#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: **Advanced Physiotherapy Practitioner for General Practice**  Reports to: Practice Manager  Department, Ward or Section: Burnfield Medical Practice  Operational Unit  Job Reference:  No of Job Holders: 1  Last Update: September 2018 |

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| 2. JOB PURPOSE |
| The postholder will independently assess, plan and manage the care of patients within the GP practice, who would traditionally be seen by the General Practitioner, working within and beyond the recognised scope of physiotherapy practice.  The postholder will work as an autonomous, extended scope practitioner providing a high standard of specialist assessment and treatment of musculoskeletal patients in a variety of locations within Primary Care. Using evidence-based principles/ current best practice and expert specialist skills and clinical reasoning to assess, plan, implement and evaluate interventions  Have the experience to work autonomously managing physiotherapy aspects of their work and as part of the larger multi disciplinary team, possessing excellent communication and interpersonal skills.  Participation in ongoing mentorship and clinical supervision in expected, with a requirement to undertake formal and informal education in order to reinforce/develop skills used. The Post Holder will develop opportunities for practice which extends the scope of traditional physiotherapy. |

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| **3. DIMENSIONS** |
| The GP Practice sits within the South and Mid Part Division of NHS Highland  The Practice has approximately 6000 patients. There are 3 partners and two salaried GPs.  Based in general practice within the area defined for the post and working in a range of other environments as required eg patient’s home, the Advanced Practice Physiotherapist will:-   * Be responsible for the provision of highly skilled musculoskeletal assessment and management of general practice patients. * Hold responsibility for deciding on and requesting appropriate further investigations; for triaging, assessing and referring patients to physiotherapy and other services or specialties acting as a gatekeeper to ensure a seamless uniform pathway of care. * Administer steroid injection and joint aspirations or be prepared to gain competence * Be willing and able to develop a Private Physiotherapy Practice. * Hold no budgetary or line management responsibilities except awareness of overall requirements. |

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| 4. ORGANISATIONAL POSITION |
| This post  Practice manager  Practice Partners  Salaried GPs  Practice nurse  Clinical Technicians  Management & admin staff  Locums |

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| 5. ROLE OF DEPARTMENT |
| The Practice has approximately 6000 patients. There are 3 partners and two salaried GPs. Other staff include;   * Physiotherapist * Practice nurse * Clinical technicians * Secretaries * Reception and administration staff. * Counsellors   Burnfield Medical Practice has a team of professionals with a mix of skills, knowledge and experience, striving to provide friendly, efficient, high quality and optimally tailored patient care  The Practice provides a full range of General Practice services including   * **Minor Surgery** * **Child Health Surveillance** * **Child Immunisation Clinics** * **Travel Clinic** * **Long Term Conditions** such as Asthma, COPD, Diabetes, Ischaemic Heart Disease, Stroke & Hypertension**.** * **Contraception** * **Antenatal and Postnatal checks** * **Sports Injury Management**   The practice has employed its own Physiotherapist for the past 9 years and has developed an excellent physiotherapy service both NHS and private. |
| 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES |
| **Clinical**   1. To independently assimilate and respond in a timely and professional manner to the patients who either self refer or are referred by their GP to the physiotherapy service. 2. To accurately assess and analyse clinical and non clinical information and provide a comprehensive clinical diagnosis for individual patients with a wide range of clinical musculoskeletal conditions, using a variety of techniques to elicit and interpret the history of an event/illness, including past medical and drug history, in order to reach a clinical decision. 3. To utilise skills of clinical history taking in order to formulate/test hypothesis and reach differential diagnosis. 4. To make clinical judgments as to the best course of action or treatment, accepting the risk for decisions that do not lead to further patient assessment. 5. To provide evidence based healthcare advice which contributes to the diagnosis, care or treatment of a wide range of clinical musculoskeletal conditions. 6. Provide brief interventions of assessment, advice and exercise, reducing the need for same day GP appointments. 7. Manage a variety of patient presentations, including those with chronic pain and long term conditions 8. Manage and organise ongoing treatment of patients within the GP Practice who have had an orthopaedic consultation who may require referral onwards to other specialist services e.g. orthotics, pain management, other physiotherapy (rehab groups/classes). 9. Act independently to determine the requirement/appropriateness of orthopaedic surgery for patients referred to the GP Practice and if necessary refer to the Orthopaedic surgical waiting list. As a highly-skilled advanced physiotherapist, assess for risk of serious pathology and where identified take responsibility for referring onto most appropriate service e.g. orthopaedic surgery, radiology for e.g. X-Ray, MRI. 10. If required, initiate medication prescribing, administration and management in line with Patient Group Directive’s or prescribing as required for specialist role and in line with prescribing competence. This includes injection therapy and joint aspiration. 11. Work collaboratively with GPs and multidisciplinary team to maintain and develop scope of practice/ knowledge and develop pathways within specialist field to ensure delivery of a co-ordinated multidisciplinary service for individual patients and the service as a whole. 12. Maintain timely and accurate patient document records to reflect care provided and to be professionally and legally accountable. In line with CSP and departmental standards. 13. Act as highly specialist clinical resource, providing advice and clinical guidance to physiotherapy colleagues, other healthcare staff, GPs, patients and carers 14. To support the practice values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.   **Service Development**   1. To plan and lead specific areas of departmental developments and redesign work within specialist area including influencing clinical change and management in order to enhance the patient journey. 2. Responsible for the development of local procedures and protocols ensuring compliance with national legislation. 3. To continue the development and expansion of a Private Physiotherapy Practice. 4. To promote a culture of continuous improvement within the service, identifying opportunities for service development and income generation.   **Practice Development and Facilitated Learning**   1. In an advisory and teaching capacity demonstrate advanced clinical knowledge and skills in relation to conditions in their specialist field to the multidisciplinary team including other physiotherapists, GPs and nurses and working in collaboration with education providers and other key stakeholders contribute to development of training and education.   **Research and Development**   1. To initiate and contribute to research in specialist field which will directly contribute to patient management and also the improvement and development of the service. 2. Interpret newly generated research findings in specialist field determining how to implement through application of advanced knowledge and skills, disseminating findings internally to influence best practice. 3. Develop and undertake regular audits which promote and facilitate service improvement. |

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| 7a. EQUIPMENT AND MACHINERY |
| Be competent in the use of a wide range of equipment. Ensure that equipment in use is clean and safe, and regularly monitored for safety as per professional and organisational standards of practice. Must ensure that all equipment issued by them is safe to use and be responsible for the safe and competent use of equipment they issue to patients.  The following are examples of equipment which may be used when undertaking the role:  **Defibrillator and resuscitation equipment** - in the event of cardiac arrest – as required.  **Height and weight measurement** – as required.  **Physiotherapy gym/Cardio Vascular equipment** - including treadmill, cross trainer, bike, steppers, weights, Theraband, gym balls – for patient treatment and exercise – frequently.  **Audio equipment** - including audiotapes, CD player, sound system for leading exercise classes – frequently.  **Telephone and answer machine** - for direct contact with patients and colleagues – daily.  **IT equipment:** mobile phone, Telehealth units, teleconference, videoconference  **Computer & printer**, e-mail, contact with patients and colleagues – daily.  **Laptop Computer -** PowerPoint presentations and Clinical audit – regularly.  **Photocopier and general office equipment** - processing patient information – frequently.  **Walking aids-sticks** - crutches, measurement and teaching use of same as required.  **Health promotion resources**- books, leaflets, posters, models for patient education – frequently.  **Electrotherapy equipment** - ultrasound, ice/heat packs etc., for the treatment of soft tissue injuries – as required.  **Oxygen cylinder** - for use with breathless patient – as required.  **Manual handling equipment**: Mechanical Hoists, Samhall turner, Sliding boards, Rope Ladders – to facilitate patient transfers.  Detail of equipment will be held locally and will depend on the work area.  Note: New equipment may be introduced as the organisation and technology develops, however training will be provided. |
| **7b. SYSTEMS** |
| **Manual Treatment Records** – written records of assessment findings, treatment plans and goals, treatments/attendances with patients/interaction with medical staff in relation to patient care in accordance with CSP and Departmental standards – daily.  **Patient Activity Statistics** – computerised record of patient contacts including number of new patients, total patients, attendances and treatments for use in Departmental auditing of Physiotherapy activity and for ISD purposes – daily.  **Appraisal –** setting and agreeing performance objectives with line manager on an annual basis and with staff you line manage on a 4 monthly, 8 monthly rotational or annual basis.  **PDP –** identify and work towards achieving personal development plans on an annual basis.  **Training Needs Analysis –** undertake with line manager on an annual basis.  **Student Assessment –** documentation/system stipulated by Educational establishments – bi-monthly.  **Staff/Student Induction/Orientation programme –** monthly.  **Production of Rehabilitation Programme/Exercise Leaflets –** using Physiotools software – frequently.  **Expenses Claims forms** – on call, travel & subsistence expenses – complete on a monthly basis.  **Annual leave/study leave** – complete and forward onto Practice Manager – as required. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The Practice Manager is the post holder’s immediate line manager, and is responsible for operational factors. * The post holder will work independently on a day to day basis and is expected to organise and plan his/her own caseload/workload effectively and efficiently. * The post holder will liaise with the Partners and multidisciplinary team on a daily basis to organise monitor and where necessary, supervise their caseload, thereby ensuring continuity of care and high standards of practice. * Performance objectives are agreed with and appraised by the Practice Manager and reviewed on an annual basis.. * Clinical caseload/workload is generated by referrals from GPs, Out Patient clinics, hospital consultants and other Physiotherapists/professions and self referral. * Work is also self-generated in respect of professional, clinical effectiveness or clinical governance requirements. * The Practice Manager will delegate other non-clinical tasks to the post holder. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Decisions and judgements relating to highly specialised and complex clinical diagnoses within specialist field, including application of advanced clinical reasoning skills.  Guided by broad occupational and departmental guidelines has a wide scope of practice and demonstrates significant independent decision making, which will guide future management of the patient and could impact directly on associated services.  Troubleshooting and problem solving in the clinical area including patient related problems or more sensitive and complex situations e.g. conflicting professional opinions.  Contribute to wider service decision making processes e.g. developments.    Determining how to effectively integrate best available evidence into clinical decision making to ensure effective clinical practice.  Lead on physiotherapy service development within the GP Medical Practice and implement change when necessary, in liaison with the Partners. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Continue to maintain, develop and promote the Advanced physiotherapy role through challenging the boundaries of the current parameters of practice.  Dealing with clinical problems that patients may find difficult to discuss.  Responding to sudden deterioration in patients’ condition appropriately.  Participating in MDT situations, ensuring a professional opinion is expressed, which other experienced members of the team may not agree with. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Patients**   * Provide and receive often complex information regarding assessment, diagnosis, prognosis and treatment to encourage acceptance and compliance. * Patients will have a range of medical and psychosocial problems that require the physiotherapist to utilise motivational and persuasive skills to facilitate rehabilitation both in an individual and group setting. * Convey information in a particularly sensitive manner when it is contradictory to patient expectations and desires. * Deal with complaints in a timely manner. Escalate and seek support from senior staff as required.   **Relatives / Carers**   * Provide and receive information. * Teach a range of patient management strategies.   **Multidisciplinary team** Relay on patient assessment findings, patient progress with treatment and suggest other professional input requirements.   * Teach physiotherapy strategies to optimise patient care.   **Other Agencies** (Local Authority, voluntary sector, etc)   * Make referrals. * Identify and establish contact with appropriate agencies for future patient support e.g. leisure centre, ethnic minority groups, physical abuse groups. * Negotiate and liaise with all appropriate agencies to optimise patient care and ensure efficient service delivery e.g. social work, insurance companies, housing services, employers etc. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**   * Skills to perform a wide range of physiotherapeutic manual techniques. * Standard keyboard skills – required for daily use of IT equipment. * Physical activity involved in exercising when leading, participating in or demonstrating exercise programmes. * Use of specialist equipment – required for day to day use with specific patient’s e.g. special seating, standing frames etc. * Regular requirement for direct manual handling of patients, with due regard for own safety, including manoeuvring patients, carrying equipment, pushing wheelchairs and arranging seating.   **Mental**   * High level of concentration required in order to make specialist clinical decisions during all aspects of assessment and treatment taking into account any cultural/ linguistic differences. * Responding to deterioration in patients’ condition requiring constant observation to avoid potential emergency situation. * Constant need to be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.   **Emotional**   * Communicating frequently with distressed/anxious/worried and emotionally demanding patients/relatives. * Frequent need to impart potentially distressing information regarding the nature of the difficulties and the implications of these. * Managing patients with challenging behaviours and a range of complex difficulties including the application of appropriate management strategies. Patients may include vulnerable adults and young people under the age of 18 therefore need a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks. This can include receiving and acting upon confidential information relating to issues including physical/emotional/sexual abuse and neglect. * Providing emotional support to junior colleagues and peers. * Dealing with staff competency or performance issues.   **Environmental**   * Exposure to highly unpleasant conditions related to client contact as they arise; including frequent exposure to saliva, body fluids, odours and head lice. * Exposure to unsuitable and/or unpleasant working conditions including cramped areas not designed for clinical use. * Requirement to travel e.g. to health centres, domiciliary visits and meetings throughout the day. * Potential exposure to unsafe situations e.g. aggressive behaviour and verbal abuse from patients and relatives, lone working etc. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Degree in Physiotherapy or equivalent qualification recognised by the Chartered Society of Physiotherapy.  Significant experience in managing a highly complex caseload within the specialty.  Advanced clinical practice and examination skills obtained through relevant courses and clinical experience.  HCPC registered.  Excellent team-working and communication skills.  Previous research and audit experience.  Previous experience of delivery of teaching/education. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.  Job Holder’s Signature:  Manager’s Signature: | Date:  Date: |

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| **Person Specification** | | | |
| **Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Personal Traits | Able to work as a team member.  Good communicator.  Conscientious, flexible, calm, empathic, reliable.  Problem solving approach  Ability to work effectively under pressure. |  | I P |
| Qualifications & Training  Level of education, professional qualifications, training and learning programmes/courses. | Diploma/Degree in Physiotherapy.  State Registration.  Evidence of CPD in a portfolio including development relevant to clinical field. | Involvement in relevant Special Clinical Interest Groups (e.g. ACPOM, ACPIN, ACPRC etc)  Evidence of attendance at relevant post-graduate courses | A I |
| Experience and Knowledge  Type of experience, level at which experience gained. Depth and extent of knowledge. | Broad range of clinical experience  Broad range of experience in orthopaedics and musculoskeletal physiotherapy.  Ability to initiate medication prescribing, administration and management in line with Patient Group Directive’s or prescribing as required for specialist role and in line with prescribing competence.  Experience of working as part of multidisciplinary team | Involvement in clinical governance, audit, research and understanding of quality assurance issues  Experience of General Practice | I A P |
| Skills/Abilities  Range and level of skills, i.e. communication (oral, written, presentation), planning/ organisation, numeracy, leadership etc. | Up to date on professional practice and research.  Understand legal responsibilities of profession.  Ability to organise, prioritise and delegate.  Understand and apply Divisional policies.  Competent IT skills. | Presentation skills.  Working group experience (eg. Clinical effectiveness, course organisation, Research and development) | A I |
| Specific Job Requirements  Environmental conditions, unsociable hours, car driver etc. | Able to undertake home or workplace visits  Full Driving licence |  | I |

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| **Key – how assessed** | |
| A = Application form | I = Interview |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation | R = References |