

# JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Clinical Lead Physiotherapist – Neurology & medical wards
<b>Reports to</b>	Head of Acute Physiotherapy
<b>Band</b>	Band 7
<b>Department/Directorate</b>	Clinical Specialist Services

## **JOB PURPOSE**

The post holder is responsible for the operational, clinical leadership and management of the in-patient physiotherapy service for acute neurology. They will hold a mixed clinical caseload, based on the Royal Devon and Exeter NHS Foundation Trust (Wonford) site. The post holder will also provide advice to other teams in the Trust about patients with these specialities in other inpatient ward areas and will establish strong links with the Mardon Neurological Rehabilitation Centre.

The post holder will provide highly specialist assessment and interventions for a complex caseload demonstrating advanced clinical reasoning skills including respiratory and tracheostomy management, spasticity management and with specific knowledge of acute neurological conditions. The caseload will comprise acute cases (e.g. brain injury), acute admissions for relapses of long-term cases (e.g. MS) and a particular focus on functional neurological cases. In addition, there will be an acute caseload of older patients admitted with a range of acute medical and mobility problems. They will take a lead in multi-disciplinary activities. They will have highly developed, specialist knowledge and communicate complex condition related information to patients, relative and carers working to ensure the service performs according to Trust and service standards. This role will include supporting complex rehabilitation and assisting in facilitating timely discharges to be achieved by the service.

The post holder will work closely with the physiotherapy team leaders to support organisation and prioritisation processes within the team. They will deputise for the Therapy Manager alongside other clinical leads, providing advice in relation to occupational therapy matters and facilitating the resolution of workload and staffing issues. They will provide information to the clinical care group on key issues of safety, effectiveness, and patient / staff experience and will be responsible for the collation and evaluation of relevant performance data.

The post holder will lead the training and development of less experienced staff, undergraduates and other professionals as required. This includes ensuring that all staff have appropriate knowledge and skills through a process of supervision, objective setting and training.

## **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

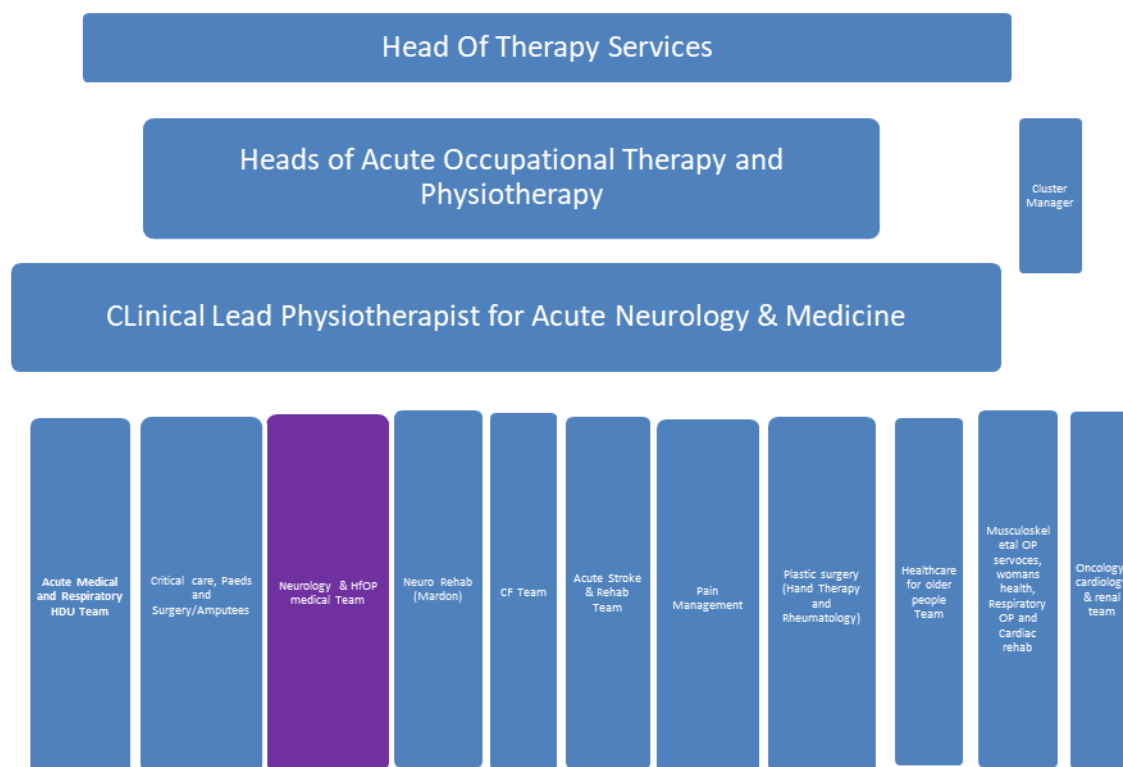
- Leading the in-patient physiotherapy service for acute neurology and support to acute medical patients if required.
- Support the physiotherapy team to provide timely acute assessment of respiratory conditions (including tracheostomy management), and appropriate rehabilitation and discharge for acute and chronic long-term conditions.
- Working closely with all Clinical Team leads to ensure the smooth running of the therapy service in the absence of the Head of PT & OT.

- Reporting on service performance and standards; implementing audit and other review processes as appropriate/necessary to help ensure an efficient and effective service.
- Participating in wider Trust strategies and policies.
- Determining the most effective deployment of staff resources and negotiate/delegate specific duties within the specialist therapy teams.
- Ensuring the rotas for weekend and bank holiday working are maintained.
- Demonstrating a sound understanding of clinical governance and risk management and apply to work situation.
- Providing cover at weekends and bank holidays on a rota
- Providing on-call support as required.
- Escalating safety concerns on behalf of the team, acting as an effective advocate for those who use our services.
- Utilising effective communication skills to build partnerships with service users and/or partner agencies.
- Being responsive when delegating interventions to junior staff.

## KEY WORKING RELATIONSHIPS

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Head of Acute Therapy Services</li> <li>• Cluster Manager</li> <li>• Heads of Acute Physiotherapy &amp; Occupational Therapy</li> <li>• Medical Consultants</li> <li>• Clinical Lead Team of Physiotherapists and Occupational Therapists</li> <li>• Specialist Services Division</li> <li>• All members of the MDT and Trust-wide discharge teams</li> <li>• Community rehabilitation services</li> </ul>	<ul style="list-style-type: none"> <li>• Relatives</li> <li>• Carers</li> <li>• GPs</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- The post holder is expected to be creative in approach and to practice in an autonomous manner as well as act as an innovator for all staff in order to facilitate the provision of a flexible, responsive physiotherapy service.
- Work without direct management or supervision seeking advice from colleagues when necessary and to ensure self and staff work to Trust and professional codes of conduct.
- Prioritise work load in face of competing and complex demands for time and limited resources.

## COMMUNICATION/RELATIONSHIP SKILLS

- To ensure all relevant communication is shared with Physiotherapy Team Leaders.
- To be responsible for and competent with all aspects of communication – verbal, non-verbal, written and electronic in order to be effective.
- To be confident and competent as a clinical educator imparting knowledge and skills to all grades of staff including students.
- To communicate effectively with patients, families and carers, intervening to overcome barriers to communication, using advocacy skills when necessary to achieve effective outcomes for patients who may have sensory impairment, confusion and/or aggression.
- To liaise with and communicate effectively with physiotherapists and all other disciplines involved in the patients care either in the hospital or in the community.
- To be aware of language and cultural considerations and abide by equality and diversity policies and acceptable behaviour procedures.
- To demonstrate the ability to communicate highly complex and sensitive information to patients, carers or others including sensitive diagnoses for patients or clinical challenge with colleagues.
- Maintain timely, accurate and accessible clinical records for self and the team respecting confidential patient data and compliance with requirements of EPIC and Data Protection

### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Be able to manage and/or disseminate complex, sensitive or contentious information including differential diagnoses and treatment options.
- Participate in the screening and prioritisation of referrals
- Be competent in the analysis of clinical data to support service development and evidencing best practice.
- Understand the nature and complexity of clinical caseload requiring complex clinical reasoning.

### **PLANNING/ORGANISATIONAL SKILLS**

- To monitor and review physiotherapy Team Leaders in ensuring competent, safe practice within the Physiotherapy team.
- In conjunction with Senior Clinicians and Team Leaders ensure that patient referrals are prioritised effectively according to clinical need.
- Participate in the management of staff with regard to clinical competency and capability.
- Ensure all incidents, clinical and non-clinical, are accurately documented and appropriately escalated.
- Support the provision of regular, high quality clinical placement for physiotherapy students, supporting staff as required.
- Determine the most effective deployment of staff resources and negotiate/delegate specific duties within the specialist therapy Teams.

### **PATIENT/CLIENT CARE**

- To have autonomous responsibility for acute caseload of neurological and medical patients that includes complex cases requiring a high level of expertise and experience.
- To be professionally and legally responsible and accountable for all aspects of your professional activities and conform to all trust standards.
- To assess for, plan and implement treatment programmes ensuring that evaluation, review and measurement of outcome takes place.
- To encourage a culture of reflective practice and self-awareness within the team.
- To be the initial point of contact for advice and guidance regarding complex clinical issues within the designated area/department and provide expert clinical opinion within specialist area of practice for staff within the Trust.
- To carry out clinical risk assessments as appropriate, liaising with Team Leaders.
- To provide support and reassurance to clients, families and carers during intervention; utilising listening and appropriate counselling skills.
- To ensure that professional staff provide health promotion to clients and their carers in line with the national recommendations.
- To ensure that accurate patient records are maintained in accordance with legal and professional requirements and contribute to the principles of Caldicott guardianship, ensuring client confidentiality at all times.
- To report any accident, incident or untoward occurrence to the Head of Acute Physiotherapy and to ensure all necessary details are recorded in line with Trust policy.

### **POLICY/SERVICE DEVELOPMENT**

- To assist in the implementation of aims and goals in the continued development of the service.
- To ensure compliance with policies and procedures within the Trust, remaining risk aware when carrying out duties.

- To assist in the review of team clinical protocols as required, in conjunction with any relevant guidance local or national.
- To clinically lead the team and work in partnership with the Head of Acute Physiotherapy in introducing initiatives and projects which facilitate improvements in line with evidence-based practice.
- To participate in the completion of risk assessments as appropriate.

#### **FINANCIAL/PHYSICAL RESOURCES**

- To follow the medical devices and decontamination policy and associated procedures.
- To ensure that training resources are utilised effectively through a robust process of appraisal and adherence to personal development plans.
- To be aware of budget for equipment prescription appropriate to role
- Assist with the economical ordering and usage of resources within the department such as efficient use of equipment

#### **HUMAN RESOURCES**

- To support the Team Leads in the day to day clinical leadership of the team including performance monitoring
- To participate in the recruitment, selection and induction of staff in consultation with the Team Leads and in partnership with the Head of Acute Physiotherapy ensuring compliance with the Trust clinical and employment policies and procedures.
- To identify, record and monitor standards, supporting individuals in recognising the standard of work performance expected of them and highlighting capability and performance issues to the Team Lead.
- To guide and supervise professional staff according to the Trust supervision policy, in all aspects of their work to ensure clinical governance and quality standards are met, in line with professional requirements.
- To contribute to the appraisal process in line with the Staff Performance and Development Policy
- To ensure appropriate supervision and teaching for students and clinicians as required.

#### **INFORMATION RESOURCES**

- To ensure completion of required records and statistics for both clinical and non-clinical activities.

#### **RESEARCH AND DEVELOPMENT**

- Promote and engage in research, audit and quality improvement initiatives.
- Ensure awareness and implementation of new evidence-based methods and practices that are introduced within the team
- Support clinical audit – selection, development and implementation

#### **PHYSICAL SKILLS**

- Demonstrate highly developed physical skills used in the assessment and treatment of patients e.g. palpation, mobilisation and facilitation techniques.
- Competent IT skills.
- Have skills and dexterity to perform therapeutic handling and to fit orthotic devices.
- Good level of IT Keyboard skills required to enable completion of data collection systems and the development of reports etc as well as the use of email for communication.

#### **PHYSICAL EFFORT**

- Carry out assessments and treatments of chosen specialised area, which may include frequent repetitive movements on a daily basis. The post holder will be expected to stand, squat, support and move inert adult limbs, use physical effort to test patient strength and functional abilities.

#### **MENTAL EFFORT**

- Frequent requirements to concentrate on report and letter writing on a daily basis.
- Unable to fully plan the working day due to unpredictable interruptions e.g. requests from staff and patients requiring an immediate response to clinical issues.
- To use excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service with frequent interruptions.
- Post holder will have to manage conflicting priorities and interruptions.

#### **EMOTIONAL EFFORT**

- On rare occasions exposure to distressing or emotional circumstances e.g. imparting unwelcome news to patients about prognosis

#### **WORKING CONDITIONS**

- Be adaptable to work in a variety of clinical settings in the acute hospital, to be adaptable to meet patient needs within changeable environment.
- To be able to work in an open plan office liable to frequent distractions and interruption.
- In the clinical situation occasionally exposed to body fluids and odours.

#### **OTHER RESPONSIBILITIES**

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
- You must also take responsibility for your workplace health and wellbeing:
- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

#### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

#### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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.

# PERSON SPECIFICATION

<b>Job Title</b>	Clinical Lead Physiotherapist – Acute Neurology & Medicine	
Requirements	Essential	Desirable
<b>QUALIFICATIONS</b>	<p>Degree or Diploma in Physiotherapy</p> <p>Professional Registration with the Health and Care Professions Council (HCPC)</p> <p>Evidence of postgraduate education in specialist clinical area</p>	<p>Membership of appropriate Special Interest Group(s)</p> <p>Member of CSP</p> <p>Masters level in relevant area or to working towards or equivalent experience</p>
<b>KNOWLEDGE/SKILLS</b>	<p>Evidences a broad, in-depth range of clinical knowledge in neurology and medical specialties, and highly specialist skills relevant to the clinical workload.</p> <p>Evidence of advanced clinical reasoning skills.</p> <p>Experience of respiratory and tracheostomy management</p> <p>Understanding the management of spasticity</p> <p>Knowledge of the NHS and of the structure, roles and responsibilities of outside agencies e.g. Social Services</p> <p>Research awareness.</p> <p>Teaching skills to a range of professionals</p> <p>Understanding of relevant legislation.</p> <p>Knowledge of up to date clinical practice and current issues relating to profession</p>	<p>Understanding of multi- disciplinary working and inter- professional relationships</p>
<b>EXPERIENCE</b>	<p>Previous experience working at Band 6/7 within Acute Neurology including patients with brain injury, spasticity, major trauma and acute medical deterioration.</p>	<p>Experience of working in both acute and community settings</p> <p>Experience of participation in audit</p>

	<p>Recent experience working with respiratory patients including tracheostomy management</p> <p>Experience of supervising, teaching and appraising staff/students</p> <p>Experience working as a clinical educator</p> <p>Evidence of working at a specialist level within the Acute NHS</p> <p>Knowledge and experience of quality issues, clinical governance and outcome measures</p>	<p>Experience in implementing change of clinical practice or process</p> <p>Experience of managing complaints</p>
<b>PERSONAL ATTRIBUTES</b>	<p>Therapeutic and manual handling skills</p> <p>High level of written and oral communication skills and documentation skills</p> <p>Good Prioritisation and organisational skills</p> <p>Competent IT skills</p> <p>Work flexibly as part of the team and independently using on own initiative</p> <p>Ability to work in challenging environments</p> <p>Problem solving</p> <p>Ability to handle sensitive information with confidentiality</p>	<p>Ability to travel between sites in a timely manner</p>
<b>OTHER REQUIREMENTS</b>	<p>Enthusiastic towards post</p> <p>Ability to work weekends and support respiratory on-call</p>	<p>Holds driving licence</p>



WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y	✓			
Contact with patients	Y				✓
Exposure Prone Procedures	N				
Blood/body fluids	Y		✓		
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		✓		
Animals	Y	✓			
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	Y	✓			
Food handling	Y		✓		
Night working	Y			✓	
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	Y				✓
Emotional Effort	Y			✓	
Working in isolation	N				
Challenging behaviour	Y		✓		