

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

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| Job Title: | Physiotherapist Specialist |
| Pay Band: | Band 6 |
| Department: | Department of Physiotherapy |
| Directorate: | Therapies |
| Clinical Board: | Clinical Diagnostics and Therapeutics |
| Base: | Cardiff and Vale UHB |

ORGANISATIONAL ARRANGEMENTS

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| Managerially Accountable to: | Physiotherapy Clinical Lead/AHP Lead |
| Reports to: | Team Lead/ Highly Specialist Physiotherapist |
| Professionally Responsible to: | Head of Physiotherapy |

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

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| We care about the people we serve <i>and</i> the people we work with | Treat people as you would like to be treated and always with compassion |
| We trust and respect one another | Look for feedback from others on how you are doing and strive for better ways of doing things |
| We take personal responsibility | Be enthusiastic and take responsibility for what you do. |
| We treat people with kindness | Thank people, celebrate success and when things go wrong ask 'what can I learn'? |
| We act with integrity | Never let structures get in the way of doing the right thing . |

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder will work as an autonomous practitioner and will have relevant post registration experience for the role and will undertake specialist clinical duties as required within a defined specialist clinical area.

To work alongside members of the multidisciplinary team to deliver physiotherapy services to patients within a defined specialist clinical area. This will include patients with multi-pathology and complex needs, using evidence-based patient centred principles to assess, plan, implement and evaluate interventions and maintain associated records. They will have responsibility for managing their own specialist clinical caseload. In addition, they will provide clinical supervision and support to physiotherapists, student and non-registered staff.

The post will allow the experienced Physiotherapist, with existing post-graduate knowledge and skills to further develop specialist practice. The postholder will jointly agree a job plan and objectives which will be reviewed yearly as part of the UHB appraisal process.

The post holder will be flexible in the approach to the clinical area and provide cover for any area specified. They may be required to work their normal contracted hours flexibly, in a variety of different working patterns, in response to the needs of the service where they are placed. For example, this could include working their contracted hours as part of a 7-day job plan or working their hours over a pattern that includes extended days and unsocial hours. To participate in the on-call and Bank Holiday service as required for the role.

DUTIES AND RESPONSIBILITIES

Clinical

1. To be professionally and legally accountable for all aspect of own work in accordance with HCPC and All Wales Health and Care standards.
2. To undertake a comprehensive assessment of patients, using advanced clinical reasoning skills to formulate and deliver specialist individual intervention treatment/programmes.
3. To make independent clinical decisions, evaluate intervention outcomes and alter/ progress intervention programmes accordingly.
4. To utilise highly developed physical skills relevant to the clinical area e.g. manual techniques and therapeutic handling, in order to deliver effective interventions.

5. In partnership with other professionals provide excellent clinical care in line with Health and Care Standards. This process should include assessment, planning, implementation and evaluation of care in accordance with UHB policies.
6. To co-ordinate and ensure effective delivery of Physiotherapy services to individuals wherever they may be, including in their own homes.
7. To advise and educate individuals and their families/carers on the management of individual problems to overcome barriers to change and facilitate behaviour change.
8. To continuously evaluate own practice ensuring it is up-to-date and evidence based, complying with UHB and professional clinical guidelines.
9. To manage clinical risk within own clinical case load.
10. To maintain comprehensive and accurate clinical records to comply with legal and departmental requirements. To maintain strict confidentiality of person identifiable information in accordance with the clinical governance framework.
11. To be aware of the available digital platforms and access clinical data appropriately to deliver timely and efficient holistic care.
12. To utilise digital technology to enhance care and delivery.
13. To develop and maintain good working relationships with members of the multidisciplinary team, to ensure collaborative across health, local authority and third sector.
14. To be integral within the relevant multidisciplinary team meetings and case conferences. Ensuring collaboration with the individual receiving care to ensure shared decision making, advocating for the individual, providing specialist opinion.
15. To evaluate and manage risk in the best interest of the individual i.e. discharge planning and issuing equipment.
16. To advocate and support an individual's rights by promoting shared decision making, respecting individual choice and beliefs, ensuring privacy and dignity at all times.
17. To delegate and take responsibility for work undertaken by non-registered staff.
18. To participate in on call and emergency duties working independently, managing critically ill patients. This commitment will be dependent on the specific specialist area-
19. To adhere to Professional standards and 'codes of conduct' at all times. To comply with UHB and departmental and policies and procedures in line with current legislation.
20. To make known to the Team Lead/line manager, any deficiency in working conditions, equipment and procedures, which may constitute a hazard to patients or staff and ensure adequate precautions, are instituted. To ensure adequate precautions, are instituted, paying particular attention to the hazards of lone working in the community setting.
21. Actively participate in the UHB's framework of quality and safety by identifying and reporting clinical risks to the Team Lead/ line manager so that

appropriate action can be taken in accordance with the UHB's risk management policy.

22. To comply with all relevant Infection Prevention and Control Policies Procedures.

Communication

1. To maintain close links, communication and liaison between all those involved with clinical care, both in hospital and in the community. To promote good working relationships at all times.
2. To communicate assessment and treatment results to the appropriate disciplines both verbally and in the form of paper and electronic reports and letters.
3. To be able to communicate appropriately at all levels with the individual receiving care and all those involved in their care, including communication with individuals who have complex speech and language problems, cognitive and behavioural problems. This includes utilising available digital technology systems.
4. To manage concerns, dealing with information where there are barriers to understanding and escalate where appropriate.

Education and Development

1. To provide orientation, clinical supervision and support professional development of registered and non-registered healthcare staff and promote reflective practice.
2. To act as a clinical educator and support the supervision, mentoring and training of healthcare students on placement.
3. To contribute to education and training programmes, ensuring up to date evidence-based practice is delivered by creating a positive learning environment.
4. To assist and participate in the departmental appraisal process as both appraiser and appraisee.
5. To be responsible for own professional development record as identified in the personal development plan in line with the UHB appraisal process and HCPC registration requirements.
6. To educate peers and other members of the MDT on aspects of Physiotherapy, specialist skills and health promotion through talks, lectures and demonstrations.
7. To ensure compliance with statutory and mandatory training, following UHB Policy. This includes awareness of relevant legislation.
8. Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the profession.

Quality of Care and Improvement

1. To participate in multidisciplinary and departmental clinical governance activities including audit and research to improve clinical outcomes.
2. To be responsible for the prioritisation and organisation of own workload and to provide cover for clinical colleagues.
3. To take on agreed roles and responsibilities in the absence of the Team Lead/line manager when appropriate.
4. To seek to identify opportunities to improve the physiotherapy service in collaboration with senior staff in order to provide the best clinical care within the resources available.
5. To collect appropriate statistical data in accordance with departmental procedure.
6. To attend and contribute to team meetings.
7. To be aware of service delivery plans and the postholder's role within this.
8. Under the supervision of the line manager work on delegated projects relating to local service improvements.
9. To be actively engaged in the implementation of UHB policies and procedures within the specialist area.
10. Promote public health initiatives to support a healthy lifestyle in line with national strategy requirements.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and

administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Information Governance:** The post holder 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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees 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.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does

not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 30/05/2017

Prepared By: C. Marshall

Date Reviewed: 29/10/2021

Reviewed By: C. Marshall/ H. Gater/Z. Morgan

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

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| Job Title: | Physiotherapist Specialist | Department: | Physiotherapy |
| Band: | Band 6 | Clinical Board: | Clinical Diagnostics and Therapeutics |
| Base: | UHB wide | | |
| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| QUALIFICATIONS | Recognised qualification degree / equivalent in physiotherapy H.C.P.C. Registration Specialist training/courses to Postgraduate Diploma level | Membership of the Chartered Society of Physiotherapy (CSP) | Application Form Certificate Check |
| EXPERIENCE | Significant post registration experience in the specialist area Previous clinical experience relevant to post Broad experience across physiotherapy Experience as working as part of an MDT Active involvement in service development and quality initiatives NHS Experience | Experience of providing clinical supervision Experience of teaching other disciplines | Application Form Interview References |
| SKILLS | Demonstrate specialist skills within the specialist clinical area Highly developed physical skills relevant to the clinical area e.g. manual techniques and therapeutic handling Proven ability to manage a clinical caseload Excellent communication skills with healthcare professional and the public Proven ability to motivate others, promote coproduction and empower others Ability to alter communication styles Interpersonal skills Adaptive/ flexible team player Effective organisational skills Proactive and show initiative | Presentation skills | Application Form Interview References |

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| | <p>Understand the legal responsibilities of the Profession</p> <p>Ability to keep accurate and legible patient records and statistical information</p> <p>Competent using Microsoft or similar packages</p> <p>Confident with digital technology platforms/apps</p> <p>Personal responsibility for learning and development</p> <p>Evidence of involvement in audit and research</p> | | |
| SPECIAL KNOWLEDGE | <p>Evidence of relevant post graduate training courses</p> <p>Evidence of relevant C.P.D.</p> <p>Specialist physiotherapy clinical knowledge in the clinical area.</p> <p>Awareness of Health and Safety/ clinical risk management</p> | Evidence of relevant post graduate training courses | Application Form Interview References |
| PERSONAL QUALITIES (Demonstrable) | <p>Professional confidence</p> <p>Enthusiastic</p> <p>Ability to demonstrate empathy</p> <p>Friendly and approachable</p> <p>Reliable</p> <p>Ability to cope under pressure. demonstrating resilience</p> <p>Proactively manage own wellbeing</p> <p>Able to lead by example, and role model UHB behaviours and values</p> | | Application Form Interview References |
| OTHER (Please Specify) | <p>Willingness to work flexible hours</p> <p>Experience in working flexibly in different work patterns</p> <p>Participate and experience in Emergency respiratory rota (if applicable to role)</p> <p>Able to travel, in a timely manner to meet the requirements of the job, this may include cross site working or various locations, carrying sensitive information and bulky equipment (if applicable to role)</p> | <p>The ability to speak Welsh is desirable for this role</p> <p>Membership of relevant special interest group</p> | Interview Application Form |

Date Prepared: 30/05/2020

Prepared By: C. Marshall

Date Reviewed: 16/07/2021

Reviewed By: C. Marshall// H. Gater/Z. Morgan

CAJE Reference:
RWM/635-A

