



JOB DETAILS:

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|---|-------------------------------------|
| Job Title | Physiotherapist, General Rotational |
| Pay Band | Band 5 |
| Hours of Work and Nature of Contract | To be completed on recruitment |
| Division/Directorate | Therapies |
| Department | Physiotherapy |
| Base | Rotational across the health board |

ORGANISATIONAL ARRANGEMENTS:

| | |
|---------------------------------------|--------------------------------|
| Managerially Accountable to: | Head of Physiotherapy Services |
| Reports to: Name Line Manager | Physiotherapy Team Leader |
| Professionally Responsible to: | Head of Physiotherapy Services |

Job Summary/Job Purpose:

The post holder will be required to participate in Band 5 rotations providing a high standard of clinical physiotherapy management (assessment and treatment) ensuring best current evidence based practice for patients referred from all areas of the service depending on rotation.

To work with members of the multidisciplinary team and other health care professionals (occupational therapists, podiatrists, orthotists, radiographers), committed to enhancing the services and provisions to the patients.

Working within a variety of settings, the post holder will be expected to plan and organise own caseload, balancing other patient related and professional demands in order that the physiotherapy case load meets with University Health Board objectives.

DUTIES/RESPONSIBILITIES:

Principal Duties:

The post holder will be required to:

- Work as an autonomous practitioner within a variety of settings for managing patients with particular conditions and be responsible for providing physiotherapy assessment and treatment plans for patients within each rotation.
- Manage own daily caseload and supervise physiotherapy assistants and guide / mentor physiotherapy students.
- Be an active member of the out of hours emergency respiratory on-call rota and participate in other out of hours rotas including 7 day working as required across the Health Board.
- Be expected to assist in covering the work of absent colleagues as required by the Line Manager.

Communications and Relationships skills

The post holder will be able to:

- Communicate with patients / relatives / carers / doctors and nurses of all grades / other allied health professionals (occupational therapists / speech and language therapists / dieticians / psychologists / orthotists) / Social Services / voluntary organisations.
- Use various forms of communication (written / verbal reports, verbal / electronic presentations) on a one-to-one basis and / or in groups (small patient education and group activity sessions).
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients / parents / guardians / carers to progress rehabilitation and treatment programmes. Including those who may have difficulties in understanding or communicating e.g. may be dysphasic / depressed / have hearing or visual impairment / have learning difficulties / do not have English as a first language / may be unable to accept diagnosis.
- Have regular communication with other Physiotherapy Team colleagues to ensure clinical practice is appropriate and informed.
- Communicate effectively and work collaboratively with medical / nursing / therapy colleagues / appropriate school based staff (Special Educational needs Co-ordinator / Learning Support Unit / School based physiotherapists etc.) / Social Services Team to ensure delivery of a co-ordinated multi-disciplinary service to the patient.
- Represent the department at staff meetings / group meetings / patient case conferences / review meeting / discharge planning meetings to provide input regarding patients under your care and to provide feedback to relevant staff.
- When working on the emergency on-call rota, to provide advice to medical staff / nursing staff / other allied health professionals and carers.

Analytical and Judgemental skills

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On a daily basis the post holder will be required, under guidance, to decide priorities of own work area, balancing other patient related and professional demands and ensure these remain in accordance with those of the Physiotherapy Service as a whole. This will include:

- Undertaking a comprehensive assessment and identification of problems of patients including those with diverse or complex presentations / multi-pathologies (neurological, respiratory, paediatric, multiple joint pain) and produce a treatment plan based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills, knowledge of physical treatment skills e.g. manual therapy techniques (including palpation of soft tissue and bony points, chest vibration/percussion and auscultation, endo- tracheal and naso-pharyngeal suction), patient and carer education, exercise therapy (including passive stretching / mobilisation), hydrotherapy and other alternative options in agreement with patient / parent / guardian / carers, obtaining consent in line with Health Board Policy.
- Assessing patient / parent / carer / guardian understanding of treatment proposals, gaining valid informed consent and having the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- Evaluating patient progress, reassessing and altering treatment programmes as required. Formulating and recommending best intervention and developing comprehensive discharge plans.
- Providing assessments and advice on appropriate seating / standing frames / mobility aids / other physical equipment provided to the patient for therapeutic interventions and liaising with and advising parent / guardian / carers / ward staff / school staff / others as appropriate for its' ongoing use in line with Health Board Guidelines.
- Demonstrating a sound understanding of Clinical Governance and Risk Management especially as it applies to aspects of work in relation to location of treatment (e.g. physiotherapy department / home visits / ward / school facilities) and implementing any policies which may be required to improve safety of your work area including your recording and reporting of incidents to line manager.
- When working on the emergency on-call rota undertaking assessment and treatment of acutely ill patients with respiratory problems who may have a complex presentation and maintaining associated records as an autonomous practitioner.
- Work as the lead clinician as required when working out of core hours, supervising health care support workers and students. Travelling across the health board is a requirement of this rotational post.

Planning and Organisational Skills

The post holder will:

- Be responsible for the designated area of work, as required by the Head of Physiotherapy Services and physiotherapy line manager, to plan and organise efficiently and effectively patient care and time management.
- Manage their own daily caseload as an autonomous practitioner and provide guidance and supervision for the work of junior physiotherapy staff and students.

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Physical Skills

The post holder will be expected to:

- Have the physical skills to carry out an array of physiotherapy treatment techniques to a high level of accuracy for treatment programmes to be effective (e.g. physical assessment skills / manual treatment skills / manual handling skills / the ability to demonstrate exercises and mobility techniques) and IT skills to record patient notes / produce individualised treatment programmes for home use / produce teaching aids for patients, junior staff and students.
- Have the ability to carry out the full range of duties required of the post which will include travel around the various sites where patient treatment is undertaken.

Patient/Client Care Responsibilities

The Post holder will be responsible for the assessment and treatment of patients who may have complex and/or chronic presentation. This will include:

- Determination of clinical diagnosis and physiotherapy treatment indicated.
- Referral for further assessment / interventions to other health professionals.
- Devising / prescribing individualised exercise programmes.
- Teaching and taking patients through the exercise programmes.
- Monitoring progress (subjective and objective) adapting activities according to individual needs.
- Teaching patient and parent / guardian / carer self-management of condition.
- Being aware of barriers to understanding and communication and adapting own communication techniques to address any impairment. This will include the ability to work within a legal framework with patients who lack the capacity to consent to treatment.

Policy and Service Development/Implementation

The post holder will:

- Be familiar with and follow Department, Health Board and Statutory Policies and Procedures (Clinical Governance / Risk Management / Child Protection / Lone Worker / Safe Handling of Waste / Cardiopulmonary Resuscitation / Fire and Emergency Evacuation / Needlestick Incidents / Sharp Incidents / Blood Splash Incidents).
- Adhere to Service policy regarding competence to use equipment and ensure the safe use of equipment by others by means of teaching / training / supervision of practice.
- Be a regular contributor to discussions regarding the development of new policies, protocols and guidelines.

Financial and Physical Resources

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The post holder will be responsible for:

- Safe and competent use (by self and others) of all electrotherapy equipment / exercise equipment / patient aids and appliances.
- Safe and secure carriage of equipment to and from community sites in compliance with University Health Board Health & Safety policies.

Human Resources

The post holder will be required to promote high standards of physiotherapy care by:

- Supervising the work of physiotherapy assistants and physiotherapy students guiding them in time management and prioritisation of their caseload.
- Teaching support staff and student physiotherapists to graduate level on physiotherapeutic skills within core clinical areas.

Information Resources

The post holder will be:

- Responsible for the maintenance of accurate, comprehensive and up to date documentation in accordance with legal departments' requirements and communicate assessments and treatment results to the appropriate disciplines in the form of letters / reports / verbal feedback to the multi-disciplinary team and others as appropriate maintaining patient confidentiality at all times.
- Actively involved in the collection of appropriate data and statistics (throughput / referrals / waiting list / outcomes) for the use of the department as directed by the Head of Physiotherapy Services.

Research and Development

The post holder will be required to participate in audit relevant to the Physiotherapy Service (clinical or administrative) as directed by the Head of Physiotherapy Services.

Freedom to Act

Operating within professional codes of practice and mindful of departmental, University Health Board and statutory policies the post holder will:

- Manage their own daily clinical caseload as an autonomous practitioner and provide supervision and guidance for physiotherapy support staff, and physiotherapy students. This will include deciding priorities of own work area and supporting junior colleagues in prioritising their workload balancing other patient related and professional demands and ensuring that these remain in accordance with those of the Physiotherapy Service as a whole.
- Decide the appropriateness and level of patient involvement in their rehabilitation programme. This will include devising, reviewing and adapting the exercise programmes as necessary for effective outcomes to be achieved.
- When working as a lone practitioner during emergency on-call duties assess and treat acutely

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ill patients and maintain associated records.

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PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--|--|---|--|
| Qualifications and/or Knowledge | Degree/Diploma in Physiotherapy. HCPC Registration. | Member of Chartered Society of Physiotherapy. | Application Form Interview Production of evidence (certificates etc) |
| Experience | To have experienced a wide range of clinical placements including the core areas. To have experience of NHS systems and procedures. | | Application Form Interview References |
| Skills | Good communicator- able to present information (written and oral) in a clear and logical manner. Ability to keep accurate and legible patient notes. Ability to organise and prioritise/good time management. Key board skills/IT skills. Ability to comprehend and work within the HB policies of Data Protection, Equal Opportunities, Health & Safety and meet differing needs of patients. | Presentation skills. Ability to speak Welsh | Application Form Interview Production of evidence (Certificates, etc.) References |
| Knowledge | Sound understanding of Rules of Professional Conduct and the legal responsibilities of the profession. | Awareness of NICE guidelines relevant to area of work. Awareness of CSP standards/guidelines relevant to area of work. | Application Form Interview Production of evidence (Certificates, etc.) References |
| Personal Attributes | The ability to work individually and as part of a multi-disciplinary | | Application Form |

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| | <p>team.</p> <p>Ability to work with all levels of personnel.</p> <p>Self-motivated and capable of motivating others.</p> | | <p>Interview</p> <p>References</p> |
| Circumstances | <p>Ability to carry out full range of duties (including travel between the various bases and home visits).</p> <p>Punctual.</p> <p>Availability for on-call and other out of hours rotas.</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| Physical Attributes | <p>The Physical ability to perform and cope with all aspects of manual handling of equipment.</p> | | <p>Application Form</p> <p>Interview</p> <p>Production of evidence (Certificates, etc.)</p> <p>References</p> |
| Other | <p>Recognition of own level of competence.</p> <p>Flexible working patterns to meet the needs of the service.</p> <p>DBS (Enhanced).</p> | | <p>Application Form</p> <p>Interview</p> <p>Production of evidence (Certificates, etc.)</p> <p>References</p> |

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees 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.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

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- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. 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.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

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- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the HB pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding 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.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager _____ Date: _____

Signed: (Divisional Manager _____ Date: _____

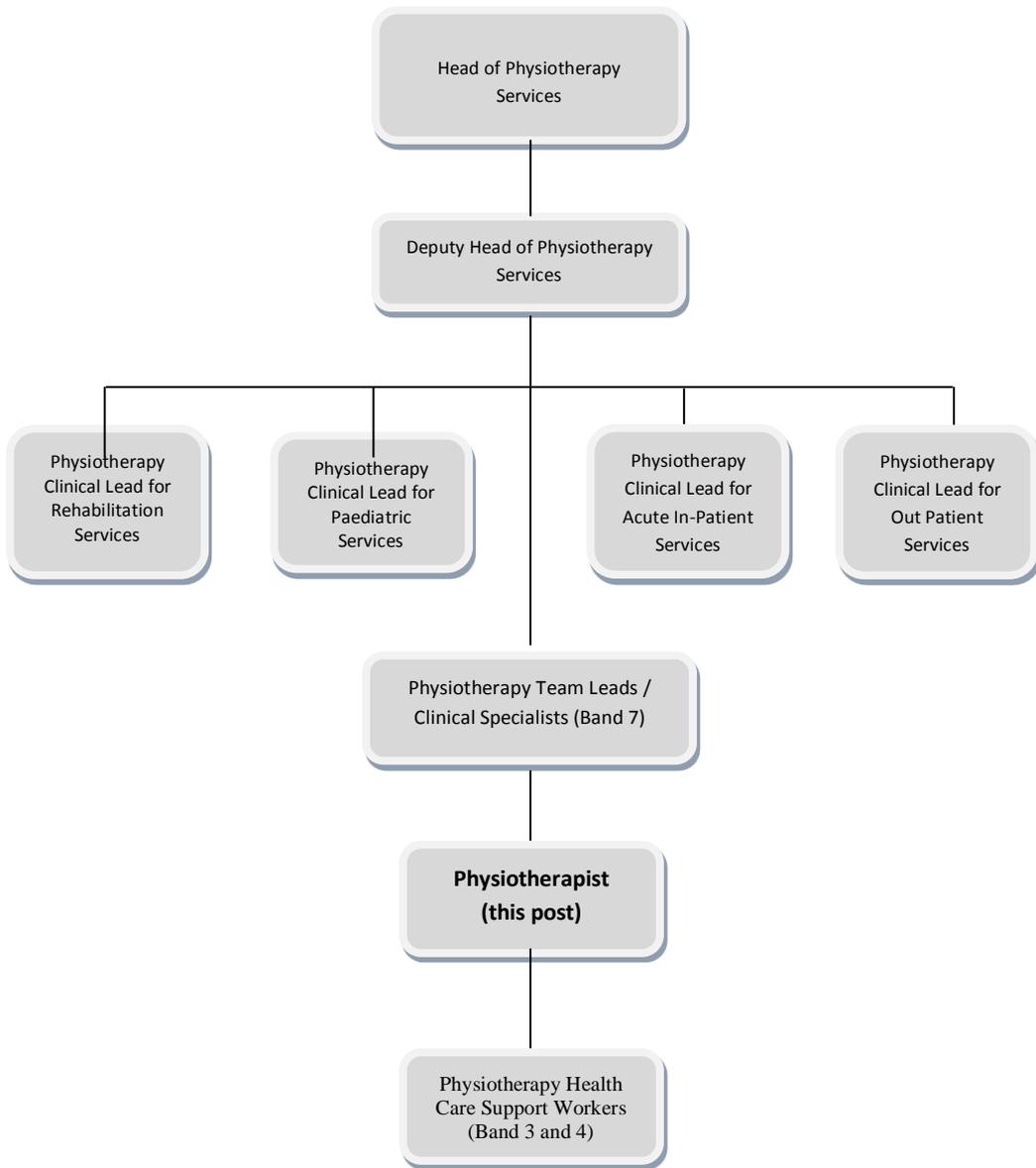
Date Job Description compiled: _____

Date for Review: _____

APPENDIX 1

Job Title: General rotational physiotherapist_____

Organisational Chart



CAJE Reference/Date:

Job Title: Physiotherapist _____

Supplementary Job Description Information

Physical Effort

| Examples of Typical effort(s) | How often per day / week / month | For how long? | Additional Comments |
|---|----------------------------------|---------------|--|
| Manoeuvring patients daily, whilst carrying out assessment and treatment. | | | Frequency and duration will vary within each specialist area |
| Organising, preparing, controlling and taking part (demonstrating and assisting patients) in exercise classes. | | | Frequency and duration will vary within each specialist area |
| Transporting loads to and from venues within the community setting (mobility aids, notes) and placing and re-arranging furniture and exercise equipment to maintain staff and patient safety and comfort. | | | Frequency and duration will vary within each specialist area |

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Mental Effort

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|-----------------------------------|---------------|--|
| Reading/analysing referrals and patient records, assessing patients, writing up patient notes, inputting data | | | Frequency and duration will vary within each specialist area |
| Responding to patient/parent/carer/other health care professionals enquiries | | | Frequency and duration will vary within each specialist area |
| Preparing teaching materials for patient education sessions and for training of physiotherapists, students and other healthcare professionals | | | Frequency and duration will vary within each specialist area |
| Responding to telephone calls/bleep whilst undertaking out of hours emergency respiratory on-call duties. | | | Frequency and duration will vary within each specialist area |

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Emotional Effort

| Examples of Typical effort(s) | How often per week / month? | For how long? | Additional Comments |
|--|-----------------------------|---------------|--|
| Dealing empathetically on a daily basis with patients, relatives and carers who may display high levels of anxiety and aggression/ challenging behaviour (caused by pain, limited mobility, terminal illness, chronic degenerative disease and non- acceptance of diagnosis) | | | Frequency and duration will vary within each specialist area |
| Occasionally the post holder will be directly involved in giving unwelcome news to patients and their relatives (explaining limitation of their condition, possible poor prognosis and when maximum effectiveness of treatment has been reached) | | | Frequency and duration will vary within each specialist area |

Working Conditions

| Examples of Typical Conditions | How often per week / month? | For how long? | Additional Comments |
|---|-----------------------------|---------------|--|
| The job involves frequent exposure to unpleasant working conditions on a regular (daily) basis e.g. bodily fluid including sputum, vomit, blood, urine, fleas, lice, odours and occasional exposure to verbal and physical abuse. There may also be occasional exposure to cigarette smoke and adverse contact with household pets within the patients' home environment. | | | Frequency and duration will vary within each specialist area |

CAJE Reference/Date: