

JOB DESCRIPTION

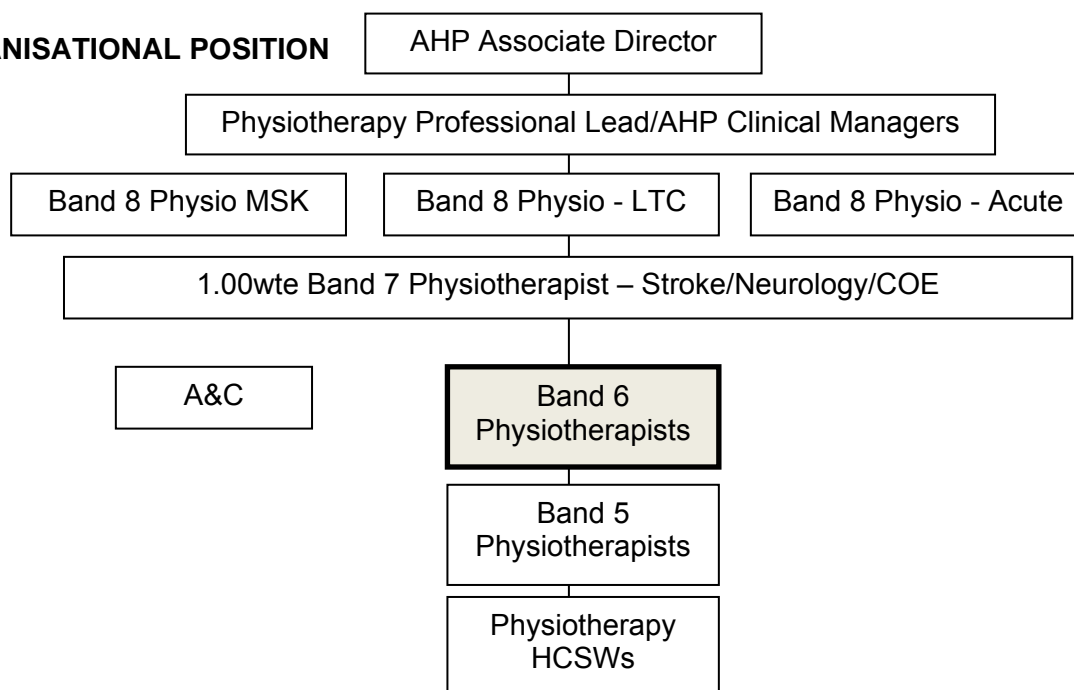
1. JOB DETAILS

Job Title:	Specialist Physiotherapist – Care of the Elderly, Stroke & Neurology x 2
Responsible to:	Highly Specialist Physiotherapist – Stroke, Neurology & Care of the Elderly
Department & Base:	Physiotherapy Service Community Hospitals across NHS Borders or AHP Hub Borders General Hospital
Job Reference Number:	PCS1137
Date this JD written/updated:	November 2015

2. JOB PURPOSE

- Provide Specialist Physiotherapy intervention to patients referred into Care of the Elderly, Stroke & Neurology & settings across NHS Borders.
- Triage and prioritise Physiotherapy referrals with support from the Highly Specialist Physiotherapist - Stroke, Neurology & Care of the Elderly, in order to implement effective and timely caseload management.
- Determine clinical diagnosis through skilled assessment, with Highly Specialist Physiotherapist - Stroke, Neurology & Care of the Elderly support as required for more complex patients, developing appropriate specialised Physiotherapy packages of care and maintaining records as an autonomous practitioner.
- Be the Physiotherapy lead within the multi-disciplinary/ multi agency team for patients on caseload, providing specialist advice to teams with support from Highly Specialist Physiotherapist Stroke, Neurology & Care of the Elderly as appropriate.
- Provide support, supervision and teaching / training to Band 5 Physiotherapist, Physiotherapy students and Health Care Support Workers within speciality.
- Contribute to Service development and change, through liaison with Highly Specialist Physiotherapist - Stroke, Neurology & Care of the Elderly.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The post holder will have a designated base within NHS Borders, carrying a specific clinical remit & will provide cross-cover for other post holders.

The Post holder:

- Acts as a role model in the Physiotherapy service.
- Provides clinical leadership to the Physiotherapy team within Stroke, Neurology & Elderly Care settings across NHS Borders
- Is responsible for managing a highly complex caseload where patients frequently present with complex co-morbidities.
- Supervises clinical workload of Physiotherapists, Technical Instructors and Students
- Accepts delegated responsibility for implementing national & local guidelines in best practice within their specialist area.
- Demonstrates NHS Borders Values: Dignity and Respect, Quality and Teamwork, Openness Honesty and Responsibility, Care and Compassion
- Represents NHS Borders Physiotherapy service through national & local networks.

Whilst at BGH, the post holder will take part in the Respiratory On Call rota (working as a lone practitioner during these duties) with an option to take part in other weekend rotas. Whilst working in the Community Hospitals, the post holder will take part in Medical weekend working with an option to take part in other weekend rotas.

The post holder is employed within NHS Borders and there may be a requirement to work flexibly meet service demands, following relevant Human Resource policies.

OUR VALUES IN ACTION

●Care and Compassion ●Quality and Teamwork ●Dignity and Respect ●Openness, honesty and responsibility

5. MAIN DUTIES/RESPONSIBILITIES

Patient care:

- Act independently as an autonomous Specialist Physiotherapist to assess, analyse and provide a clinical diagnosis using highly developed clinical reasoning skills for individual patients who may have complex needs to determine their need for physiotherapy intervention within specialist area.
- Act independently to plan, implement, evaluate, treat and progress patient care through patient centred goal setting to maximise rehabilitation potential within specialist area.
- Manage an individual caseload of patients effectively and efficiently from initial assessment to discharge.
- Manage a team caseload of patients effectively and efficiently, personally undertaking complex cases e.g. whilst recognising the need to seek support from the Highly Specialist Physiotherapist as appropriate.
- To demonstrate a sound understanding of clinical governance, including an ability to audit own practice.
- The post holder will be proactive in encouraging the use of a range of self-management strategies to patients or their carer/relative and in doing so overcome barriers to understanding. This will frequently require negotiation with patients on the return to activities where cognitive, behavioural and motivational issues may be significant barriers to change.
- To implement changes in clinical practice and service delivery using, national guidelines and evidence based practice.
- To maintain accurate comprehensive and timely documentation in accordance with legal, professional and organisational requirements.

Service/Education/Management:

- To act in accordance with all organisational policies and procedures e.g. risk assessment, moving and handling, infection control, health and safety, risk management.
- Promote personal development and occasionally lead departmental in-services to Physiotherapists & Health Care Support Workers.
- To be a source of clinical expertise & advice for Band 5 and Health Care Support Workers.
- Provide clinical education & undertake assessment of BSc & MSc Physiotherapy students within Stroke, Neurology & Elderly Care settings.
- Work with the Physiotherapy Team within the speciality to evaluate & develop the service
- Deputising in the absence of the senior e.g. attending meetings on their behalf and undertaking day to day management of the team.
- Participate in staff appraisal scheme to identify own training needs, maintaining an up to date and accurate portfolio of own CPD. and develop personal development plan, acting as reviewer for Band 5 & Health Care Support Workers in this speciality.
- Participate in the selection and recruitment of new staff and their induction into the department as delegated e.g. interview panel member occasionally.
- Provide planned and spontaneous advice, teaching and instruction to patients, relatives, carers and other professionals.
- Implement clinical knowledge and skills in care of the elderly to ensure the delivery of evidence based care.
- To initiate and participate in, effective communication with staff, patients, carers and relatives.
- Assist in the coordination & development of the CPD programme within Borders Stroke Unit, Neurology and the Department of Medicine for the Elderly e.g. regular in-service

6. SYSTEMS AND EQUIPMENT

- Adherence to all Professional and Organisational policies and guidelines e.g. Health Care Professions Council (HCPC), Information Governance.
- Understand and apply the safe use of patient care equipment including hoists, specialist beds, sliding sheets, wheelchairs, suction equipment, ventilators etc.
- Understand and apply the safe and competent use of physiotherapy equipment such as walking aids, TENS.
- Daily work with EPEX data collection system (or similar)
- Use of TrakCare, WardView, PhysioTools (software application for exercise programmes), intranet, internet, radiology and labs systems.
- To be actively involved in the collection of appropriate data and statistics for use in service audit and research programmes
- Working knowledge of, and participation in Health & Safety monitoring systems including hazard spotting & incident reporting via Datix, Hand Hygiene audit & HEI compliance.

7. DECISIONS AND JUDGEMENTS

The post-holder will:

- Use own initiative and act independently within the bounds of existing knowledge and skills working autonomously within scope of practice to make clinical judgements regarding patient management
- Make decisions and judgements on specialised and complex clinical diagnoses, treatments and prioritises within clinical specialism, applying advanced clinical reasoning skills, recognising on occasions the need to seek guidance from highly specialist stroke physiotherapist(s).
- Triage out-patient referrals to the Service ensuring that they are seen in a timely fashion, managing the waiting list appropriately & effectively.
- To hold responsibility for own case load & be responsible for a defined area of the service or a particular patient group as delegated e.g. Borders Stroke Unit, Falls Prevention.
- Contribute to speciality decision-making processes e.g. decisions relating to admission, use of resources & discharges
- Assist with initial management of complaints in line with NHS Borders complaints procedures using negotiation skills and very good communication skills to diffuse the situation and ensure clear understanding.
- Undertake comprehensive risk assessments regarding patient condition and environment to ensure patient and staff safety
- Prioritise caseload and delegate appropriately to less experienced staff and Health Care Support Workers
- Balance clinical, managerial and professional demands to ensure quality of care with specialty.

8. COMMUNICATIONS AND RELATIONSHIPS

Communication is carried out by a variety of means, verbal, written and electronic, in accordance with local, and national guidelines e.g. local policy on patient confidentiality, Chartered Society of Physiotherapy standards on record keeping.

- **Patients (frequently on a daily basis)**
 - Sensitively provide and receive often complex information regarding assessment, diagnosis, prognosis and treatment, including information which may be distressing or unwelcome, relating to patient expectations or outcomes.
 - Gain valid consent to treatment and agree expected outcomes, assessing patient's understanding of treatment proposals & work within a legal framework

- with those patients who lack the capacity to consent to treatment.
- Utilise developed motivation and persuasion skills to facilitate rehabilitation and self-management both in an individual and group setting with patients with a wide range of neurological, stroke, medical & orthopaedic problems.
- Requires highly developed interpersonal skills as many patients will have complex medical problems & other barriers to self-management.
- Signpost to voluntary agencies, smoking cessation, exercise opportunities, information leaflets and websites as appropriate, treating each contact as a health improvement opportunity.

- **Relatives/Carers (frequently on a daily basis)**

- Provide and receive information regarding complex and sensitive issues
- Teach a range of patient management strategies
- Deliver unwelcome news e.g. relating to expectations of input or recovery

- **Multidisciplinary Team within the speciality (daily)**

- Liaise with and advise members of the MDT relating to individual patients care, ensuring patient management is maximised through regular attendance at board rounds/case conference/updating WardView.
- Share knowledge and skills with members of MDT to optimise patient care.
- Report patient assessment findings, patient progress with treatment and suggest other professional input requirements

- **Physiotherapy Staff (internal) (daily basis)**

- Liaise with Clinical Lead regarding all day to day issues
- Coach and develop staff in own specialist area & across wider service, including reviewer for Personal Development Plans/e-KSF.
- Liaise with peer group to ensure service equity is maintained and resources optimised
- To initiate and participate in, effective communication with staff, e.g. through participation in staff meetings.

- **Physiotherapy Staff (external) (regularly)**

- Network with appropriate physiotherapy colleagues and others, in undertaking development work to ensure delivery of clinically effective care.
- Networking and communication on a structured basis with clinical peers at local and national level to promote clinical effectiveness, quality improvement and training.

- **General (regularly)**

- Negotiate and liaise with other agencies to optimise patient care and ensure efficient service delivery e.g. social services, other hospitals voluntary organisations and independent providers
- Liaise with university staff and tutors in the assessment and supervision of students on placement.
- On occasion deal with verbal complaints

9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Handling and using equipment on a daily basis: plinths, chairs, hoists, walking aids, wheelchairs, specialist beds – all of which require manipulation and dexterity - and frequently manoeuvring in confined spaces
- Working in conditions which may involve direct exposure to infection, bodily fluids (including sputum, vomit, urine, faeces, blood) fleas and lice, passive smoking and exposure to verbal and physical aggression, e.g. swearing, punching, biting and scratching

- To demonstrate highly developed dexterity, precision and coordination skills for assessment and manual treatment of patients e.g. neurological assessment & rehabilitation, suction
- Standing and walking for the majority of the working day (60 – 70%) in addition to crouching, kneeling and bending during treatment sessions on a daily basis.
- Daily frequent physical effort with and without mechanical aids in the treatment of patients e.g. neurological rehabilitation.
- Highly physical job demanding strength, stamina and expert handling techniques.
- Rehabilitation of neurological patients requires sustained physical effort

Mental

- Maintaining high levels of concentration regularly throughout the day when assessing and treating patients, attending meetings, analysing documentation and presenting reports.
- Dealing with emergencies, unpredictable events and interruptions on a daily basis which may include dealing with acutely ill patients, patients with dementia, patient/carer crises, assisting colleagues and requests for information. This involves working independently with acutely ill patients
- Maintaining a highly professional demeanour at all times in unpredictable and potentially difficult circumstances.
- Maintain and develop clinical knowledge and skills within a wide range of specialisms
- Accuracy with data entry and other computer skills.

Emotional

- To execute negotiation and persuasion skills to peer groups.
- On a daily basis, manage patients who may have long term degenerative conditions, deteriorating prognosis and/or difficult social, emotional, behavioural, communication or mental health status
- Managing patients/carers/parents expectations or psychosocial issues
- Dealing and supporting patients who are in emotional distress
- Deal with carers and/or family who may be distressed, angry or confused regarding the implications of their diagnosis which may be unsatisfactory or disappointing e.g. Activities of Daily Living//function/work capacity that will end due to a degenerative condition.
- On a daily basis deal with highly sensitive and personal issues, which patients often find difficult to disclose to deal with and give emotional guidance and support with end of life issues. This involves tact, understanding and reassurance.

Environmental

- Working in inappropriate/inadequate areas e.g. within patient's own home unsuited to healthcare needs.
- Working in patient's own home where temperature control and ventilation may be inadequate, and where the staff are exposed to cigarette smoke.
- Working in an overcrowded and noisy office environment (dealing with e-mails, data entry, e-Learning, e-KSF)
- Working in adverse weather conditions including driving in snow and ice.
- Dealing with bodily fluids, especially urine, sputum, vomit.

WORKING CONDITIONS

(Little = 1-2month, Occasional =x3, Frequent = every shift)

- Undertakes lone working within Lone Worker Policy and Guidelines–
Occasional/Frequent
- Exposure to bodily fluids (urine, faeces, blood) –**Frequent**
- Exposure to body odours, fleas and lice – **Occasional**
- Exposure to infectious diseases – **Occasional**
- Exposure to hazardous environments e.g. cigarette smoke, alcohol, drugs, animals –
Occasional
- Dealing with abusive patients or carers – this may be physical or verbal – **Occasional**

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Undertake a mentally and physically demanding job whilst taking care to safeguard health and safety of self, colleagues and patients.
- Balancing the conflicting demands of clinical caseload and increasing mandatory and statutory requirements e.g. CPD for a wide variety of complex conditions.
- Developing time management skills around an unpredictable work pattern e.g. carrying a bleep, responding to daily request from Day Hospital/Clinics, responding to urgent requests from MDT to facilitate timely discharge from hospital.
- Frequent exposure to distressing circumstances e.g. imparting unwelcome news re rehab prospects to patients/relatives.
- Developing & embracing new ways of working e.g. as services shift closer to patients' homes, working in line with the evolution & integration of Health & Social Care Services.
- Delivering an efficient and effective service within an unpredictable framework e.g. staff absences, unexpected caseload demands.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Diploma/Degree or pre-registration CSP accredited MSc in Physiotherapy essential
- Registration with Health Professional Council essential
- Broad range of post-graduate experience including working in a variety of specialities - e.g. Medical, Stroke, Care of the Elderly/Rehab, MSK - at Band 5 level
- Adherence to government, professional and organisational policies
- Specialist knowledge underpinned by in-depth clinical experiences and theory relevant to specialist area
- Ability to delegate duties appropriately.
- Self-directed learning.
- Ability to pass on skills and knowledge to others.
- Maintain professionalism under all circumstances.
- Leadership skills.
- Awareness of learning needs
- High level of communication skills and interpersonal skills.
- A team worker sensitive to professional boundaries and skill mix.
- Develop and update clinical knowledge and skills in specialised field to ensure delivery of evidence-based care.
- A high level of professional commitment to the service and its provision
- Good time and caseload management skills
- Basic IT skills

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

TERMS AND CONDITIONS

Grade and salary: Band 6: £26,302 - £35,225 per annum pro rata

Hours of work: **Post 1:- 20.5 hours per week, Permanent**
Post 2: 30 hours per week, fixed term for 9 months

Annual leave: 27 days per annum pro rata
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook

Public Holidays: 8 days per annum pro rata on dates designated by NHS Borders
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

Equal Opportunities:

In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:

We carry out criminal record checks on all new staff, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates' forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.

Tobacco policy:

We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:

We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

If your work involves exposure-prone procedures, you must keep to the document "Protecting Health Care Workers and Patients from Hepatitis B", and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:

You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders' Health & Safety Adviser.

The closing date for completed application forms is:

5pm on Friday 29 January 2016

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