



## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** Physiotherapy Clinical Team Lead  
**Band:** 7  
**Reports to:** Therapy Manager  
**Department / Directorate:** Health & Social Care – Community Services

### 2. JOB PURPOSE

The Physiotherapy Clinical Team Lead will work within a designated Cluster providing integrated health and social care delivery. Working in close partnership with the Therapy Manager and Professional Leads the Clinical Team Lead will:

- Clinically Lead the Physiotherapy (PT) Service providing clinical leadership, development and clinical governance in relation to the local area and supporting other clinicians regarding patient treatment and management.
- Provide highly specialist assessment, diagnosis, treatment, education and advice to patients and their carers. The specialist caseload will include a wide range of acute and chronic cases, many having complex presentations.
- Work in conjunction with the Therapy Manager, to ensure effective day to day operational management of the PT Service for the Cluster.
- Provide PT leadership for the Cluster.
- Plan, co-ordinate, deliver and evaluate the PT Service provided for patients in the Community Rehabilitation and Ward settings.
- Take an active role in the development of PT Services within the organisation.
- Manage clinical responsibility, responsibility for staff establishment and skill mix.
- Work as an autonomous practitioner, in Community Rehabilitation and Ward settings.
- Be part of an interdependent, multidisciplinary team ensuring that PT input is integrated into the patients overall care plan.
- Work with the Therapy Manager to lead and develop the PT Service in line with patient need and Trust wide developments, and to help provide an equitable service across the organisation.
- Secure and maintain effective working relationships with key agencies.

**Some services will require post holders to work autonomously on on-call and weekend rotas.**

#### Context

The Clinical Team Lead will be based in the community/community hospital and will;

- Manage a caseload of complex patients
- Provide clinical cover as required
- Provide a second clinical opinion to staff
- Work on Urgent Response rota
- Lone working
- Remote working without immediate supervision
- Supervision, coaching, teaching and involvement of the development of relevant team members, carers and clients.

### **Flexible Working**

As services evolve changes to working patterns maybe required.

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.

### **3. DIMENSIONS/ KEY WORKING RELATIONS**

The Clinical Team Lead will be based in the community/community hospital and will;

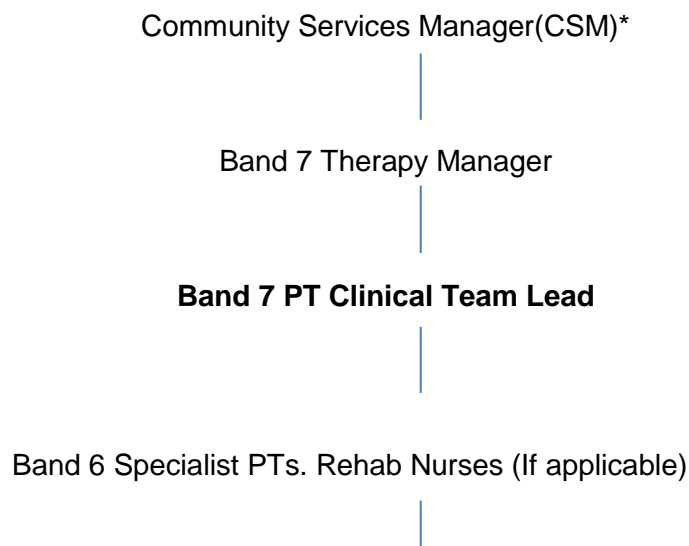
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**Key Working Relationships:**

To work collaboratively with:	Frequent	As Required
Therapy Manager		
Health and Social Care Team (H&SCT)	√	
Community Service Manager	√	
Professional Lead Physiotherapy/Occupational Therapy	√	
Patients, relatives and carers	√	
Adult Social Care	√	
GPs and other practice staff	√	
Consultants	√	
Physiotherapists and OTs across the Trust	√	
Nursing staff /specialist nurses	√	
Secondary Care	√	
Clerical Staff	√	
Human Resources	√	
Finance	√	
Devon Partnership Trust		√
University of Plymouth		√
Voluntary agencies	√	
Community Equipment Service	√	
Other Allied Health professionals	√	
Other Cluster teams	√	
Other specialist services	√	

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.

**4. ORGANISATIONAL CHART:**



Band 5 PTs



Band 2/3/4 Clinical Support Workers

**\*Professional Lead PT (Community) provide professional leadership for community rehabilitation teams**

## **5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

### **Communication and Relationship Skills**

- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- 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 members of the multidisciplinary team, other health and social care colleagues and GP's.
- 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.
- To work sensitively with patients who have complex presentation.
- Communicates sensitive and complex information in an appropriate manner and depth for the individual
- 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 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 advice and second clinical opinion to other colleagues.
- To actively manage PT clinical waiting times to meet patient need and organisational priorities.
- Lead PT 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
- Work in collaboration with other teams in order to support a consistent and equitable service across the organisation
- Lead and participate in the operational planning and implementation of policy and service development within the team, helping to set priorities.
- Plan, organise and prioritise own work load and guide the work of PT support workers and junior PT 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, optimising clinical time for the whole team.
- To be involved in longer term strategic planning in area of own expertise.

## **Physical Skills**

The post requires a range of physical skills:

- Assess, prescribe and demonstrate the safe use of equipment.
- Computer skills to maintain patient records, clinical audit, support clinical practice, email, presentations and order equipment etc.
- Therapeutic handling of patients often with the need for prolonged physical effort.
- Lead recruitment of PT staff for the team

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

- Manage a 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, employing 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 and legally accountable for all aspects of your own work, within the context of an autonomous practitioner.

The post holder is expected to 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 the 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 PT 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 Therapy Manager in the best use and monitoring of allocated PT resources.
- The post holder is responsible and accountable for managing and monitoring the budget for the local PT, as delegated by Therapy Manager
- To take responsibility as an authorised signatory for the completion of travel claims, course fees, termination forms etc
- 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.
- Provide information on staffing levels, skill mix, referral trends for the Therapy Manager

### **Responsibility for Human Resources**

- To act as line manager for the PT team, taking delegated responsibility from the Therapy Manager in his/her absence.
- Work collaboratively with the manager to ensure training and continuing professional development for all PT 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.
- 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 Therapy Manager to ensure clinical PT 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.
- Provide support and leadership to the PT 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/ community hospital / Intermediate Care setting without immediate supervision.
- Lead and manage an PT team
- Adhere to professional and organisational standards of practice.
- Be professionally and legally 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 assessment.
- Treatment may necessitate working in restricted positions or limited space.
- Manual therapeutic handling of patients e.g. during stroke therapy.
- Daily moving and handling of patients in relation to assessment, treatment and rehabilitation
- Work in the community where appropriate equipment is often not available. (e.g. moving and handling equipment).

### **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 in an unpredictable pattern.
- Frequent mental effort in assessment and treatment programmes.
- Long periods of concentration, particularly when using a VDU e.g. for writing reports and investigations.
- Identify strategies to motivate patients to comply with their treatment plan.

### **Emotional Effort**

- Ability to manage complex areas of resistance, conflict, grievance or dispute.
- Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news.
- Occasional work with people who have mental health problems, learning disability and/or occasional challenging behaviour.

### **Working Conditions**

- Use of IT.
- Work in a variety of settings according to patient/service user needs including patients' own homes which may involve hot/cold temperatures, cluttered environments and unhygienic environments.
- Work with patients with a wide range of conditions including contact with body fluids such as urine, blood, sputum.

## **Other Responsibilities:**

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

## **THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## **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.



The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.



**PERSON SPECIFICATION**

**POST:** PT Clinical Team Lead  
**BAND:** 7

REQUIREMENTS	At Recruitment	At PDR
<p><b><u>QUALIFICATIONS / TRAINING</u></b></p> <ul style="list-style-type: none"> <li>• Degree or Graduate Diploma in physiotherapy</li> <li>• Additional education in specialist field to Masters level or equivalent experience and commitment towards working to the relevant qualification.</li> <li>• HCPC registration</li> <li>• Additional management training</li> <li>• Evidence of continued professional development</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
<p><b><u>KNOWLEDGE/SKILLS:</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> <li>• Knowledge of relevant NICE guidance and other relevant government initiatives</li> <li>• Experience of leading clinical audit</li> <li>• Multi-disciplinary team working across health, social and voluntary/independent sectors</li> <li>• Proven ability of complex case management</li> <li>• Excellent communication skills computer and internet use</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b><u>EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• Substantial experience of working clinically in PT at a senior level e.g. in-patient &amp; community rehabilitation in areas of neurology, orthopaedics, falls prevention, care of the older person, long term conditions, respiratory.</li> <li>• Experience of managing a team of staff</li> <li>• Experience of supporting staff and developing staff members</li> <li>• Experience of change management</li> <li>• In depth knowledge of the management of long term conditions</li> <li>• Experience of interviewing techniques &amp; recruitment</li> <li>• Experience within and a working knowledge of the National Health Service</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b><u>PERSONAL ATTRIBUTES:</u></b></p> <ul style="list-style-type: none"> <li>• Patient and quality focussed</li> </ul>	<p>E</p>	<p>E</p>

<ul style="list-style-type: none"> <li>• Able to motivate and inspire others</li> <li>• Ability to effectively communicate complex information within a range of settings</li> <li>• Able to work under pressure and meet deadlines</li> <li>• Excellent organisational skills</li> <li>• Self-awareness of strengths and limitations</li> <li>• Self-motivated and able to use own initiative</li> <li>• Flexible approach to change</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</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 between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle.</p>	<p>E</p> <p>E</p>	<p>E</p> <p>E</p>

\* Essential/Desirable

HAZARDS:- Updated 31 <sup>st</sup> May 2013					
Laboratory Specimens		Clinical contact with Patients	√	Dealing with violence & aggression of patients/relatives	
Blood / Body Fluids	√	Dusty Environment		VDU Use (occasional)	√
Radiation / Lasers		Challenging Behaviour	√	Manual Handling	√
Solvents		Driving	√	Noise / Vibration	
Respiratory Sensitisers		Food Handling		Working in isolation	√
Cytotoxic Drugs		Electrical work		Night Working	