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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Musculoskeletal Physiotherapist – split post between Wimbledon Physiotherapy and Sports Injuries Clinic and AquaPhysio.**  Responsible To: **Clinical Team Lead**  Accountable To: **Director Wimbledon Physiotherapy and Sports Injuries Clinic** |
| 1. **Job Summary** |
| To provide musculoskeletal physiotherapeutic assessment and treatment in both a private clinic and a hydrotherapy setting.  This post is ideal for a physiotherapist who would like to develop their Musculoskeletal skills further. The post will be split between time working in a private practice treating both acute and chronic patients with a multitude of conditions from low back pain to post orthopaedic surgery and sports massage. The other part of the post involves working in a hydrotherapy pool providing Aquatic Physiotherapy with patients ranging from post fracture / surgery to semi-professional footballers and elite runners. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Practice Managers at both sites * Patients, their relatives and carers * Other Allied Health Professionals within Hospital and community setting * Administrative and clerical staff * Hospital Consultants * General Practitioners * Medical Secretaries |
| 1. **Duties and Responsibilities of the Post** |
| Clinical   * Ensure practice is in accordance with the HCPC and CSP codes of professional conduct and work within limits of competence * To provide physiotherapeutic and sports massage assessment, treatment, prognosis and advice to patients who attend Wimbledon Physiotherapy and Sports Injuries Clinic and AquaPhysio. * To assess interpret information and identify problems which maybe complex, in partnership with the patient and set agreed and realistic outcomes with patients to achieve an anticipated result. * Coordinate and monitor the progress of patients within their treatment plan and promptly and effectively communicate relevant changes in patient status to the referring source with patient consent. * To work in clinical settings as an independent practitioner without immediate support of colleagues. * Provide the highest quality of patient care at all times, understanding and complying with all policies, procedures and protocols. * Participate in ‘out of hours’ appropriate lectures   Management   * To be responsible and accountable for the actions and quality of own work and those staff whose responsibility is delegated to you ie receptionists. * To feedback regularly and appropriately to the clinical specialist, practice managers and owner, other staff on issues that affect the service. * To assist in ensuring all equipment is checked on a regular basis and assist in the care of all equipment ensuring that cleanliness is maintained and that all equipment faults are reported immediately to the practice manager. * Take independent responsibility for the service in the absence of the senior staff. * Participate in the investigation of complaints, adverse events and patient feedback pertinent to the service. * To promote good relations with referring clinicians, other hospital departments and outside organisations to ensure that the reputation of Wimbledon Physiotherapy and Sports Injuries clinic and AquaPhysio ltd is upheld. * To undertake any tasks as designated by the clinical team lead or Director.   Administrative   * Ensure that clinical records and documentation are maintained accurately and comply with standards of notation according to the Chartered Society of Physiotherapy. * Ensure clinical incidents and near misses are accurately reported and acted upon in a timely manner and action is taken to minimise risks. * Attend and participate in meetings as required. * Maintain knowledge of and use the appointment system.   Education   * Actively participate in multidisciplinary research, audit activity and surveys within the clinical area as required. * Ensure practice is up to date and evidence based, demonstrating knowledge of current, relevant research and professional issues. * Undertake further post-registration training and course of study relevant to the clinical area. * Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio to complete the level of Professional Development stipulated by the Health professions Council, or equivalent and document on CPD forms provided. * To participate in the departmental training programmes |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Wimbledon Physiotherapy and Sports Injuries Clinic and AquaPhysio Ltd policies and procedures and relevant legislation including the requirements of any professional bodies * Attend mandatory training as identified by Wimbledon Physiotherapy and Sports Injuries Clinic and Aquaphysio * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all referral sources. * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Wimbledon Physiotherapy and Sports Injuries Clinic and AquaPhysio Ltd policies and procedures to ensure that all information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the clinics Data Protection policy.  The post holder must manage the records they create or hold during the course of their employment in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, Data Protection Act 2018, Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |
| **JOB DESCRIPTION AGREEMENT** |
| Post holder: …………………………………………………………………………………..  Date: …………………………………………………………………………………..  Line Manager: …………………………………………………………………………………..  Date: ………………………………………………………………………………….. |