



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl Swydd: Uwch Ymarferydd - Ffisiotherapi
Asgwrn Cefn

Band: Band 8a

Graddfa Cyflog:

Oriau Gwaith: 37.5 awr yr wythnos (yn gweithio'n hyblyg dros 7 niwrnod lle bo angen)

Adran / GrhG Gwasanaeth Ffisiotherapi, Therapiau a Chefnogaeth Glinigol

Lleoliad: Ardal Y Dwyrain

TREFNIADAU'R SEFYDLIAD

Yn broffesiynol ac yn rheolaethol

Yn atebol i: Pennaeth Ffisiotherapi

Yn gyfrifol i (yn weithredol): Cydlynnydd Safle /Arweinydd Tîm

Yn gyfrifol am:

Arweinyddiaeth Glinigol o'r maes arbenigol perthnasol
Datblygu Arfer Clinigol Uwch mewn Gofal Cleifion a'i ddarparu
Perfformio darparu gwasanaeth clinigol o ansawdd uchel
Datblygu arfer clinigol yr Arbenigwyr Clinigol a'r tîm ehangach, eu rheoli a'u monitro

Addysgu staff therapi cymwys a staff heb gymhwyso a'u goruchwylio, gan gynnwys ffisiotherapyddion arbenigol clinigol
Ymchwil ac archwiliad yn y maes perthnasol

DIBEN Y SWYDD

1. Bydd deilydd y swydd yn cynllunio arfer yn y maes arbenigol, yn ei arwain a'i ddarparu a bod yn gyfrifol amdano. Bydd yn bodloni'r 4 piler arfer clinigol uwch:

- i. Arweiniad clinigol
- ii. Arfer clinigol arbenigol
- iii. Gweithgaredd Ymchwil ac Archwilio
- iv. Addysg

a bydd yn darparu cyngor i'r Grwpiau Rhwydwaith Ffisiotherapi Clinigol drwy BIPBC. Rôl arweinyddiaeth glinigol yw hon ac mae pwyslais y cynllun swydd ar weithgarwch clinigol a'r cydbwysedd rhwng ymchwil, archwilio, ac addysg a datblygu modelau clinigol ar gyfer ffisiotherapi BIPBC. Bydd deiliaid y swyddi yn gweithio mewn partneriaeth ag Arbenigwyr Clinigol Ffisiotherapi i ddatblygu gwasanaethau clinigol.

2. Gweithio fel uwch ymarferydd annibynnol, gydag ystod estynedig o arfer i weithio mewn tîm i ddarparu gofal yn eich arbenigedd perthnasol o fewn BIPBC; gan ddarparu ansawdd uchel o asesiad a thriniaeth arbenigol i gleifion. Defnyddio egwyddorion wedi'u seilio ar dystiolaeth / arfer gorau presennol a sgiliau clinigol uwch a sgiliau ymresymu clinigol i asesu ymyriadau, eu cynllunio, gweithredu a gwerthuso.
3. Dangos lefel uchel o resymu/ sgiliau diagnostig clinigol a chael llwyth gwaith gweithredol a chynnig ystod eang o driniaethau/rhaglenni adsefydlu addas i gleifion sydd ag anghenion gofal cymhleth iawn yn bennaf.
4. Sicrhau bod holl arfer clinigol yn seiliedig ar ymchwil / tystiolaeth gyfredol, gan ddatblygu archwiliad ac ymchwil a'u cynnal fel bo'n briodol. I ddechrau, arwain ar ymchwil rheolaidd, archwiliad, dadansoddiad a'u datblygu a gweithredu arfer sy'n seiliedig ar dystiolaeth o fewn maes arbenigol a chefnogi staff Ffisiotherapi o fewn y gwasanaeth sy'n cynnal prosiectau ymchwil.
5. Gan weithio ar lefel glinigol uchel yn y gwasanaeth arbenigol, bydd disgwyl i ddeilydd y swydd ymddwyn fel ffynhonnell o arbenigedd a gwybodaeth glinigol i Ffisiotherapyddion a gweithwyr proffesiynol eraill oddi fewn i'r sefydliad a thu allan iddo. Adrodd ar ganfyddiadau a chynghori ar reolaeth a argymhellir ar draws yr holl lwybrau cleifion, sy'n cynnwys gofal ataliol, cymuned, gofal hirdymor a gofal diwedd oes.
6. Dynodi cynllun a chydlynu datblygiad yr achos dros newid er mwyn gwella gwasanaethau Ffisiotherapi a'u datblygu. Drwy gyfrwng sgiliau trafod a dylanwadu bydd deilydd y swydd yn arwain ar arloesedd a

datblygiad tîm o fewn eu maes arbenigol

7. Sicrhau gwerthoedd clinigol o degwch, effeithiolrwydd, effeithlonrwydd, bod yn ymatebol, integreiddiad, atebolrwydd a hyblygrwydd o fewn gwasanaethau ffisiotherapi.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Arfer Clinigol Uwch

1. Dangos gwybodaeth / sgiliau ffisiotherapi uwch a rhesymu clinigol i ddelio ag achosion cymhleth o fewn y maes Niwroleg.
2. Dangos sgiliau meddwl yn feirniadol a sgiliau dadansoddi uwch i gefnogi barn glinigol a phroses gwneud penderfyniadau
3. Cynnal llwyth gwaith clinigol gan ddarparu cyngor ac arweiniad i staff eraill ar achosion cymhleth
4. Cael eich adnabod fel clinigwr medrus iawn o fewn maes arbenigedd, gan ddefnyddio ystod eang o ymyriadau therapiwtig arbenigol iawn ac sy'n seiliedig ar dystiolaeth, technegau triniaeth a dulliau.
5. Cynnal asesiadau cynhwysfawr o gleifion fel ymarferydd annibynnol, yn cynnwys y rhai sydd â symptomau cymhleth iawn.
6. Cadw cofnodion cynhwysfawr, cywir sy'n cefnogi'r broses rhesymu glinigol wrth asesu'r holl gleifion a'u trin, sy'n bodloni safonau Proffesiynol yr adran, a'r Bwrdd Iechyd
7. Gallu cario eich baich achosion clinigol dynodedig a'i flaenoriaethu, gan weithio fel ymarferydd annibynnol.
8. Cynnal ymyriadau arbenigol ffisiotherapi addas i gleifion, a lle bo'n briodol gwneud cyfeiriadau addas at aelodau eraill o'r tîm Aml-ddisgyblaethol pan ddynodir
9. Gweithio gydag arbenigwyr clinigol i ddatblygu a monitro safonau o ofal o ansawdd uchel sy'n seiliedig ar ganllawiau cenedlaethol, arfer sy'n seiliedig ar dystiolaeth, archwiliad clinigol, a chyfleoedd addysg
10. Bod yn atebol yn broffesiynol ac yn gyfreithiol am holl agweddau o arfer proffesiynol gan gynnwys delio â'r holl gleifion sy'n eich gofal.
11. Gofyn am ymchwiliadau meddygol, eu dehongli a gweithredu arnynt a hyrwyddo mynediad cyflym at staff meddygol addas e.e. Meddyg Ymgynghorol.

Rheoli ac Arweinyddiaeth Glinigol

1. Arwain ar ddarparu gwasanaeth clinigol gyda chefnogaeth arbenigwyr clinigol
2. Gweithio gydag arbenigwyr clinigol i hyrwyddo safonau clinigol uchel o fewn y gwasanaeth ffisiotherapi
3. Arfer rheoli llwyth gwaith effeithiol a'i hyrwyddo a defnyddio adnoddau yn effeithlon/effeithiol o fewn y maes arbenigol

4. Bod yn gyfrifol am ddefnyddio'r holl offer a ddefnyddir yn ddiogel ac yn effeithiol ac am gyngor i staff eraill, cleifion a gofalwyr o ran addasrwydd a chanllawiau er mwyn eu defnyddio
5. Arwain Grŵp Rhwydwaith Clinigol lleol sy'n berthnasol i faes arbenigol a'u cadeirio. Dynodi prosiectau penodol ac ymgymryd â hwy fel ag sy'n ofynnol er mwyn gwella gwasanaethau a chanlyniadau ar gyfer cleifion. Datblygu cyfathrebu effeithiol gydag Arweinwyr Tîm o ran rhaglen waith arfaethedig CNG
6. Adolygu arfer presennol ac ymarfer sy'n seiliedig ar dystiolaeth, gwneud argymhellion i'r Uwch Dim Rheoli Ffisiotherapi. Drwy awdurdod dirprwyedig a sgiliau trafod uwch, gweithredu newid i ymarfer fel bo'n briodol

Addysg a Hyfforddiant

1. Arwain y rhaglen addysg a dysgu mewnol (ISE) ei threfnu, ei darparu a'i dadansoddi o fewn y maes arbenigol. Bydd hyn yn cael ei gwblhau drwy fynychu rhaglenni ISE, tiwtorial, sesiynau hyfforddi unigol, clybiau ymchwil ac adolygu cymheiriaid, eu harwain a chymryd rhan ynddynt.
2. Bod yn gyfrifol am ddatblygu rhaglenni hyfforddi olraddedig a'u gwerthuso ar draws y gwasanaeth BIPBC.
3. Bod yn gyfrifol am addysg gweithwyr proffesiynol gofal iechyd eraill ynglŷn â rôl ymarfer glinigol uwch mewn ffisiotherapi.
4. Sicrhau bod cyfleoedd addysgol yn cael eu datblygu i'r grŵp staff ehangach (yn cynnwys ffisiotherapyddion arbenigol clinigol, staff eraill cofrestredig a heb gofrestru).
5. Bod yn gyfrifol am gynnal eich gallu eich hun i arfer trwy weithgareddau CPD a chynnal portffolio sy'n adlewyrchu datblygiad personol a dysgu gydol oes.
6. Darparu goruchwyliaeth glinigol a chynnal Adolygiadau Datblygiad Personol ar gyfer Arbenigwyr Clinigol perthnasol, gan gysylltu ag Arweinwyr Tîm ar gyfer materion gweithredol/perfformio.
7. Cynghori tîm rheoli Ffisiotherapi ar hyfforddiant israddedig ac ôl-raddedig.
8. Bod yn gyfrifol am sicrhau datblygiad wybodaeth gyfredol yr holl staff yn y maes arbenigol drwy weithredu effeithiolrwydd clinigol a strategaethau sy'n seiliedig ar dystiolaeth a dadansoddi ymchwil gyfredol
9. Cymryd rhan mewn cyfarfodydd addysg a hyfforddiant sy'n ymwneud â rôl Uwch Ymarferydd h.y. cyfarfodydd tîm meddygol, addysg gyda grwpiau rhanbarthol a chenedlaethol, grwpiau diddordeb clinigol a digwyddiadau hyfforddi allanol.

Cyfathrebu

1. Cynnal cyfathrebu effeithiol gyda chleifion gan ddefnyddio amryw gyfrwng/teclynnau i ddelio ag ymddygiad heriol a chleifion sydd â phroblemau cyfathrebu cymhleth.
2. Cynnal cysylltiadau cyfathrebu effeithiol gyda holl ymarferwyr sy'n rhan yng ngofal claf.
3. Mynegi'r safbwynt therapiwtig ar gyflwr cleifion yn effeithiol gyda chydweithwyr meddygol ac aelod o'r Tîm Amlddisgyblaethol a thrafod pan mae opsiynau rheoli cleifion amrywiol ar gael i sicrhau darparu dull wedi'i gydlynu.
4. Gallu perswadio cleifion a'u hysgogi gyda sgiliau empathi a thrafod i gydymffurfio â'u rhaglenni triniaeth a'u cynnal, lle gall fod rhwystrau i gyfathrebu oherwydd iaith, colli clyw, poen, ofn ayyb. Gall hyn gynnwys gwybodaeth gymhleth a sensitif ar anabledau parhaol hir dymor neu anghenion cymhleth.
5. Cymryd pob cyfle yn unol â strategaethau lechyd Cyhoeddus Cymru er mwyn cynnig cyngor ar hybu lechyd yn arbennig o ran gweithgaredd, rheolaeth pwysau a rhoi'r gorau i ysmegu.
6. Fel rhan o lwybrau allanfeydd er mwyn dynodi gweithgareddau neu gyfleoedd difyrrwch ar gyfer cleifion sy'n berthnasol i'w hanghenion, dyheadau a gallu.
7. Cyfathrebu â grwpiau ac asiantaethau proffesiynol perthnasol, rhai statudol a gwirfoddol, i sicrhau bod gwybodaeth yn cael ei rannu ac yn unol â Chanllawiau Caldicott.
8. Mae angen sgiliau rhyngpersonol, sgiliau trafod a diplomyddol arbennig wrth gysylltu â gweithwyr proffesiynol gofal cychwynnol a gofal eilaidd i sicrhau darpariaeth gofal di-dor gleifion ac wrth ddelio ag achwynwyr drwy gysylltiad wyneb yn wyneb, dros y ffon neu'n ysgrifenedig. Mae sgiliau trafod yn aml yn cael eu profi.
9. Cysylltu'n rhagweithiol â'r tîm Rheoli i sicrhau rhannu gwybodaeth yn gywir.
10. Darparu adroddiadau llafar ac ysgrifenedig ar broblemau clinigol fel bo angen.
11. Hwrwyddo fframwaith o rôl Ffisiotherapi Uwch o fewn y Bwrdd lechyd ac ennill cefnogaeth ar gyfer estyniadau addas y rôl hon a fydd yn cynyddu effeithlonrwydd ac effeithiolrwydd clinigol yn y Bwrdd lechyd.
12. Gallu datrys cwynion llafar lle bo'n bosibl i gael gwared ar sefyllfaoedd a allai fod yn elyniaethus a sicrhau bod gwybodaeth sy'n gysylltiedig â

chleifion a geir drwy gyflogaeth gyda'r Bwrdd Iechyd yn gyfrinachol.

13. Bod yn ymwybodol o Ddeddfwriaeth yr Iaith Gymraeg; ei goblygiadau i staff a darparu gwasanaeth a sicrhau bod datblygu gwasanaethau clinigol yn cydymffurfio â nhw.

Ymchwil

1. Arwain datblygiad arfer clinigol gorau'n seiliedig ar dystiolaeth yn y maes arbenigol a chefnogi'r fframwaith ymchwil yn y maes clinigol. Bydd hyn yn cynnwys dechrau prosiectau ymchwil, eu gwerthuso a gweithredu arfer yn seiliedig ar dystiolaeth.
2. Cyhoeddi a chyflwyno gwaith prosiect sy'n cael ei gwblhau'n lleol, yn genedlaethol ac yn rhyngwladol, os bydd angen.
3. Datblygu cysylltiadau ag ymchwilwyr MDT eraill o fewn y Bwrdd Iechyd.
4. Darparu cyngor ac arweiniad i staff eraill o fewn Ffisiotherapi sy'n cynnal prosiectau ymchwil ar lefel M.
5. Ymgysylltu â staff i gynhyrchu argymhellion yn seiliedig ar dystiolaeth ar gyfer arferion.
6. Arwain y gwaith o ddsbarthu cyhoeddiadau ac ymchwil yn yr arbenigedd clinigol. Lledaenu'r wybodaeth hon ar gyfer y gwasanaethau Ffisiotherapi.
7. Helpu a mentora staff i roi darganfyddiadau ymchwil ar waith drwy roi cefnogaeth a hyfforddiant mewn sgiliau archwilio llenyddiaeth ac arfarnu beirniadol.
8. Gwneud y mwyaf o gyfleoedd ymchwil ar gyfer ymchwil ar y cyd A'r tîm amlddisgyblaethol a Phrifysgolion lleol.
9. Cynhyrchu ymchwil a all gael ei gyflwyno mewn cynadleddau Cenedlaethol a Rhyngwladol a'u cyflwyno mewn cylchgronau adolygu cymheiriaid.

Sefydliadol

1. Cynnal a hyrwyddo amgylchedd diogel yn weithredol drwy Bolisïau Iechyd a Diogelwch a Gweithdrefnau Rheoli Risg.
2. Casglu gweithgaredd addas / ystadegau Ffisiotherapi a'u cyflwyno fel bo'n addas.

3. Darparu'r gwybodaeth amserol a gwybodaeth glinigol a gwybodaeth gwasanaeth i Bennaeth Ffisiotherapi a fydd yn cyfrannu at ddatblygu cynllunio a dadansoddi ac archwilio gwasanaeth.
4. Mynychu holl gyfarfodydd yr adran a chyfrannu atynt fel bo'n briodol. Os bydd gofyn, arwain cyfarfodydd yr adran i sicrhau bod gwybodaeth yn cael ei gyfnewid yn effeithiol ar draws y gwasanaeth, a chydlynu darparu gwasanaeth.
5. Ymddwyn fel adnodd arbenigol ar gyfer Ffisiotherapyddion a gweithwyr proffesiynol Gofal Iechyd meddygol a rhai eraill gan ddarparu cefnogaeth a hyfforddiant proffesiynol.
6. Dilyn arweinyddiaeth cyrff Proffesiynol sy'n gysylltiedig â gweithio o fewn eich cwmpas ymarfer, gan sicrhau wrth ymgymryd â rolau estynedig bod hyfforddiant sydd wedi'i ddilysu wedi ei gwblhau a bod cymhwyster parhaus wedi'i ddilysu drwy'r 'Uwch Ymarfer- Y Portffolio'.
7. Arwain ar ddatblygiadau mesurau canlyniad o fewn maes arbenigol a'u cefnogi.
8. Bod yn gyfrifol am sicrhau cwblhau holl hyfforddiant gorfodol / statudol fel sy'n ofynnol gan y Bwrdd Iechyd.
9. Disgwylir i ddeilydd y swydd fod yn hyblyg yn ei agwedd ac efallai y bydd angen cefnogi cydweithwyr mewn lleoliadau eraill yn yr ardal o dro i dro mewn cyfnodau o salwch.

DATBLYGU'R GWASANAETH

1. Cymryd prif rôl wrth gymryd rhan gyda gweithgorau i ddatblygu newidiadau polisi o ran ymarfer, a fydd yn effeithio ar holl ddefnyddwyr gwasanaeth.
2. Meddu ar gyfrifoldeb am ddechrau safonau ymarfer clinigol, eu datblygu a'u gwerthuso o fewn yr arbenigedd, ac am sicrhau bod safonau ansawdd ac effeithiolrwydd gofal cleifion yn cael eu gwella'n barhaus a'u gwerthuso drwy raglenni archwilio cadarn o fewn yr adran glinigol.
3. Sicrhau bod yr holl staff o fewn y tîm clinigol yn rhannu polisiau a newidiadau datblygu gwasanaeth ac yn eu gweithredu.
4. Cynnig newidiadau polisi ynghylch rheolaeth therapi cleifion ac i arwain y tîm i ddarparu gwasanaeth effeithlon ac effeithiol.
5. Defnyddio sgiliau gwerthuso i benderfynu ble gallai moderneiddio gwasanaeth ddigwydd a gosod cynlluniau gweithredu priodol.
6. Herio ffiniau sefydliadol a phroffesiynol presennol a chysylltu arloesed mewn arfer.

7. Sicrhau bod y gwasanaeth yn ymateb i fentrau a pholisïau cenedlaethol o fewn y fframwaith llywodraethu clinigol yn cynnwys effeithiolrwydd clinigol, gofal iechyd sy'n seiliedig ar dystiolaeth, rheoli risg clinigol a materion datblygiadol, a bod dadansoddiad yn erbyn meincnodau cenedlaethol lle bo'n addas.

YMDRECH

- 1 Bydd y swydd yn gofyn am ymdrech gorfforol aml, am gyfnodau hir wrth ddarparu triniaeth cleifion sydd â chyflyrau cymhleth ac o bryd i gilydd cyflyrau corfforol sy'n achosi anabledd, wrth gydymffurfio â Chanllawiau Trin â Llaw'r Bwrdd Iechyd a rhai Therapiwtig Lleol bob amser.
- 2 Dangos y gallu i ddelio â sefyllfaoedd anodd ac emosiynol posibl. Delio â chleifion sydd â lefelau uchel o bryder ac ymddygiad ymosodol efallai sydd wedi ei achosi gan anabledd, poen, ofn, dementia neu symudedd cyfyngedig mewn modd sensitif.
- 3 Gallu rhoi newyddion drwg yn sensitif i gleifion, perthnasau neu staff ynglŷn â disgwyliadau gwella prin.
- 4 Gweithio ar eich pen eich hun yn achlysurol yn yr adran gyda datguddiad posibl i arwahanrwydd, sefyllfaoedd anrhagweladwy ac ymosodedd llafar neu gorfforol.
- 5 Gallu gweithio mewn amgylchedd lle mae galwadau cyson gan gleifion, aelodau eraill o staff neu'r ffôn yn tarfu ar eich patrwm gwaith o ganolbwyntio'n hir.
- 6 Cefnogi aelodau eraill y tîm pan fo angen i reoli cleifion heriol.
- 7 Torri ar draws cyson i ddelio â materion yn ymwneud â'r gwasanaeth.
- 8 Efallai bydd ymosodedd llafar aml hefyd.
- 9 Darparu therapi pigiadau/ aciwbigo (sy'n cynnwys bod yn agored i hylifau'r corff) lle bo'n berthnasol i'r maes arbenigol.

Ni fwriadwyd i'r rhestr hon o ddyletswyddau fod yn derfynol, ond yn hytrach i ddynodi'r prif feysydd gwaith, a all newid ar ôl ymgynghori â deilydd y swydd i fodloni anghenion cyfnewidiol y gwasanaeth.

GOFYNION CYFFREDINOL

Gallu

Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu allan i lefel ddiffiniedig cymhwyster. Os oes gan ddeilydd y swydd bryderon ynghylch hyn, dylai drafod hyn ar unwaith â'i reolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w oruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswydd.

Gweithiwr Iechyd Proffesiynol Cofrestredig

Gofynnir i holl weithwyr y BILl y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

GORUCHWYLIAETH

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfio â hyn. Os oes gan weithwyr unrhyw amheuaeth am fodolaeth gofyn o'r fath, dylent siarad â'u Rheolwr.

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff y BILl yw eu bod yn cyflawni rôl ragweithiol i reoli risg yn eu holl gamau. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau priodol ac adrodd ar bob digwyddiad, pethau y bu ond dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Mae gweithwyr BILl, yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y BILl (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILl). Dylai deilydd y swydd ymgynghori gyda'i reolwr os oes ganddo unrhyw amheuaeth am reoli cofnodion y maent yn gweithio gyda nhw yn gywir.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y BILl ddyletswydd statudol am eu diogelwch personol eu hunain a phobl eraill y gallai eu gweithredoedd neu esgeulustod effeithio arnynt. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr fel bod y BILl yn gallu bodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y BILl.

Datganiad Hyblygrwydd

Amlinelliad o ddyletswyddau'r swydd ydy'r swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Cyfrinachedd

Mae gofyn i ddeilydd y swydd fod yn ymwybodol o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol a diogel. Bydd hyn yn aml yn cynnwys mynediad at wybodaeth bersonol sy'n gysylltiedig â defnyddwyr y gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau deddf gwarchod data 1998 a pholisi'r sefydliad.

Hybu Amrywiaeth ac Urddas yn y Gwaith

Mae'r BILI wedi ymrwymo i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod bod gwahaniaethu ac aflonyddu'n annerbyniol a'i bod er lles y BILI a'r bobl a wasanaethir ganddo i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeilydd y swydd gydymffurfio â'r polisiau cyfle cyfartal ac urddas yn y gwaith a chadw atynt.

JOB DESCRIPTION

JOB DETAILS

Job Title: Advanced Practitioner – Physiotherapy
Spinal

Band: Band 8a

Salary Scale:

Hours of Work: 37.5 hours per week (working flexibly over 7 days where required)

Department/CPG Physiotherapy Service, Therapies & Clinical Support

Base: East Area

ORGANISATIONAL ARRANGEMENTS

**Professionally & Managerially
Accountable to:** Head of Physiotherapy

Responsible to (operationally): Site Coordinator /Team Leader

Responsible for:

Clinical Leadership of the relevant specialist field,
Development and delivery of Advanced Clinical Practice in Patient Care
Performance of high quality Clinical service delivery
Development, management and monitoring of the Clinical Specialists' and wider team's clinical practice
Education and supervision of qualified and unqualified therapy staff including clinical specialist physiotherapists
Research and audit in the relevant field

JOB PURPOSE

1. The post holder will plan, lead and be responsible for the delivery and development of practice in the specialist area. They will fulfil the 4 pillars of advanced clinical practice:

v. Clinical leadership

vi. Expert clinical practice

vii. Research and Audit activity

viii. Education

and will provide advice to the BCUHB wide Physiotherapy Clinical Network Groups. This is a clinical role the job plan focus being clinical activity and the balance being research, audit, and education and developing the clinical models for BCUHB physiotherapy. Post holders will work in partnership with the Physiotherapy Clinical Specialists to develop clinical services.

2. To work as an autonomous, advanced practitioner, with an extended scope of practice to work with the team to deliver care within your relevant specialism throughout BCUHB; providing a high standard of specialist assessment and treatment of patients in a variety of locations. Using evidence-based principles/ current best practice and advanced specialist skills and clinical reasoning to assess, plan, implement and evaluate interventions.
3. To demonstrate a high level of clinical reasoning /diagnostic skills holding an active caseload and offering a wide range of appropriate treatment/rehabilitation programmes to patients mainly with highly complex care needs.
4. To ensure all clinical practice is based on current research /evidence, developing and undertaking audit and research as appropriate To initiate, lead and develop regular research, audit, evaluation and implementation of evidence based practice within specialised field and support other Physiotherapy staff within the service who are undertaking research projects.
5. Working at a high clinical level within a specialist service, the post holder will be expected to act as a source of clinical expertise and knowledge to Physiotherapists and other professionals both internal and external to the organisation. To report on findings and advise on recommended management across the whole patient pathway, which includes prevention, acute, community, long term and end of life care.
6. To identify plan and coordinate the development of the case for change in order to improve and develop Physiotherapy services. Through

negotiation and influencing skills the post holder will lead on innovation and team development within their area of specialism.

7. Ensure the clinical 'value sets' of fairness, effectiveness, efficiency, responsiveness, integration, accountability and flexibility within physiotherapy services.

DUTIES AND RESPONSIBILITIES

Advanced Clinical Practice

1. To demonstrate advanced Physiotherapy knowledge /skills and clinical reasoning to deal with complex cases within the field of Neurology
2. To demonstrate advanced critical thinking and analytical skills to support clinical judgment and decision making process
3. To carry a clinical caseload providing advice and guidance to other Physiotherapy staff on complex cases
4. To be recognised as a highly skilled clinician within area of speciality, using a wide range of highly specialised and evidence based therapeutic interventions, treatment techniques and modalities.
5. To carry out comprehensive assessments of patients as an autonomous practitioner , particularly those with highly complex presentations
6. To keep comprehensive ,accurate records which support the clinical reasoning process in the assessment and treatment of all patients, which meet departmental, Health Board and Professional standards
7. To be able to carry and prioritise your own designated clinical caseload ,working as an autonomous practitioner
8. To undertake appropriate specialised physiotherapy interventions for patients ,and where appropriate make appropriate referral to other members of the Multidisciplinary team when indicated
9. To work with clinical specialists to develop and monitor high quality standards of physiotherapy based on national guidelines ,evidence based practice ,clinical audit and education opportunities
10. To be professionally and legally accountable and responsible for all aspects of professional practice including the management of patients in your care.
11. To order, interpret and act upon medical investigations and expedite access to appropriate medical staff e.g. Consultant

Management and Clinical Leadership

1. Leads clinical service delivery with the support and assistance of clinical specialists
2. To work with clinical specialists to promote high clinical standards within the physiotherapy service

3. To practice and promote effective caseload management and efficient/effective use of resources within the specialist area
4. To be responsible for the safe and effective use of all equipment utilised and for the advice to other staff, patients and carers in relation to suitability and instruction for use
5. To lead and chair local Clinical Network Group relevant to specialist area. To identify and undertake specific projects as required in order to improve services and outcomes to patients. To develop effective communication with Team Leaders regarding CNG's prospective work programme
6. To review current practice and evidence base, make recommendations to the Senior Physiotherapy Management team. Through delegated authority and advanced negotiating skills, implement change to practice as appropriate

Education & Training

1. To lead the planning, organisation, delivery and evaluation of the in-service education and learning programme (ISE) within the specialist field. This will be completed by attendance at, leading and participation in ISE programmes, tutorials, individual training sessions, journal club and peer review.
2. To be responsible for the development and evaluation of post graduate training programmes across the BCU service.
3. To be responsible for the education of other health care professionals regarding the role of advancing clinical practice in physiotherapy.
4. To ensure that educational opportunities are developed for the wider staff group (includes clinical specialist physiotherapists, other qualified and non-registered staff.)
5. To be responsible for maintaining own competency to practice through CPD activities and maintaining a portfolio which reflects personal development and lifelong learning.
6. To provide clinical supervision and undertake PDRs for relevant Clinical Specialists, linking in with Team Leaders for operational/performance issues.
7. To advise the Physiotherapy management team on undergraduate and post graduate training.
8. To be responsible for ensuring the development of current knowledge of all staff within specialist field through implementation of clinical effectiveness and evidence based strategies and analysis of current research

9. To participate in education and training meetings related to Advanced Practitioner role i.e. medical team meetings, education with regional and national groups, clinical interest groups and external training events.

Communication

1. To maintain effective communication with patients using a variety of media/tools to deal with challenging behaviour and patients with complex communication issues.
2. To maintain effective communication links with all practitioners involved in the patient's care.
3. To articulate effectively the therapeutic perspective of a patient's condition with medical colleagues and members of the MDT and negotiate when various patient management options are available ensuring delivery of a coordinated approach.
4. To be able to persuade and motivate patients with empathetic and negotiating skills to comply and undertake their treatment programme, where there may be barriers to communication due to language, hearing loss, pain, fear etc .This may include complex and sensitive information on long term permanent disabilities or complex needs.
5. To take every opportunity in line with Public Health Wales strategies (ECC) to offer Health Promoting advice in particular regarding activity; weight control and smoking cessation.
6. As part of pathway exit routes to identify activities or sporting opportunities for patients relevant to their needs, desires and ability
7. To communicate with relevant professional groups and agencies, both statutory and voluntary, to ensure information is shared and in accordance with Caldicott Guidance.
8. Excellent interpersonal, negotiating and diplomatic skills are required when liaising with both primary and secondary care professionals in ensuring seamless delivery of care to the patient and when dealing with complainants via face to face contact, telephone or written word. Negotiating skills are often tested.
9. To actively liaise with the Physiotherapy Management team to ensure correct dissemination of information.
10. To provide verbal and written reports on clinical matters as required.
11. To promote the framework of the Advanced Physiotherapy role within the Health Board and gain support for appropriate extensions of this

role which will maximise clinical efficiency and effectiveness in the Health Board.

12. To be able to resolve verbal complaints where possible to diffuse potentially hostile situations and ensure all information relating to patients gained through employment with the Health Board is confidential.
13. To be aware of Welsh Language Legislation; its implications for staff and service delivery and ensure developing clinical services comply.

Research

1. To lead the development of best clinical evidence-based practice across specialist field and support the research framework within the clinical field .This will involve initiation of research projects, evaluation and implementation of evidence based practice.
2. To publish and present completed project work locally, nationally and internationally if required.
3. To develop links with the other MDT researchers within the Health Board.
4. To provide support and guidance to other staff within Physiotherapy who are undertaking research projects at M level.
5. To engage staff to produce evidence-based recommendations for practice.
6. To lead on the distribution of publications and research within the clinical speciality. To disseminate this information to the Physiotherapy service.
7. To assist and mentor staff to implement research findings into practice by providing support and training in literature searching and critical appraisal skills.
8. To optimise research opportunities for research in collaboration with the multi -professional team and local Universities.
9. To produce research that could be presented at National & International conferences and published in peer review journals

Organisational

1. To maintain knowledge and adherence to current NHS Wales Legislation, Health Board and CPG Policies and Procedures.

2. To actively maintain and promote a safe environment through Health & Safety Policies and Risk Management Procedures.
3. To collect appropriate Physiotherapy activity /statistics and submit as appropriate.
4. To provide the Head of Physiotherapy with timely and appropriate clinical and service information which will contribute to the planning development and evaluation and audit of service.
5. To attend and contribute to all departmental meetings as appropriate. If requested, to lead departmental meetings in order to ensure effective exchange of information across the service and to coordinate service delivery.
6. To act as an expert resource for medical and Physiotherapy and other Health Care professionals providing professional support and training.
7. To follow Professional bodies guidance related to working within ones scope of practice, ensuring that when undertaking advance roles that validated training is completed and that on-going competency and development is validate through the 'Advanced Practice –The Portfolio'.
8. Lead on and support the development of outcome measures within specialist field.
9. To be responsible for ensuring completion of all mandatory /statutory training as required by the Health Board.
10. The post holder is expected to be flexible in their approach and it may be necessary from time to time to support colleagues in other locations within the area in times of sickness.

SERVICE DEVELOPMENT

1. To take a lead role in participating with working groups developing policy changes with respect to practice, which will impact on all service users.
2. To have responsibility for the initiation, development and evaluation of clinical practice standards within the specialism and for ensuring that quality standards and effectiveness of patient care are continually improved and evaluated through robust audit programmes within the clinical section.
3. To ensure that all staff within the clinical team disseminate and implement policy and service developmental changes.

4. To propose policy changes concerning the therapy management of patients and to guide the team to provide an efficient and effective service
5. To use evaluation skills to determine where service modernisation may occur and set appropriate action plans.
6. To challenge existing organisational and professional boundaries and link together innovations in practice.
7. To ensure that the service responds to national initiatives and policy within the framework of clinical governance including clinical effectiveness, evidence based healthcare, managing clinical risk and developmental issues, and that there is evaluation against national benchmarks where appropriate.

EFFORT

1. The post will require frequent, sustained physical effort when delivering the treatment to patients who have complex and occasionally disabling physical conditions, whilst complying with the Health Board's Manual Handling and local Therapeutic Handling Guidelines at all times.
2. To demonstrate the ability to deal with potentially stressful and emotional situations. To deal sensitively with patients who may have high levels of anxiety and aggression caused by disability, pain, fear, dementia or limited mobility.
3. To be able to impart unwelcome news to patients, sensitively relatives or staff regarding limited expectation of rehabilitation.
4. To occasionally work alone in the department with possible exposure to isolation, unpredictable situations and verbal or physical aggression.
5. To be able to work in an environment, where the work pattern of prolonged concentration may be disrupted by frequent demands from patients, other staff members or the telephone.
6. To support other team members when indicated in the management of challenging patients.
7. Frequent interruptions to deal with service issues.
8. Frequent verbal aggression may also be experienced.
9. To deliver injection therapy/ acupuncture (which involves being exposed to bodily fluids) where applicable to the specialist field.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.

GENERAL REQUIREMENTS

Competence

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional

All employees of the LHB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the LHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements

All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective

equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

Flexibility Statement

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.

Confidentiality

The Postholder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the data protection act 1998 and organisational policy.

Promoting Diversity and Dignity at Work

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Band 8a ACP Spinal Physiotherapy

Department / Ward: Physiotherapy

Division/ Directorate / Department: Therapies – East Area

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

1. The post will require frequent, sustained physical effort when delivering the treatment to patients who have complex and occasionally disabling physical conditions, whilst complying with the Health Board's Manual Handling and local Therapeutic Handling Guidelines at all times. **D**
2. To occasionally work alone in the department with possible exposure to isolation, unpredictable situations and verbal or physical aggression. **W**
3. To be able to work in an environment, where the work pattern of prolonged concentration may be disrupted by frequent demands from patients, other staff members or the telephone. **D**

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments.

Nature & Frequency:

1. Required to undertake complex analysis of clinical, research findings or service data, synthesise information, formulate clinical plans or recommendations – requires frequent short periods as well as longer periods of concentration. **D**
2. To write written reports regarding recommendation for changes in clinical practice or service delivery. **W**
3. Frequent interruptions to deal with service issues. **D**

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

1. To demonstrate the ability to deal with potentially stressful and emotional situations. To deal sensitively with patients who may have high levels of anxiety and aggression caused by pain, fear, dementia, acute illness or limited mobility. **D**
2. To be able to impart unwelcome news sensitively to patients, relatives or staff regarding limited expectation of rehabilitation **D**
3. To support other team members when indicated in the management of challenging patients. **W**
4. Frequent verbal aggression may also be experienced **W**

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

1. Exposed to a variety of clinical and non-clinical environments. This may include acute or community clinical care settings, residential or patient homes. **D**
2. May deliver invasive techniques to patients e.g. injection therapy/ internal examinations ,suction ,which involves being exposed to bodily fluids such as blood ,urine ,faeces, etc **D**
3. Frequent long periods of driving **W**
4. Long periods of computer use. **W**

