

## JOB DESCRIPTION

<b>Job Title:</b>	Advanced Practitioner Therapist (OT or PT)
<b>Band:</b>	7
<b>Responsible To:</b>	Team Leader
<b>Accountable To:</b>	Clinical Lead and Service Manager
<b>Section/Department/Directorate:</b>	(Hand Therapy Outpatient Services / Clinical Support and Specialist Services)

### Job Purpose:

- Provide highly specialist assessment, diagnosis, treatment and advice to patients and their carers. The specialist area is Hand Therapy which includes assessment and treatment of patients due to traumatic injury, soft tissue injury, nerve injury and scar management and includes a wide range of acute and chronic cases, some having highly complex presentations.
- Lead the clinical specialty providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management.
- Be part of an interdependent, multidisciplinary team ensuring that therapy input is integrated into the patients overall care plan.
- Work with the manager to lead and develop the service in line with patient need and trust wide developments and to help provide an equitable service across the Trust.

**Context:** To work with the Multidisciplinary team at North Devon District Hospital and community sites across North Devon.

To assess and treat patients due to traumatic injury; soft tissue injury; degenerative conditions; nerve injury and scar management. To include advanced skills in splinting.

To provide a hand therapy service for surgical and non surgical treatment of conditions relating to the hand, wrist and elbow for optimum functional outcomes including returning to everyday activities by having improved range of movement, reduced pain and reduced psychosocial impact.

To work with the Rheumatology Outpatient team and provide cover during periods of absence.

The Advanced Practitioner Therapist will be based in the acute/community hospital setting.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

**Caseload Management:**

This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with highly complex and specialist needs as well as carers and other disciplines.

Provide support to other registered and non-registered staff regarding effective caseload management and monitoring strategies.

Provide direct support and guidance to registered and non-registered staff with potentially challenging cases/situations, particularly where reassessment may be required.

The post holder will pass on and also encourage others to share their skills/knowledge within both formal and informal environments,

To have responsibility for the development of therapy staff, support staff and students.

**Budget**

To be responsible for the use of resources in the most efficient and effective way.

To authorise spending on equipment (core items) from Community Equipment Store catalogue to a value of £5,000 [2008] following authorisation training.

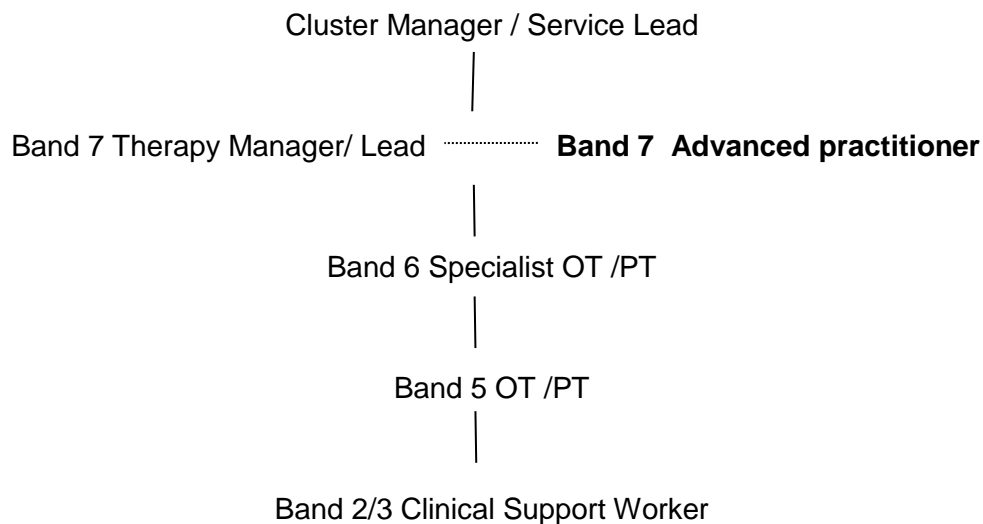
**Key Working Relationships:**

To establish effective communications amongst all staff within the service thus creating conditions conducive to good patient care.

<b>To work collaboratively with:</b>	<b>Frequent</b>	<b>As Required</b>
Clerical Staff	√	
Cluster Manager, Service Lead or Team Lead	√	
Community equipment store		√
Complex Care Teams		√
Consultants	√	
GPs and other practice staff		√
Head of Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses		√
Other specialist services		√
Patients, relatives and carers	√	
Social Services		√
Voluntary agencies		√

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

**Organisational Chart (Operational Structure):**



**\*Professional Lead OT/PT (community) provide professional leadership for community teams**

**Key Result Areas/Principal Duties and Responsibilities**

**On-call and week-end working responsibilities**

On-call and weekend working rotas are in addition to normal working hours. These rotas are currently based in North Devon District Hospital (NDDH) and may change to include other locations as services develop.

There is also a requirement to work on bank holidays recompensed in line with Agenda for Change for orthopaedic, neuro-rehabilitation and in-patient rotas and the Trust’s Single on-call remuneration framework for the On-call respiratory rota. (Please discuss with line manager and Acute inpatient Therapy Lead).

Physiotherapists will be required to work autonomously on the out-of-hours respiratory on-call rota Monday to Sunday or weekend working on the orthopaedic, respiratory or inpatient rotas on Saturday and Sunday. This may include being a resource or “buddy” for other therapists working on rotas. All qualified physiotherapy staff are expected to participate in the on-call or weekend working rotas and take fair share of bank holiday working.

**On call expectations:**

- Band 7 physiotherapists specialist in respiratory services are required to work on the on-call rota.
- Physiotherapy staff working on the on-call rota will be expected to be able to attend a call-out within 30 minutes of the call. If living more than 30 minutes from NDDH the physiotherapist can arrange an on-call room on site
- Occupational Therapists will be required to work autonomously on the orthopaedic or inpatient rotas on Saturday and Sunday, to be discussed with the line manager and Service Lead for Acute Inpatient Therapy).

### **Communication and Relationship Skills**

- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- Lead and attend multidisciplinary meetings, case conferences and visits as appropriate. to ensure that there is an integrated approach that benefits patient's overall care and discharge plans.
- Be proactive in giving talks/demonstrations regarding your work to therapy colleagues and others.
- Write comprehensive reports regarding patient assessment, treatment outcomes and recommendations to GPs, consultants, other health and social care colleagues and other members of the multidisciplinary team.
- Read and interpret a range of patient medical, medication, social history and social care plans.
- Read and interpret a range of policy and guidance, both local and national.
- Provide information, advice and clinical expertise to team members and managers.
- Liaise closely with all members of the primary health care team and other agencies in all matters regarding patients care, discharge and future care management.
- Work with patients referred with complex communication and cognitive problems e.g. stroke.
- Communicates sensitive and complex information e.g. prognosis
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment

### **Analytical and Judgement Skills**

- Undertake a comprehensive, holistic highly specialist clinical assessment of patients presenting with highly complex multifactorial problems using advanced analytical and investigative skills and clinical reasoning.
- Use clinical judgment to access further diagnostics, treatment etc.
- Interpret highly complex information e.g. medical notes and clinical findings.
- To provide advanced specialist advice and second clinical opinion to other colleagues e.g. GPs.
- To actively manage clinical waiting times to meet patient need and Trust priorities.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
- Lead and participate in the operational planning and implementation of policy and service development within the team, helping to set priorities.
- Lead clinical changes that contribute to the development of patient pathways.
- Propose changes to improve practice in line with local and national guidelines.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach.

### **Planning and Organisational Skills**

- Manage an individual caseload of highly complex patients effectively and efficiently.
- Take part and lead group sessions
- Plan organize and prioritize own work load and guide the work of support workers and junior staff as appropriate.
- Work with the team to deliver the most effective service within the resources available to meet patient needs
- Exercise good personal time management, punctuality and consistent, reliable attendance
- Co-ordinate patient appointments
- To be involved in longer term strategic planning in area of expertise.

### **Physical Skills**

- Assess, prescribe and demonstrate the safe use of equipment, e.g. wheelchairs, in a variety of settings including the patient's home.
- Computer skills to maintain patient records, clinical audit, support clinical practice, e mail, presentations and order equipment etc.
- Therapeutic handling of patients (e.g. positioning, stair practice) demonstrating dexterity, co-ordination and palpatory skills often with the need for prolonged physical effort. This will include patients with complex and specialist needs.

### **Responsibility for Patient and Client Care**

- Manage own highly complex caseload and treatment programmes to a high standard expected of an experienced clinician without day to day clinical supervision. Support is available through the clinical supervision programme and from more specialist or skilled staff in a particular area.
- Prioritise, assess and treat highly complex patients referred, taking an evidence-based and reflective practice approach, using a wide range of modalities and skills in order to maximise patient/user independence.
- Identify specific problems/needs, and develop goals and highly specialist treatment plans in partnership with the patient and others.
- Evaluate patient care in the specialty and be proactive in developing services to meet national and local standards.
- Evaluate patient/user progress, and modify treatment/input if required.
- Maintain accurate and timely patient records and reports using agreed standard formats
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Comply with trust infection control policies and conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.

### **Responsibility for Policy and Service Development**

- Keep up to date with professional and related Health and /Social Care developments in liaison with Area professional lead and Trust Head of Profession and other colleagues.
- Support the team to keep updated in developments in the NHS and Social care, leading in the specialty.
- Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and managers.
- Participate in the operational planning and implementation of policy and service development within the specialty, leading on priorities in your area and coordinating across organisational and professional boundaries.
- Propose and lead changes to improve practice in line with local and national guidelines.

- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures.
- Ensure that staff are aware of, and follow Health and Safety at Work Act and national/local guidelines and are aware of correct procedures for reporting incidents.
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.

### **Responsibility for Financial and Physical Resources**

- Support the manager in the best use and monitoring of allocated resources.
- Assess, prescribe and order equipment and other resources.
- Ensure safe and efficient use of stock and equipment. Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Demonstrate and instruct the use of equipment to ensure safety.
- Understand and apply the eligibility criteria for services.

### **Responsibility for Human Resources**

- Work collaboratively with the manager to ensure training and continuing professional development for all team members and planning for the appropriate workforce.
- Participate in clinical supervision as supervisor and supervisee.
- Participate in staff appraisal as appraiser and appraisee.
- Participate in and be proactive in leading and teaching at training sessions for staff and other agencies.
- Be involved in the recruitment of therapy and rehabilitation staff in the team / cluster in accordance with HR policies, terms and conditions to maintain an effective workforce capable of meeting the objectives of the service.
- Undertake the full range of clinical leadership tasks including communication, staff involvement, workforce planning, appraisal, training and development, and performance management.
- Actively share areas of knowledge and experience both formally and informally.
- Ensure that HCPC registration is maintained and evidenced to the manager.
- Work with the manager to ensure clinical cover across the locality is maintained especially at times of service pressure.

### **Responsibility for Information Resources**

- Contribute to the collection of statistical data in order to monitor and develop team activity using electronic and paper methods.
- Monitor and evaluate the information available.
- Maintain accurate and timely patient records using agreed standard formats.

### **Responsibility for Research and Development**

- Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio.
- Lead on clinical governance activities e.g. audit, research, service reviews.
- Take a lead role in clinical development e.g. journal clubs, special interest groups, peer review groups and other activities to share and expand specialist knowledge across the service.
- Provide support and leadership to the team members to participate in clinical governance activities e.g. audit, research, clinical reviews.

- Adhere to all professional standards of practice and organizational policies and procedures.

### **Decision Making**

- To work as an advanced practitioner in the community/ hospital setting (as appropriate) without immediate supervision.
- Lead specialist in clinical area of work which may be across more than one team/cluster.
- Adhere to professional and organisational standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Initiate and lead specific projects as required.

### **Physical Effort**

- Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessments.
- Treatment will necessitate working in restricted positions or limited space.
- Ability to travel to other locations as required meeting time constraints
- Manual therapeutic handling of patients in relation to assessment, treatment and rehabilitation may require working in restricted positions or limited space.

### **Mental Effort**

- Manage competing demands of providing services on a daily basis and developing a clinical area.
- Read, decipher and interpret patient information.
- Read and decipher lengthy documents, summarising for other staff as appropriate.
- Work pattern is unpredictable and subject to frequent interruption
- Frequent mental effort in assessment and treatment programmes.
- Long periods of concentration, particularly when using a VDU.
- Identify strategies to motivate patients to comply with their treatment plan.

### **Emotional Effort**

- Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news.
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems or occasional challenging behaviour.
- At times talk to relatives following a death.

### **Working Conditions**

- Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy environments and unhygienic environments.
- Work with patients with a wide range of conditions including contact with body fluids such as urine, blood, sputum.

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.



Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....



**Manager's Signature:** .....

**Date:** .....

**PERSON SPECIFICATION**

**POST :**        *Advanced Practitioner*

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  Degree or Graduate Diploma in Occupational/Physiotherapy  HCPC registration  Additional education in specialist field to masters level or equivalent  Additional training relevant to the post e.g. moving and handling, clinical skills training, student supervision training.  Member of specialist interest group	E    E E  E  D			
<u>KNOWLEDGE/SKILLS:</u>  Evidence of continuing professional development  Evidence of highly developed communication skills to motivate patients and team  Highly developed analytical and critical appraisal skills  Knowledge of relevant NSFs, appropriate national guidance and other relevant initiatives  Experience of leading clinical audit  Multi-disciplinary team working across health, social and voluntary sectors  Proven ability of complex case management  Broad range of IT Skills	E  E  E  E  E  E  E  E			

<p><b><u>EXPERIENCE:</u></b></p> <p>Appropriate clinical skill and competence to demonstrate highly developed specialist knowledge in clinical setting including specialist training</p> <p>Advanced level of clinical expertise to plan and organise a specialist caseload and develop the clinical team</p> <p>Experience of advanced problem solving</p> <p>Undertaken specific piece of work to enhance service development</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>			
<p><b><u>PERSONAL REQUIREMENTS:</u></b></p> <p>Able to influence and lead the team</p> <p>Proven ability in organisational and time management</p> <p>Ability to deal with and resolve conflict</p>	<p>E</p> <p>E</p> <p>E</p>			
<p><b><u>OTHER REQUIREMENTS:</u></b></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required meeting time constraints.</p>	<p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>		

\*Essential/Desirable

<b>HAZARDS :</b>					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients	√	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	√	Dusty Environment		VDU Use	√
Radiation		Challenging Behaviour	√	Manual Handling	√
Solvents		Driving	√	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	√
Cytotoxic drugs		Night working			