan and carry out assessment and accurate diagnosis of patients, including those with complex presentation, using investigative, analytical and clinical reasoning skills with support from senior staff.
4. Make independent clinical decisions, based on clinical findings and clinical judgement.
5. Formulate individualised clinical management programmes utilising a wide range of treatment skills and options to plan a programme of care.
6. Educate and engage the patient and relatives /carers regarding the nature of the condition and the aims of intervention.
7. Monitor and review the effectiveness of evidence based planned care by evaluating intervention through audit, outcome measurement and research where appropriate.
8. Assess patient's capacity, gaining valid informed consent to treatment and where such capacity is lacking / absent to work within the legal framework in the management of the patient.
9. Ensure that accurate, comprehensive and up to date clinical records are maintained in accordance with Health Board and professional guidance.
10. Produce comprehensive patient related reports for other disciplines/ agencies relating to complex condition specific assessment/ treatment outcomes.
11. Participate in multidisciplinary/ joint agency meetings and case conferences. This may include the review of patient progress and discharge planning to deliver an agreed care plan.
12. Promote patient's rights respecting their beliefs and ensuring privacy and dignity at all times
13. Once considered competent, to participate in the provision of a flexible 7 day service, based on service need. This will also include on call service managing critically ill patients independently.
14. Delegate specific tasks to support workers and be responsible for their completion.

15. Work to clinical guidelines and standards ensuring monitoring of quality of service.
16. Adhere to the code of professional conduct.
17. Demonstrate excellent interpersonal and communication skills with patients, carers and families, ensuring that effective communication is achieved to gain co- operation and enable patients to participate in the development of their individualised programme.
18. Demonstrate empathy and understanding when relaying unwelcome news to patients for example poor prognosis in relation to physical recovery.
19. Maintain confidentiality during communication consistent with legislation and employer's policies.

### **Service Management**

1. Participate in meetings to ensure the effective exchange of information across the team ensuring a coordinated service delivery
2. Manage the dissemination of information regarding patient care and service issues appropriately.
3. Deploy and manage support staff efficiently and effectively.
4. Manage and prioritise own time and workload based on clinical need with support from senior staff.
5. Understand issues around resource management and cost effectiveness.

### **Service Improvement**

1. Manage clinical risks within own patient caseload in particular the movement of patients and goods in accordance with organisational, professional and legal guidance.
2. Make known to the clinical line manager any deficiencies in working conditions, equipment and procedures that may constitute a hazard to patients or staff and to ensure those adequate precautions are implemented.
3. Seek to identify opportunities to improve the service in collaboration with the service leaders in order to provide the best patient care within the resources available.
4. Collect and collate activity data accurately for statistical analysis and participate in audit or surveys including clinical trials and equipment testing.
5. Observe professional standards at all time and comply with Health Board policies and legislation.
6. Contribute to proposed service / policy development within a discussion framework.
7. Identify the need for and participate in research and audit as supported by senior staff.

### **Communication**

1. Provide spontaneous and planned advice, teaching and instruction to patients, relatives/ carers, other disciplines/ agencies to promote understanding of the aims of physiotherapy and to ensure continuation of the care plan.
2. Participate in appropriate health promotion activities.
3. Educate peers and other members of the team on aspects of physiotherapy through presentations and training sessions.
4. Be an active member and contribute to the delivery of a training programme with the support of senior staff.

5. Support the senior staff in the teaching of support staff, students and volunteers within the service.

### **Finance and Resources**

1. Monitor stock levels and order new equipment as appropriate.
2. Manage the care and maintenance of equipment ensuring standards of infection control and safety are maintained including those loaned to client.
3. Manage the finances related to the sale of equipment to patients as directed by policy.

### **Personal and People Development and People Management**

1. Maintain and develop core competencies relating to physiotherapy practice.
2. Be responsible for maintaining own competency to practice through continuing professional development activities including reflective practice, training programmes, maintenance of a personal portfolio and the attendance of relevant training courses as identified within a personal development plan
3. Participate in the Health Board individual review process and to take responsibility for the adherence to an agreed personal development plan
4. Maintain and develop current knowledge of evidence based practice in the areas of each rotation, developing specialist knowledge.
5. Assist senior staff in the supervision of support workers, students and volunteers.

### **Information Processing**

1. Collect and collate activity data accurately for statistical analysis and participate in audit or surveys including clinical trials and equipment testing.

### **Health, Safety and Security**

1. Act within legislation, policies and procedures relating to information governance.
2. Attend statutory/ mandatory training.
3. Responsibility for ensuring the Health & Safety policies and procedures are implemented.
4. Review risks within area of work and highlighting to clinical line manager as required.
5. Take responsibility for patient safety when undertaking interventions.

### **Quality**

1. Seek to identify opportunities to improve the service in collaboration with the physiotherapy managers in order to provide the best patient care within the resources available.
2. Contribute to service / policy development within a discussion framework.
3. Identify the need for and participate in research and audit as supported by senior staff.

### **Equality and Diversity**

1. Knowledge of legislation and guidance that interrelates and impacts on human rights.
2. Demonstrates consideration of professional boundaries including that clients / carers are empowered to make informed decisions about their own care plans.

3. Ensure clients have equal access to services.
4. Actively promotes equality and diversity within area and ensuring all service users are treated with dignity and respect.

### **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **COMPETENCE**

- The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.
- The postholder is required to demonstrate on-going continuous professional development.
- At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

- The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.
- Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

- The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
- The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.
- The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.
- The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>Recognised degree/equivalent in physiotherapy</li> <li>HPC registration</li> </ul>	CSP membership	Application form Certificate check
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working across a broad range of clinical areas at undergraduate level</li> <li>Specialist physiotherapy clinical knowledge of a variety of conditions and treatment interventions</li> <li>Evidence of relevant CPD activities</li> </ul>		Application form interview References
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Ability to work as part of a multidisciplinary team</li> <li>Ability to maintain accurate and legible treatment records/ Statistical information</li> <li>Ability to communicate well with healthcare professionals and the public</li> <li>Able to communicate sensitive information with clarity and compassion</li> <li>Enthusiastic &amp; able to motivate others</li> <li>Ability to communicate with people with communication difficulties</li> <li>Be skilled in dealing with unpredictable situations e.g aggressive behaviors</li> <li>Friendly/approachable</li> <li>Reliable</li> <li>Empathetic</li> <li>Calm and confident</li> <li>Flexible/ adaptable skills that welcome change and new opportunities.</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>Participation in 7 day service delivery &amp; on call duties</li> <li>Ability to travel between sites in a timely manner'</li> </ul>		Interview Application form
<b>Language Skills</b>		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at</i>	Application form and Interview

		the bottom of this page	
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		

### Level 1 Welsh

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENRIC STATEMENTS**

### **HEALTHCARE SUPPORT WORKERS**

**\*\* For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

## **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.