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# ANEURIN BEVAN UNIVERSITY HEALTH BOARD
# JOB DESCRIPTION

**JOB DETAILS:**

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| **Job Title** | Clinical Specialist Childrens Physiotherapist - MSK |
| **Pay Band** | 7<br>CAJE Ref RR6/2019/0048 (HDUHB on behalf of Welsh Physiotherapy Leaders Advisory Grp) |
| **Hours of Work and Nature of Contract** | To be completed on recruitment |
| **Division/Directorate** | Therapies / Family & Therapies |
| **Department** | MSK Therapies |
| **Base** | To be completed on recruitment |

**ORGANISATIONAL ARRANGEMENTS:**

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| **Managerially Accountable to:** | MSK Pathway Manager |
| **Reports to: Name Line Manager** | Physiotherapy Operational Manager / Senior Physiotherapy Manager |
| **Professionally Responsible to:** | Physiotherapy Head of Service |

**OUR VALUES:**

**Job Summary/Job Purpose:**
Work as an autonomous practitioner managing patients with highly specialised complex needs in a variety of care settings. Aneurin Bevan University Health board is facing changes in light of clinical futures and there will be more integrated working between MSK Therapy teams, primary care, urgent care and minor injury units to help support people with MSK conditions. Postholders have the opportunity to work across core physiotherapy childrens MSK outpatient services, triage for self-referral and secondary care MSK referral pathways, urgent primary care systems and minor injury units.

Work collaboratively with other professions e.g. GPs, consultants, nurses and other AHPs to provide expert patient centred musculoskeletal care.

Provide training, education, supervision and appraisal for staff and students within physiotherapy and across all musculoskeletal service delivery areas.

Contribute to the development of professional practice and the transformation and evaluation of service delivery.

Support the research and innovation agenda through participating in research and development activity.

Lead aspects of service evaluation with an emphasis on Value-Based health care and complex audit within their area.

Work in partnership with service users and staff to achieve improved health outcomes for service users and develop clinical pathways.

**DUTIES/RESPONSIBILITIES:**

**Clinical Practice**

- Provide a quality service by practicing as a highly specialist autonomous practitioner across the musculoskeletal pathway including primary care first contact, self-referral, triage services, MIU, urgent primary care, community or secondary care clinics.
- To undertake comprehensive complex assessment, diagnosis and intervention, using investigative, analytical and advanced clinical reasoning skills to formulate individualised treatment programmes. This will include identifying and advising medical colleagues on the need for further intervention.
- To request and act upon the results of investigations e.g. medical imaging and refer to other services as required e.g. surgical consultant.
- Formulate and present accurate client-based reports to others. This will include discharge summaries to referring agents including advice on future management.
- Undertake specialist treatment interventions utilising highly developed manual skills, in depth

knowledge of pain & psychological sciences, the physiology of exercise and advanced physiotherapy skills.

- With appropriate training, to request and use the results of specialist investigations (e.g. x-rays, US scans, MRI scans and blood tests) to assist with patient assessment and to plan the most appropriate patient management approach
- To undertake advanced practice interventions such as Non-Medical Prescribing, soft tissue and joint injections and MSK sonography as appropriate.
- Provide effective high-level communication which will include complex and sensitive clinical and managerial information and may include advising other professionals.
- Involve patients, relatives and carers in the planning of treatment programmes including overcoming barriers to communication, gaining consent for assessment and interventions and providing advice and education.
- Undertake evidence-based audits to assist with service delivery and own clinical practice.
- Participate in the critical analysis of research outcomes and/or relevant literature in order to maintain expert levels of clinical knowledge and practice.
- Where required and in line with Health Board policies deliver treatment programmes which may include prescribing medication and injection therapy, dependent on area of work.
- To communicate complex information with other health and social care professionals and/ or the 3rd sector to support pathway of care.
- Provide an expert resource as required, including, reviewing and implementation of new clinical service models.
- Participate with the multi-disciplinary/ agency team to provide a coordinated approach to management of patient's care.
- Manage clinical risk within own caseload and working with colleagues, manage risk within specific area e.g. primary care.
- Practice within the All Wales network for their specialty.
- Fulfil the regulatory requirements for practice as set out by the Health and Care Professions Council.
- Maintain personal and team standards with regard to clinical documentation ensuring this is in line with Health and Care Professions Council and the organisation Standards of Practice.

**Management and Leadership**

- Contribute to the development of standards and implementation for physiotherapy practitioners in the Health Board. This will include contribution to the development of guidance, protocols and

pathways of care that span primary, community and secondary care.

- Participate in the work of clinical/ professional practice groups in line with the needs of the service.
- Demonstrate leadership skills that can span different pathway areas e.g. working as part of a primary care team in a GP practice, an MDT team such as triage in a community setting, secondary care consultant outpatient clinics, and core MSK physiotherapy.
- Support department and pathway meetings and lead assigned work plans.
- Work collaboratively with physiotherapy practitioners both within Health Board and external agencies in all fields of practice including undertaking delegated operational responsibility duties where required.
- Provide expert advice regarding specialist field both inside and outside the organisation.
- Provide expert opinion and support to staff in the management of complex patient presentations.
- Influence the care provided by other Health and Social Care professions through provision of specialist guidance and involvement in formal teaching.
- Take a proactive role in the clinical leadership and supervision of staff within specialist area. This may include supervising/mentoring MDT staff members and will include participating as a supervisee.
- Network/ benchmark externally (locally, regionally and nationally) regarding specialist service.
- Manage the administrative functions relating to the referral, treatment and discharge processes for the referral. This includes statistical data from own caseload and wider service to produce performance measurement and monitoring.
- Manage working patterns in line with requirements and agreements reached regarding performance management, in their area.
- Assist in the recruitment process for MSK services.
- Represent the physiotherapy service in service planning as required.
- Ensure co-ordination of clinical area including clinical prioritisation based on clinical risk.
- Working with colleagues to identify clinical priorities and service development needs.
- Advise line manager on issues of service delivery including shortfalls, service pressures, working environment and equipment requirements.
- In conjunction with colleagues, ensure the effective use of all resources.
- Take the delegated lead on the development of a particular team objective or project.
- Demonstrate negotiation skills and management of conflict including investigating concerns and

ensuring when appropriate lessons are learnt.

- Demonstrate awareness and adherence to service objectives / plan.

- Support the development, implementation and analysis of outcome measures within the specialty.

**Research and Development**

- To initiate and undertake audit and research projects into specific areas of clinical practice using a range of methodologies to enhance service delivery.

- To develop and implement clinical policies, protocols and guidelines within specialty within the framework of clinical governance, evidence-based medicine and best practice.

- To contribute to the development of musculoskeletal protocols and care pathways, referring to local, national, professional guidance and strategy.

- Support the development, implementation and analysis of outcome and experience measures for the service and ensure dissemination of findings through a variety of methods such as publishing articles and presentation at conferences.

**Education**

- Responsible for own continuous professional development through the use of appropriate learning opportunities and maintain portfolio. This includes self-education and reflective practice at appropriate learning events, which may include in-service training post graduate training, peer review in order to maintain or update knowledge as agreed in your personal development plan.

- Participate in the appraisal system as both appraiser/ appraise and be responsible for fulfilling your agreed objectives and personal development plan.

- Be responsible for completion of mandatory training as required by the Health Board and job role.

- Participate in MDT training, both providing training and receiving training to develop own skills and those of the MDT in providing patient-centred prudent care.

- Take a key role in educating, teaching, supervising and assessing performance of delegated staff. This includes work-based learning and presentations.

- Actively participate in in-service training through the development and delivery of presentations and teaching.

- Ensure maintenance of training records, according to Health Board requirements.

## PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

**NOTE: Please do not use the number of years' experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Essential criteria must not state "or willing to work towards" any qualification.**

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|---|---|---|---|
| **Qualifications and/or Knowledge** | ▪ Diploma/ Degree in physiotherapy<br>▪ HCPC registration.<br>▪ Advanced accredited training at masters level or equivalent<br>▪ Accredited post graduate specialist courses/ training relevant to role. | ▪ MSc within relevant specialty.<br>▪ Post-graduate qualification up to post grad diploma level in relevant area<br>▪ Non-medical prescribing qualification<br>▪ IRMER Trained<br>▪ Injection therapy qualification<br>▪ Competency as non-medical referrer<br>▪ Qualified sonographer<br>▪ Member of the CSP<br>▪ Relevant leadership courses/ qualifications | Application form and pre-employment checks |
| **Experience** | ▪ Significant post-graduate experience relevant to specialty<br>▪ Significant experience managing a complex caseload working within relevant specialty<br>▪ Experience in multi-agency team working within specialist area<br>▪ Evidence of supporting clinical governance requirements including codes of conduct<br>▪ Leadership of relevant | ▪ Experience in leading a team<br>▪ Experience of service planning and development across professional boundaries<br>▪ Experience of post graduate teaching<br>▪ Independent prescribing<br>▪ Injection therapy<br>▪ Requesting diagnostics | Application form and interview |

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| | networks/ practice groups<br>▪ Experience in audit and service evaluation<br>▪ Experience in research<br>▪ Experience in staff development including education<br>▪ Experience in supervision<br>▪ Experience in presenting to a range of audiences | | |
| **Aptitude and Abilities** | ▪ Proven advanced clinical practice and clinical reasoning skills to specialist level<br>▪ Possess highly developed visual acuity, perceptual and physical skills<br>▪ Ability to plan, prioritise and delegate own and others workload<br>▪ Ability to work effectively within a team and independently<br>▪ Possess excellent verbal, non-verbal and written communication skills to all stakeholders including patients<br>▪ Possess effective organisational skills<br>▪ Ability to maintain accurate and legible clinical records and statistical information<br>▪ Skilled in unpredictable situations<br>▪ Ability to lead change<br>▪ Good interpersonal skills<br>▪ Self-directed learner<br>▪ Ability in coaching, mentoring, supervising and training<br>▪ Possess motivational and | ▪ Management and leadership skills<br>▪ Extensive research skills<br>▪ Advanced IM&T skills<br>▪ Welsh Speaker | Interview |

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| | reassurance skills<br>▪ Possesses teaching skills & ability to present to large audiences<br>▪ Satisfactory IM&T Skills | | |
| **Values** | ▪ Professional confidence & reliable attitude to work<br>▪ Able to cope under pressure and adapt work patterns when the situation is unpredictable<br>▪ Commitment, enthusiastic and self-motivated<br>▪ Ability to maintain high levels of concentration, alertness and awareness in unpredictable environments<br>▪ Ability to emotionally adapt and demonstrate empathy and negotiation skills<br>▪ Adaptive team player with ability to motivate and respectful to others<br>▪ Ability to set priorities and deliver and evaluate performance outcomes<br>▪ Ability to reflect on own performance | | Application Form<br>Interview<br>References |
| **Other** | ▪ Requirement OR willingness to undertake further masters level training up to PGC level<br>▪ Ability to travel and to work in a variety of sites based on need<br>▪ Prepared to work flexibly to meet service needs<br>▪ Available for weekend duties | ▪ Membership of appropriate special interest groups<br>▪ Clear vision of role and commitment to specialty<br>▪ The ability to move between sites within the Trust or patients' residences as demanded by the job role | Application form and interview |

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements:

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.

- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

- **Health & Safety:** All employees of the organisation 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 post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **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.

- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient

health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation 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 HB/Trust Disciplinary Policy.

- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
  If the post holder does not require a DBS Disclosure Check, delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

**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.

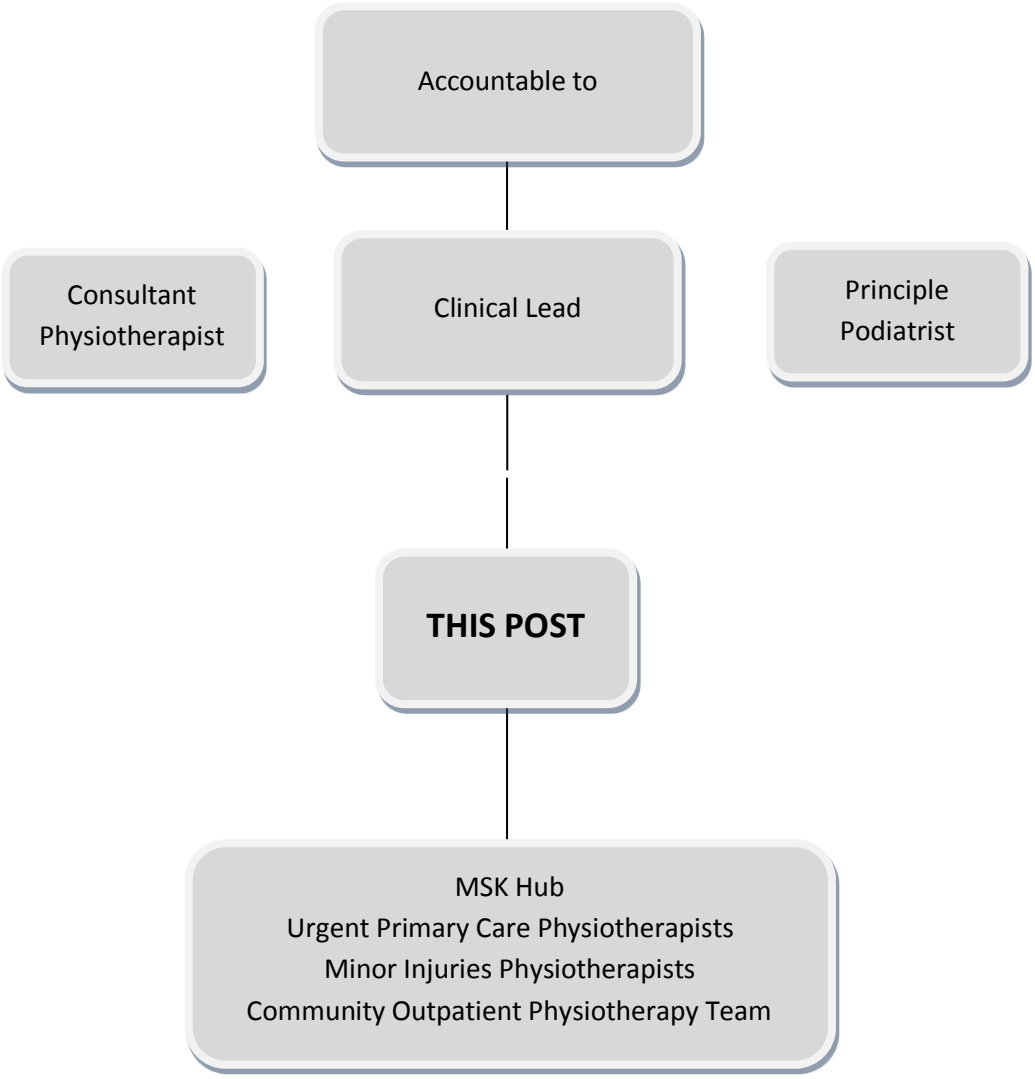
**APPENDIX 1**

**JOB TITLE:** Physiotherapy Clinical Lead for Musculoskeletal Service (Primary Care / Minor Injuries)

## ORGANISATIONAL CHART

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**APPENDIX 2**

**JOB TITLE:** Physiotherapy Clinical Lead for Musculoskeletal Service (Primary Care / Minor Injuries)

**Supplementary Job Description Information**

***Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.***

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

| Examples of Typical effort(s) | How often per day / week / month | For how long? | Additional Comments |
|---|---|---|---|
| Lifting patients' limbs, crouching, twisting and resisting movement to assess range of movement and strength | Daily | 10 mins | |
| Support patient mobilisation whilst teaching use of mobility aids | Weekly | 5 mins | |
| | | | |

**Mental Effort**

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|---|---|---|
| Carrying out formal assessments face to face, over telephone or virtual modalities | Daily | 3 Hours | |
| Reading and responding to patient requests for help / self-referral. Required to respond to questions from other members of team and coach them to deliver appropriate actions | Daily | 3 Hours | |
| Required to respond to conflicting service demands across therapy, urgent primary care and minor injury teams | Weekly | Hour | |

**Emotional Effort**

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions.**

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|---|---|---|
| Providing emotional support to team members | Monthly | Hour | |
| Supporting team to manage people with challenging responses to MSK assessment | Monthly | 2 Hours | |
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**Working Conditions**

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls),** such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

| Examples of Typical Conditions | How often per day / week / month? | For how long? | Additional Comments |
|---|---|---|---|
| Risks related to sharps injury | Approx x2/week | Hour | |
| Risk related to manual handing for mobility assessment | Weekly | 5 mins | |
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