

JOB DESCRIPTION

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DIVISION:		Private Practice Therapy Services
SALARY BAND:		Band 7
RESPONSIBLE TO:		PPU Therapies & Dietetic Service Lead
ACCOUNTABLE TO:		PPU Therapies & Dietetic Service Lead
HOURS PER WEEK:		37.5
LOCATION:		Royal Free Private Practice unit
MANAGES:	Directly:	Senior Physiotherapists
MANAGES:	Indirectly:	Junior Physiotherapists, AHPs, Therapy assistants
<p>JOB SUMMARY:</p> <p>To provide highly specialist assessment, treatment and management for the private patients with highly complex needs including respiratory, tracheotomy, neurology, nephrology, trauma orthopaedics and complex surgeries such as amputees. To provide families and other health care professionals advice and education for managing complex conditions.</p> <p>To undertake the day-to-day lead for private physiotherapy services both inpatient and outpatient, in conjunction with the service lead. To take an active role in the planning and evaluation of the PPU physiotherapy service.</p> <p>To work as an autonomous across PPU ensuring excellence in care and evidence-based practice.</p>		

MAIN DUTIES AND RESPONSIBILITIES:

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

CLINICAL RESPONSIBILITIES

1. To be professionally and legally responsible and accountable for all aspects of own professional activities in line with the standards of the Trust, Department, Chartered Society of Physiotherapy (CSP) and the Health and Care Professions Council (HCPC)
2. To take a lead role in a diverse area of specialities within private practice covering, respiratory including tracheotomy, neurology, nephrology, trauma orthopaedics, re-limb/amputee and adhoc outpatient service at Royal Free sites.

3. To provide advance assessment, treatment and management of patients, who frequently have complex and or chronic conditions. This may include psychosocial and emotional issues as well as physical components and will involve using investigative and analytical skills.
4. To provide advanced respiratory skills for assessments and interventions and utilise equipment such as a coughassist and managing tracheotomy conditions, and you may be involved with critical care.
5. To interpret and analyse clinical and non-clinical data to form accurate diagnoses and prognoses in a wide range of highly complex conditions. From this analysis, to recommend the best course of intervention, and to develop comprehensive management and discharge plans.
6. To formulate individualised treatment plans, using highly developed clinical reasoning and utilising a wide range of treatment skills and options to formulate a highly specialised program of care.
7. To utilise highly skilled dexterity, co-ordination, palpatory senses and patient handling techniques to facilitate advanced assessment and treatment.
8. To work as an autonomous practitioner, with access to expert advice and support from experienced clinicians as required.
9. To ensure that self and other team members are able to identify those patients who pose a high manual handling risk. To utilise departmental systems and guidelines to facilitate manual handling risk assessments and develop treatment and management plans accordingly.
10. To provide highly specialised professional help and advice to physiotherapy & MDT colleagues, relatives and carers on a daily basis, facilitating effective communication.
11. To provide spontaneous and planned advice, teaching and instruction to patients, relatives, carers and other professionals, to promote understanding of the aims and goals of physiotherapy, ensure understanding of the condition and to maximise rehabilitation potential.
12. To use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress their rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients who may be demented, dysphasic, deaf, depressed, blind or unable to accept diagnosis.
13. To deal with highly sensitive situations with patients, relatives and carers where communication is difficult and support more junior members of staff with these patients.
14. To assess patient's ability to understand proposed intervention, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
15. To have the lead operational role in the co-ordination and delivery of highly specialist rehabilitation services for specific complex conditions
16. To take a lead role in the organisation of internal courses and deliver training to physiotherapy staff as well as AHP and nursing staff.
17. To be responsible for equipment used in carrying out physiotherapy duties and to adhere to departmental policies. This includes competence to use equipment and to ensure the safe use of equipment by others through teaching training and supervision of practise.
18. To support the management team in monitoring the use of current equipment and in identifying new equipment needed.

19. To have clinical responsibility for a highly specialised caseload of patients, organising this effectively and efficiently with regard to clinical priorities and use of time and support other staff to do likewise.
20. To monitor annual leave in own area and alert the management team to potential problems.
21. To provide highly skilled and specialist training and education to other healthcare professionals including nurses, and doctors.
22. To be actively involved in the recruitment and selection process of staff and other human resource issues. This includes identifying and highlighting problems with staff; dealing with informal or formal disciplinary actions when requested by the management team etc.
23. To induct new staff and rotating staff as required.
24. To support the management team in the organisation, delivery and attendance of mandatory training, staff meetings, in service training programmes and external training as required.
25. To communicate assessment and treatment results to the relevant disciplines via the most appropriate methods e.g. reports, letters, medical notes and ensure self and others maintain high standards.
26. To have a major role in ensuring appropriate risk management occurs within designated area, such as risk assessment and timely completion of incident forms (IR1), reporting back to management team.
27. To be actively involved in the collection of appropriate data and statistics for the use of the department and ensure that other staff do likewise.
28. To develop links and gain knowledge from other professionals in designated area by attending appropriate external lectures and meetings e.g. Network meetings or those run by special interest groups.
29. To take a lead role in working collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multi-disciplinary service. This will include initiating and participating in case conferences, MDT meetings, ward rounds, service delivery meetings etc.
30. To screen and prioritise referrals for physiotherapy treatment, including those of highly complex patients.
31. To take a lead with weekend physiotherapy and therapy assistant/tech rota (7day service).
32. To work on any of the Trust sites as requested.

RESPONSIBILITY FOR PATIENTS

33. To maintain accurate, comprehensive professional case notes for all direct and indirect patient contact, in line with legal, professional and departmental requirements.
34. To communicate effectively with patients, carers and other professionals on an individual or group basis in order to maximise clinical effectiveness and ensure understanding of condition.
35. To demonstrate flexibility in communication and interpersonal skills to overcome barriers to communication.
36. To occasionally convey information, particularly in highly complex, contentious and emotive situations which may be beyond the scope of more junior staff and requiring more developed communication skills
37. To communicate opinion which may be contradictory to that of the referrer
38. To liaise with and provide feedback to referrers to the service by letter and/or verbal communication
39. To communicate complex patient related information effectively, to ensure collaborative working within the multidisciplinary team.
40. To facilitate patients' attitudinal change towards their condition, thus encouraging health/ function promoting behaviour
41. To maintain confidentiality consistent with Trust policy.
42. To collaborate with associated specialists within the hospital community and participate in training, academic workshops and seminars within the multidisciplinary team.

RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

43. To be responsible for the day-to-day running of the PPU physiotherapy service as agreed with line manager, complying with the service specification.
44. To undertake management responsibility and tasks as required.
45. To decide priorities for own work area balancing other patient related and professional demands.
46. To comply with organisational, professional body and departmental policies and procedures, and to be involved with their review and development as appropriate.
47. To use current audit, research and government guidelines such as NICE and NSF to recommend changes to service delivery, ensuring implementation of these in conjunction with the management team when necessary.
48. To undertake monitoring and evaluation of work and current practice through the use of evidence-based practice projects, audit and outcome measures. To make recommendations and implement change where required.
49. To participate in specialist working parties in collaboration with the advanced clinical practitioner to offer highly specialist advice and contributions with a view to developing policies/guidelines which will impact on other service users within and outside of own work area e.g. care pathways.
50. To demonstrate evidence-based practice in the development and improvement of clinical practice of self and others.
51. To take an active role in the strategic and operational planning, implementation of policy and service development within the Private Patient Service alongside management to have a developmental role in the provision of services in Private Practice.

RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

52. To progress own CPD by keeping up to date with key trends and developments by reading and attending external/ internal courses and in-service training sessions. To adhere to the principles of lifelong learning and maintain continued professional
53. To maintain CPD portfolio reflecting personal professional development
54. To participate in the staff appraisal scheme and personal development planning (PDP) as both appraiser and appraisee and to assist all staff in setting objectives in line with planned service developments and personal career objectives
55. To analyse own CPD in order to identify training needs to guide individual development in conjunction with Trust and Service needs
56. To continually maintain and improve professional and clinical skills and knowledge through the supervision process
57. To be responsible for managing own time effectively
58. To report to supervisor and issues that cause inefficiency or unnecessary waste
59. To maintain accurate and timely statistics for own caseload using Trust IT resources
60. Complies with the HCPC & CSP Code of Ethics and Professional Conduct, national guidelines and Trust procedures.
61. To ensure that a client centred approach and locally agreed model of Physiotherapy intervention are utilised within the service at all times.

RESPONSIBILITY FOR LEADING AND MANAGING

62. To act the as a Team Lead for the Royal Free London NHS Foundation Trust Paediatric physiotherapy team, facilitating efficient day to day management of the service
63. To attend regular meetings in order to share information on needs and initiatives and support the development of the physiotherapy team within the Private Patient Practice Service
64. To implement and to supervise others in the implementation of departmental policies and procedures
65. Assists in the professional development of all staff treating patients in the PPU service including those in the community service.
66. Assists in the development of relevant staff in relation to care approaches for patients in the PPU.
67. To act as a source of clinical expertise and advice and as a resource for other team members
68. To be responsible for supervision of more junior staff and students
69. To plan and prioritise and delegate effectively and efficiently with regard to patient care and professional demands
70. To represent the profession and the service in appropriate internal and external meetings/ groups
71. To be involved in the recruitment and retention process

RESPONSIBILITY FOR INFORMATION RESOURCES

- 72. To achieve and maintain a level of information technology relevant to all areas of work
- 73. To be responsible for maintenance of accurate written records in line with legal and departmental requirements, including progress and discharge reports to referrers
- 74. To have a comprehensive and thorough knowledge of the trust's Electronic Patient Records (EPR) system and Patient Administration System (PAS)
- 75. To maintain an accurate and evaluative record keeping system for own clinical caseload and to be responsible for ensuring that more junior physiotherapists are maintaining the department standard.
- 76. To ensure compliance with the Data Protection Act and RFH Trust policies in the management of information concerning patients, clients and staff

RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- 77. To regularly audit, to a high standard, the effectiveness of own specialist post and service.
- 78. To work in collaboration with management and external agencies to identify research priorities and develop an ongoing quality assurance programme within clinical area.
- 79. To participate in research and development working collaboratively with the Service to identify research priorities, develop and implement research projects
- 80. To keep abreast of evidenced based practice in the specialist area by use of relevant reading, attendance at in-service training, external courses and database searches.

OTHER

- 81. To undertake any other duties as required by the operational managers and clinical leads, which may include a change in workplace.

GENERAL RESPONSIBILITIES

Infection Control

- 82. Infection control is everyone's responsibility. All staff, both clinical and nonclinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.
- 83. It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.
- 84. To work in close collaboration with the Infection Control Team.
- 85. To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- 86. To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- 87. To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- 88. To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

- 89. The post holder is required to:
- 90. Take reasonable care for the health and safety of himself/ herself and other persons who may be affected by their actions or omissions at work.
- 91. Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

- 92. The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.
- 93. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.
- 94. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

- 95. The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

- 96. The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.
- 97. You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- 98. To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- 99. To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

- 99. The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

100.All staff are expected to abide by the Trust's guidance on standards of dress.

OTHER

101.To undertake any other duties as required by the Operational manager/Service Lead for physiotherapy which may include a change in workplace.

REVIEW OF THIS JOB DESCRIPTION

102.This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.