

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Specialist Therapist PT or OT</b>
<b>Band:</b>	<b>Band 6</b>
<b>Responsible To:</b>	<b>Team Leader</b>
<b>Accountable To:</b>	<b>Service Lead</b>
<b>Section/Department/Directorate:</b>	<b>(Occupational Therapy and Physiotherapy / Clinical Support and Specialist Service)</b>

### **Job Purpose:**

- Provide specialist assessment, diagnosis, treatment and advice to patients and their carers. The caseload will include a wide range of acute and chronic care cases, many having complex disabilities and needs. Some services will also include terminal care cases.
- Be part of an Outpatient Respiratory Service working in a clinical set up, with occasional home assessments
- All ensuring that therapy input is integrated into the patients' overall care plan.
- Work as an autonomous practitioner working with out direct supervision and at times lone working.
- Provide supervision, training and support to junior staff and students.
- Work with managers to develop the service in line with patient need and trust wide developments, and to help provide an equitable service across the Trust.
- Some services are currently required to participate in on call and weekend working.

*The Respiratory Therapist will assess and treat patients with complex Respiratory conditions. To enable patients to manage breathlessness and fatigue*

### **Context:**

The Specialist Therapist will be based in a clinic 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 potentially complex and specialist needs as well as carers and other disciplines

The post holder will pass on skills/knowledge to others within both formal and informal environments.

To have delegated responsibility for therapy staff, support staff and students.

**Flexible Working**

As services evolve changes to working patterns maybe required.

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.

**Budget**

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

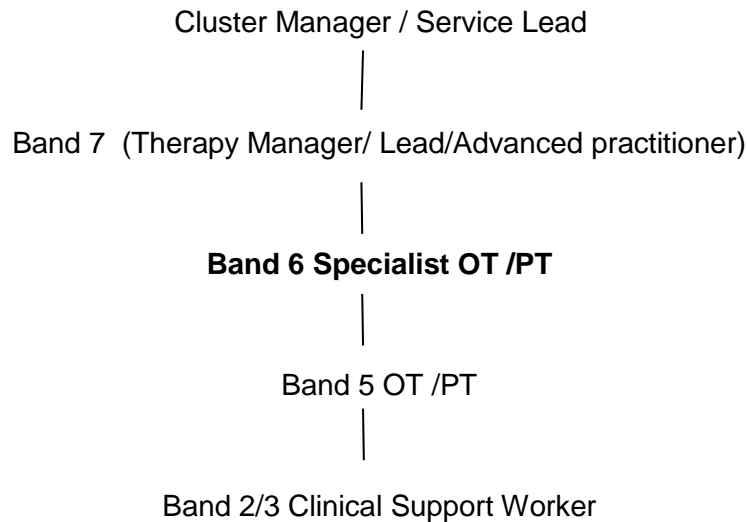
To authorise spending on equipment from Community Equipment Store to a value of £1,000 [2008] following authorisation training.

**Key Working Relationships:**

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.

<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 Physiotherapy and Occupational Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services	√	
Voluntary agencies		√

**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.

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 6 physiotherapists working outside of acute or community respiratory specialisms will be expected to participate in the respiratory on-call rota for a minimum of 3 years from moving to a non-respiratory post (subject to service requirements).
- Band 6 Physiotherapists working in respiratory specialisms in acute and community services will be expected to continue on the on-call respiratory 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**

- To use and develop effective communication and motivational skills with patients and carers to gain their cooperation for treatment and maximise rehabilitation potential and to ensure understanding of more complex conditions.
- Ensure effective communication takes place at all times, taking a team approach to patient care and service needs.
- Attend multidisciplinary meetings and case conferences to ensure that there is an integrated approach that benefits patient's overall care and discharge plans.
- Be prepared to give talks/demonstrations regarding your work to 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.
- Liaise closely with all members of the health care team and other agencies in all matters regarding patients care, discharge and future care management.
- Convene and participate in multidisciplinary and cross agency case conferences and visits as appropriate.
- Communicate complex and sensitive information e.g. prognosis.
- Work with patients referred with complex communication and cognitive problems e.g. following a stroke and other neurological conditions.
- 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 complex multi-factorial problems using specialist analytical skills and clinical reasoning. At times the patients will have highly complex needs.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
- Contribute to the development of integrated locality teams.
- Propose changes to improve practice in line with local and national guidelines.
- Undertake risk assessment, using specialist clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply specialist clinical reasoning skills after assessment to decide appropriate treatment plan and approach.
- Read and interpret a range of patient medical, medication, social history and social care plans.

### **Planning and Organisational Skills**

- Plan patients care, managing an individual caseload of complex patients effectively and efficiently.

- Exercise good personal time management, punctuality and consistent reliable attendance.
- Co-ordinate patient appointments.
- Organise and carry out therapy home assessment, to include liaison with patients, carers and transport services.
- Organise own day to day activity and that of support staff and junior staff, delegating activities and providing specialist advice as appropriate.
- Take part and lead group sessions e.g. falls groups, VISTA.
- Thinking ahead and planning delivery of services over the longer term e.g. clinics / classes over a 12 month period.

### **Physical Skills**

- Assess, prescribe and demonstrate the safe use of equipment, including wheelchairs in a variety of settings including the patient's home.
- Basic computer skills to maintain patient records, record activity, e mail 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 highly specialist needs.

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

- Manage own 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 patients referred, taking an evidence-based and reflective practice approach using community rehabilitation skills and specialist knowledge, including a wide range of modalities and skills in order to maximise patient/user independence.
- Identify specific problems and develop goals and specialist treatment plans in partnership with the patient and others to enable treatment plans to be carried out effectively for the discharge of patients.
- Evaluate patient/user progress, and modify treatment/input if required.
- Provide specialist level teaching and guidance to both patients and carers as required.
- Maintain accurate and timely patient records and reports using agreed standard formats.
- Facilitate the discharge process as appropriate.
- Be professionally 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 & 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 abreast of professional and related NHS/Social Services developments in liaison with Professional/ Service Lead colleagues.
- Identify opportunities to improve the service, taking account of resources available, discussing your

ideas with colleagues and Therapy Lead/ Manager.

- Participate in the operational planning and implementation of policy and service development within the team, leading on delegated priorities.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX).
- Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.
- Be aware of and follow Trust policies and procedures and Health and Care Professions Council codes of professional practice.

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

- Assess for, prescribe and order equipment following fair access to care and retail model criteria
- Be responsible for safe and competent use of all equipment and patient appliances and ensure junior/clinical support workers obtain competency prior to use.
- Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Demonstrate and instruct on the use of equipment to ensure safety.
- Understand and apply the eligibility criteria for services.
- Support the team leader and therapy manager in the efficient and effective use of resources.

### **Responsibility for Human Resources**

- Supervise junior staff, students and other members of staff where necessary.
- Participate in clinical supervision as supervisor and supervisee.
- Participate in staff appraisal as appraiser and appraisee, identifying own and others areas for development in line with Knowledge and Skills Framework Competencies.
- Participate in and where necessary lead and teach at training sessions for staff and other agencies.
- Be prepared to share areas of knowledge and experience both formally and informally.
- Ensure that Health and Care Professions Council registration is maintained through continuing professional development activity and is evidenced to line manager.
- Assist in the recruitment of relevant grades of staff as appropriate.
- Work with the Manager/s to ensure clinical cover across the cluster/s 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.
- Contribute to methods to most effectively manage caseload pressures.
- 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.
- Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so.

### **Decision Making**

- Adhere to HCPC professional standards of practice.
- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Undertake 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.
- Driving to meet the requirements of the post.
- 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.
- Read, decipher and interpret patient information.
- Work in an unpredictable work pattern.
- Frequent mental effort in assessment and treatment programmes.
- Identify strategies to motivate patients to comply with their treatment plan.

### **Emotional Effort**

- Work with patients who may have a poor/life limiting prognosis.
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems and 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 and unhygienic environments.

Work with patients with a wide range of conditions including contact with body fluids.

### **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 : Band 6 Therapist**

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<p><u>QUALIFICATIONS/SPECIAL TRAINING :</u></p> <p>Degree or Graduate Diploma in Occupational Therapy or Physiotherapy</p> <p>HCPC registration</p> <p>Additional post-graduate training relevant to the post eg moving &amp; handling, clinical skills training.</p>	<p>E</p> <p>E</p> <p>E</p>			
<p><u>KNOWLEDGE/SKILLS:</u></p> <p>Evidence of continuing professional development</p> <p>Knowledge of relevant NSFs, appropriate national guidance and other relevant initiatives</p> <p>Evidence of participating in Clinical Audit</p> <p>Multi-disciplinary team working across health, social and voluntary sectors</p> <p>Proven ability of complex case management</p> <p>Excellent communication skills</p> <p>Core IT skills</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>			
<p><u>EXPERIENCE:</u></p> <p>Post-graduate experience in a range of settings to evidence sound core skills and demonstrate evidence working with a variety of different conditions.</p> <p>Evidence clinical experience and</p>	<p>E</p>			

competence in a relative clinical setting for the post e.g. ....	E			
Evidence of supervisory experience	E			
<b><u>PERSONAL REQUIREMENTS:</u></b>				
Able to work as a team member	E			
Good time management	E			
Good organisational skills	E			
Self awareness of own levels of competence	E			
<b><u>OTHER REQUIREMENTS:</u></b>				
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	Interview		
Ability to travel to other locations as required	E	Interview		

\*Essential/Desirable

<b>HAZARDS :</b>					
Laboratory Specimens		Clinical contact with patients	√	Performing Exposure	
Proteinacious Dusts				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			

