

Job description and specification



Community Physiotherapist Band 6



JOB DESCRIPTION

JOB TITLE: Community Neuro-Physiotherapist

BAND: Band 6

RESPONSIBLE TO: Integrated Community Service Manager & Team Manager

KEY RELATIONSHIPS:

Internal	External
Multidisciplinary Team Line Manager Rehabilitation Support workers (LBR)	GP Collaborative Care Social Services Acute Hospital Secondary Care Colleagues Voluntary Agencies Other

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust’s Values in their day to day work. These are the 5P’s:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by assessments; treatment & management of service users referred to the Integrated Community Therapy Service by providing Physiotherapy assessment, rehabilitation & clinical care for patients requiring rehabilitation in the community. The post holder will assist in shaping and evolving service delivery with Redbridge Integrated Community Therapy Service, which includes the London Borough of Redbridge and North East London Foundation Trust.



Key Responsibilities:

1. To work within the community setting as an active member of the multi-disciplinary team providing quality care for patients.
2. To be responsible for organising and prioritising own and others workload in the day to day allocation of work.
3. To contribute to effective team work by developing and maintaining good working relationships with the other members of the team and with staff from other agencies across Health & Social Care e.g. Age UK, Stroke association, GPs, nursing staff etc.
4. To work collaboratively with other health and social care professionals to ensure the health and safety of staff and service users by complying with relevant legislation and guidance issued on safe work practices.
5. To keep abreast of national policy and legislative developments as well as up-to-date with current thinking and research in the treatment of conditions represented on caseload.
6. To promote Integrated Community Therapy rehabilitation and facilitate joint working across health, social care, private and voluntary sectors.
7. To provide information and advice to Intermediate Care/ Stroke Rehab Team members and other professionals to promote independence of service users.
8. To be responsible for providing accurate records of information required by the Trust for audit purposes on relevant electronic systems i.e Care first, RIO & local IT systems.
9. To have organisational knowledge relating to Trust protocols and procedures and adhere to them when undertaking the key worker role in establishing client-centred goals and recording information.
10. To undertake any duties appropriate to this area of work and consistent with the level of the post as may be required from time to time.

Leadership

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote integrated health professional working internally and externally.
3. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
4. To participate in the audit process, linking in with the clinical governance agenda.
5. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
6. To provide training of other staff if required e.g. Rehabilitation Support Workers, Physiotherapy students etc.
7. To provide support, specialist advice and clinical supervision within the Therapy Service Rehabilitation Support workers and to students on fieldwork placements.
8. To contribute towards the development of multi-agency policies, procedures and practice.
9. To monitor and evaluate levels of activity and provide returns as requested including outcome measures
10. To provide regular supervision of the Junior Physiotherapist and/or Rehabilitation Assistant(s)

Clinical Skills

1. To provide assessment, rehabilitation & reviews for service users requiring Specialist Physiotherapy intervention from the Integrated Community Therapist Team.



2. To utilise a range of assessment tools and resources to support a broad spectrum of needs.
3. To maintain accurate records of intervention in the Integrated Community Therapy Service in the agreed format and to provide oral and written reports as required.
4. To be responsible, and accountable, for service delivery to clients/patients.
5. To be able to initiate referrals to other health professional specialist services and agencies.
6. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
7. To attend regular supervision and contribute actively to service/team meetings.
8. To follow local policies regarding ordering, issue and criteria with regard to equipment and adaptations as necessary

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

1. To be responsible for own professional development and contribute to annual KSF review, clinical audits & CPD activities to ensure continued improvement
2. To undertake, and assist, in the planning/continuity of own mandatory training and workshops.
3. To take an active role in training and education of other staff and enhance collaborative working and support a culture of lifelong learning in self and others.
4. Ensure students are actively supported to enable them to achieve their learning needs.
5. To support new staff and their integration within the team.
6. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Specific Tasks directly related to the post:

To provide specialist Physiotherapist assessment and intervention to treat service users referred to Redbridge CHSC -therapies for community rehabilitation
 To provide support, specialist advice and clinical supervision to physiotherapists to physiotherapists and students on fieldwork placements



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability



All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.



Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Guidance

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Diploma/Degree in Physiotherapy	✓		Application Form Interview Assessment
Member of the Health Professionals Council	✓		Application Form Interview Assessment
Member of Chartered Society of Physiotherapy		✓	Application Form Interview Assessment
Evidence of continuing professional development	✓		Application Form Interview Assessment
Experience			
Ability to assess, advise and train clients and carers about safe transfer and mobility techniques (including use of equipment e.g. walking aids, moving/handling equipment)	✓		Application Form Interview Assessment
24 months post registration experience as a Physiotherapist in a relevant clinical setting	✓		Application Form Interview Assessment
Experience of care of the elderly practice	✓		Application Form Interview Assessment



Experience in stroke / Neuro-rehabilitation	✓		Application Form Interview Assessment
Documented evidence of CPD	✓		Application Form Interview Assessment
Experience of providing advice and support to more junior staff, assistants and students.	✓		Application Form Interview Assessment
Experience of working in a multi-disciplinary Team	✓		Application Form Interview Assessment
Experience of using clinical observations and standardised testing	✓		Application Form Interview Assessment
Demonstrate ability to work as an effective team member with excellent interpersonal skills	✓		Application Form Interview Assessment
Be able to demonstrate flexibility and reliability	✓		Application Form Interview Assessment
Commitment to non-discriminatory practice			Application Form Interview Assessment
Ability to carry out moderate to intense physical effort throughout the day and carry out concurrent activities.	✓		Application Form Interview Assessment
Member of relevant specific interest group.	✓		Application Form Interview Assessment
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Good knowledge of current best practice in Physiotherapy in acute, physical health, community and rehab setting.	✓		State measurement i.e. Application Form Interview Assessment
Understanding of Risk Management	✓		Application Form Interview Assessment
In depth knowledge of national policies and procedures relevant to safe guarding vulnerable	✓		Application Form Interview Assessment



adults			
IM&T Skills	✓		Application Form Interview Assessment
Demonstrate understanding of clinical governance and its implication for services	✓		Application Form Interview Assessment
Supervisory and appraisal skills of junior staff, students and support staff		✓	Application Form Interview Assessment
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Ability to cope with working in a stressful environment and with emotional or aggressive patients/carers	✓		Application Form Interview Assessment
Ability to keep accurate and legible notes	✓		Application Form Interview Assessment
Ability to present work both orally and written in a clear, legible and logical manner	✓		Application Form Interview Assessment
Ability to organise, prioritise and delegate and to support and supervise other staff	✓		Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview

