**Job Description**

**Post:** Senior Neurological Physiotherapist

**Grade:** Band 7: 22.5 – 37.5 hours per week (flexible hours available)

**Responsible to:** Director of Care

**Accountable to:** The Board of Trustees of INS / Chief Executive

**Responsible for:** Band 6 physiotherapist(s), rehabilitation assistants and trained volunteers on a daily basis, and undergraduate students on clinical placement

**Base:** 82 Hampton Road, Twickenham, London

 In the private homes of clients

 Other venues as befits the needs of the service

### Job Purpose

To provide leadership to and work as part of INS’ Multi-Disciplinary Team (MDT) providing a high standard of physiotherapy assessment, treatment and advice to clients and carers. To work with other members of the INS team in providing effective rehabilitation, therapy intervention and support for people with long-term neurological conditions.

## Key Working Relationships

To develop and maintain close working relationships with colleagues and support a robust, effective MDT at INS that provides integrated and holistic evidenced based therapy. To work with all clinicians and other disciplines within neighbouring NHS trusts, Social Services and external agencies etc. as appropriate.

## Job Summary

* To perform advanced neurological and holistic assessment and physiotherapy intervention for clients including those with highly complex presentations and from this formulate client-centred SMART goals and operate as an autonomous practitioner.
* To take a lead role in supervision, teaching and appraisal of less senior physiotherapists and assistant staff, physiotherapy students and MDT staff as required
* To supervise, initiate and participate in evidence-based projects, including recommendations for change in practice and to audit in the relevant clinical area and be responsible for implementing changes within the designated area and setting and monitoring standards

**Main Roles and Responsibilities**

#### **1 Clinical**

1.1 To be professionally and legally responsible and accountable for all aspects of the practitioner’s professional activities

1.2 As an autonomous practitioner to undertake the specialist assessment of neurological conditions, carry out functional diagnostic procedures and interpret the results for neurology clients with multi-faceted problems, including those with a highly complex presentation, and using clinical reasoning skills, knowledge of evidence based practice and specialist expertise, determine an appropriate therapy plan utilising specialist treatment skills techniques and options that enable the client to achieve their goals

1.3 To plan, formulate, evaluate and reassess individualised physiotherapy management and/or treatment plans using clinical reasoning skills and utilising a wide range of treatment skills and options in order to formulate a specialised programme of therapy in order to progress treatment effectively and advise clients and carers and referrers regarding progress

1.4 To provide specialised advice on physiotherapy intervention and assessment for clients with neurological conditions based on theoretical knowledge and relevant practical experience and to be consulted frequently for specialist advice and guidance by junior team members, volunteers and other health care professionals as required

1.5 To identify and always manage clinical risk within one’s own caseload and that of designated team members

1.6 To demonstrate an excellent understanding of clinical governance and support senior management in delivering this, and to demonstrate the use of physiotherapy interventions with an evidence-based link and comply to the INS clinical operational policy

1.7 To demonstrate physical ability to carry out physiotherapy assessment and interventions, including manual physiotherapy techniques and therapeutic handling

1.8 To be responsible for the maintenance of accurate written records using SOAP system and data required for the Information Technology system, and supervision of team record keeping including comprehensive assessment, progress and discharge reports to medical referrers and legal reports

1.9 To ensure that a high standard of clinical practice and care is maintained and to ensure that other team members and trained volunteers do likewise, through ongoing competency assessment and evaluating client’s outcomes

1.10 To co-ordinate intervention which may include other disciplines: advises and educates clients/carers/relatives/other health professionals

1.11 To use specialist knowledge to refer to other health disciplines, voluntary organisations and community activities as appropriate

##### 2 Service Development

2.1 To ensure as a senior therapist that designated staff implement policy and service developmental changes

* 1. To be responsible for ensuring that quality standards and effectiveness of client therapy, rehabilitation and support are continually improved and developed
	2. To work with the Chief Executive and Director of Care in developing the strategic and operational management of the specialist neuro-rehabilitation services
	3. To participate in the provision of specialised teaching to peers and other staff and volunteers in wide range of subjects both in the management of neurology and neuro-rehabilitation and general health care; this may be to large groups
	4. To contribute to the managerial matters of INS including implementation of local policies; which will impact on the service and may influence other local services concerning management of clients requiring ongoing rehabilitation and support

##### Management

**3 Physical Resources**

3.1 To be responsible for competent use, repair and maintenance reporting of all INS equipment used within the clinical area ensuring that designated staff attain competency prior to use

* 1. To ensure that all equipment defects, near misses, accidents and complaints are reported in accordance with INS policies and procedures
	2. To comply with all INS policies and procedures and the Health and Safety at Work Act including adherence with Infection Control measures and ensure that staff within the MDT are aware of their responsibilities
	3. To attend all mandatory training and be familiar with local procedures within speciality area of work and ensure staff attend training and are aware of their responsibilities
1. **Human Resources**
	1. To be responsible for managing the co-ordination of undergrad-students allocated to the MDT ensuring suitable experience and teaching is in place for each student
	2. To contribute to the education of multidisciplinary groups, clients, families and carers and external organisations as appropriate
	3. To maintain a CPD portfolio reflecting personal professional development and ensure all members for whom you have responsibility have a clinical performance development plan
	4. To be responsible for own professional development and keep abreast in understanding and knowledge of all new developments which are applicable to specific physiotherapy and to ensure that staff within the team do likewise
	5. To participate in the INS Appraisal Scheme, both as appraisee and as an appraiser
	6. To attend and be an active participant in staff and peer group meetings
	7. To ensure that, as a senior practitioner, the post holder advises the Director of care of any changes to the service to ensure quality and effectiveness of therapy for their clients

**5 Information Resources**

5.1 To maintain an accurate and evaluative record keeping system using a SOAP format for own clinical caseload and to be responsible for ensuring that, junior, rehabilitation assistants, trained volunteers and student physiotherapists are maintaining standards within the clinical area

* 1. To provide statistics regarding the designated service in an accurate and timely manner

5.3 To ensure that clinical information provided complies with Information standard and ISO9001 and that the International Classification of Function (ICF) is complied with in your clinical practice

**6 Planning and Organisation**

* 1. To flexibly plan and organise own time and support the MDT on organisation of the MDT diary to include assessments, therapy, training, supervision and meetings
	2. To achieve the effective daily management of a caseload of clients including responding to urgent referrals, prioritising clinical work and balancing other client related and professional activities in accordance with INS standards
	3. To provide an efficient and effective physiotherapy service within the clinical area by appropriate management of less senior team members and their caseloads
	4. To monitor first contacts and on-going treatments to ensure that appropriate decisions are made regarding therapy and support
	5. To ensure that the agreed quality standards of service, based on professional guidelines and standards from CSP Clinical Practice, and national guidelines are maintained and to work with INS senior management and clinical trustees in this area
	6. To plan, initiate, deliver and co-ordinate training and research activities as directed

###### Communication

* 1. To be able to motivate and persuade others through advanced communication skills and to be able to gain co-operation for physiotherapy where there may be significant barriers to understanding such as cognitive impairment, hearing impairment etc and ensure that other members of the MDT do likewise
	2. To demonstrate the ability to communicate complex and sensitive information to client, carers and other staff, where there may be barriers to communication i.e. non-English speaking clients; use of interpreters; excess noise or lack of privacy and ensure other members of the MDT do likewise
	3. To maintain close links, communication and liaison, as a Key worker, between all staff and people involved in client therapy, student education, research or policy development as appropriate and promote good working relationships at all times
	4. To resolve informal complaints and to be well versed with the INS’ formal complaints procedure
	5. To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner
	6. To attend and actively participate in and take a leadership role, when required, at meetings and seminars/case conferences as appropriate, and to liaise with and advise other disciplines, as appropriate, to achieve comprehensive, effective and confidential client management
	7. To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field, and to demonstrate the ability to share and disseminate knowledge with colleagues
	8. To ensure close links of communication with INS senior management and to ensure timely and effective communication with the Director of Care on all professional matters
	9. To communicate effectively with all other disciplines involved in the clients care both within INS and in the wider community thus ensuring an integrated and multidisciplinary approach.

**8 Research and Audit**

8.1 To participate and lead audits in ongoing audit and appropriate work-related research/ evaluation projects in areas relevant to the clinical field

* 1. To keep abreast of evidenced based practice in neuro-rehabilitation, national and local standards by use of relevant reading, attendance at in-service training, external courses and database searches
	2. To participate in and initiate appropriate work-related evaluation and research projects as directed, and to be aware of current research relevant to the speciality

##### 9 Effort

9.1 To carry out assessments and physiotherapy for neuro-rehabilitation clients, with moderate to high physical effort involved, daily

* 1. To comply with INS Manual Handling Policy and local therapeutic handling guidelines
	2. To sensitively deal with distressing or emotional circumstances regarding client care e.g. imparting news of poor prognoses such as chronic pain management or lifelong disability
	3. To support junior staff and volunteers when indicated in the management of challenging clients
	4. To support the Chief Executive and Director of Care when indicated in the management of staff disciplinary matters
	5. To deal with clients suffering from pain states, behavioural and cognitive problems that may lead to anxiety and challenging behaviours

*This job may involve frequent exposure to unpleasant working conditions e.g. bodily fluids including sputum, unpleasant smells and occasional exposure to verbal and physical aggression*

## 10 General

* 1. To work to your code of professional values and behaviours
	2. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act, General Data Protection Regulations and its amendments
	3. To promote at all times equality of opportunities for staff and clients in accordance with INS policies, to ensure that no person receives less favourable
	4. treatment than another on the grounds of sex, marital status, race, religion, creed, nationality, ethnic or national origin, sexual orientation or disability, with due regard to the promotion of diversity in the workplace
	5. To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder

**Band 7 PHYSIOTHERAPIST: PERSON SPECIFICATION**

## Education/Qualifications

|  |  |
| --- | --- |
| Essential | **Desirable** |
| Degree in Physiotherapy | Recognised post-graduate qualification or evidence or working at an equivalent level e.g. MSc in Neuro-Rehabilitation |
| Registered member of the Chartered Society of Physiotherapy | Membership of Special Interest Group e.g. ACPIN |
| Registered member of Health and Care Professions Council | Leadership Training |
| Evidence of Continued Professional Development including attendance at recent post graduate courses relevant to the clinical field | Post-graduate training in Stroke, Parkinson’s and MS rehabilitation i.e. PD Warrior or Bobath |

## Experience

|  |  |
| --- | --- |
| Essential | Desirable |
| A minimum of 5 years post graduate experience with at least 2 years in specialist experience in neuro-rehabilitation | Experience of undertaking post graduate research projects |
| Knowledge and experience of a wide range of approaches to the management of neurological clients demonstrated by advanced clinical reasoning |  |
| Experience of undertaking clinical audit | Experience of leading group interventions |
| Experience of supervising and managing staff |  |
| Experience of teaching in a clinical setting | Experience in hydrotherapy |
| Experience of student supervision/ clinical education |  |
| Experience of multidisciplinary team working |  |

## Personality

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| --- | --- |
| Essential | Desirable |
| Ability to work as a team member |  |
| Flexible, reliable, self-motivated, Good communicator and Good time management |  |
| Empathic and compassionate |  |

**Skills/Abilities**

|  |  |
| --- | --- |
| Essential | Desirable |
| Competent IT skills including Word, Excel and PowerPoint | Use of Salesforce, Presentation skills |
| Remains Updated with professional practice and new research | Ability to run courses – internal/external |
| Understand the legal responsibilities of the profession | Experience of undertaking post graduate research projects |
| Able to present information, written and orally, in a clear and logical manner |  |
| Ability to organise, prioritise and delegate |  |
| Willingness to lead staff training |  |
| Ability to set client centred SMART goals |  |
| Understanding of Clinical Governance and the implications for physiotherapy services including experience of quality issues and audit |  |
| Ability to comprehend and work within the INS’s policies of data protection, GDPR, equal opportunities and Health & Safety to meet the differing needs of the clients. |  |
| Ability to keep legible and accurate notes in English in the SOAP note format |  |
| Remains updated on professional practice and new research |  |
| Show evidence of being self-motivated |  |
| Ability to cope with working in a stressful and unpredictable environment. |  |
| Ability to lead and motivate others |  |
| Physically fit and able to comply with INS Manual Handling Guidelines |  |