

# Job Description

Job Title:	Physiotherapy Technical Instructor
Band:	3
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Registered Physiotherapist/ Therapy Clinical Team Leader
Accountable to:	Therapy Speciality Lead and Therapy Head of Service

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

## Job Summary

- To be based across the cardiology wards providing Physiotherapy interventions to patients with cardiorespiratory conditions. To provide interventions in line with agreed relevant protocols.
- To work on an allocated weekend rota.
- Physiotherapy provides key therapeutic assessments and interventions to patients in order to promote independence and facilitate optimum function for individuals working with patients, families and carers and the multi-disciplinary team to achieve agreed outcomes for patients.
- The Technical Instructor will contribute to the provision Of Physiotherapy within a specified clinical area. This includes identified clinical administrative and educational roles.
- To carry a clinical caseload which has been discussed and delegated to them by the relevant team member who has delegation responsibilities for this task.
- To work to Therapy and UHL Service priorities.
- To work with patients, carers and their families in a sensitive and professional manner.
- To liaise with other professionals for the benefit of the patient.
- To work with and support those who may have complex needs including physical, psychological and communication difficulties.

## KEY WORKING RELATIONSHIPS

### Internal

- Therapy teams
- Multi-disciplinary teams

### External

- Equipment Service Provider
- Community Services
- Health and Social Care
- Primary and secondary care
- Voluntary sector
- Patients and Carers

## KEY RESULT AREAS

### Communication

- To work with those who have communication/language difficulties and complex needs to overcome, in a sensitive and professional manner.
- Develop, maintain and promote effective professional working relationships with other disciplines and members of the Therapy Team.
- To liaise with other disciplines concerned with the care and treatment of patients.
- To participate in and actively contribute to departmental meetings including staff meetings.
- To maintain high standards of verbal and written communication using a wide range of skills to receive, interpret and convey detailed and relatively complex information clearly and accurately in familiar and new situations.
- To maintain a professional level of record keeping in accordance with UHL Documentation Policies and professional guidelines.

### Responsibilities – Patient/Client Care

- Be responsible for managing a clinical caseload under non-directive supervision in order to facilitate a timely and safe discharge from hospital/Physiotherapy. To develop and deliver a Therapy care plan in conjunction with the patient and the relevant team member, from referral to discharge/transfer of care, within defined protocols where the overall patient goal is clear.
- To treat patients individually or in a group in a variety of settings without the direct supervision or presence of a Physiotherapist or Occupational Therapist including the patient's home.

- To obtain information from individuals about their health status and needs.
- To enable individuals to make health choices and decisions.
- To document interventions in a timely and accurate manner.
- To liaise with and involve the patient's carers with the patient's treatment.
- Evaluate and process referrals from the designated ward (s/service) under the guidance of a registered Physiotherapist in order to ensure the patient receives the appropriate Physiotherapy intervention based on clinical and therapeutic pathways.
- Set outcome related goals with the patient in order to meet the needs of the patient.
- Plan, deliver, evaluate, and progress Physiotherapy interventions using clinical decision making skills in order to work towards and achieve identified Therapy/patient goals.
- Apply knowledge of Physiotherapy Therapy processes, techniques and tools in order to deliver appropriate treatment interventions and facilitate appropriate clinical decisions.
- To use specialist techniques for the handling of patients with physical deficits often within confined spaces.
- To take a lead role during Home Assessments if clinically indicated with a registered Occupational Therapist/Physiotherapist present.
- To undertake access visits if clinically indicated to assess patient's home circumstances as required under the guidance of a registered Therapist.
- To liaise with Social Services, Community Therapy Services and other community agencies with regard to provision of equipment, treatment and/or support for patients on discharge and refer to external agencies as appropriate.
- To provide written reports of assessments/treatment/interventions for inclusion in medical notes internal/external to UHL as appropriate.
- Assess patient's requirements for clinical/therapeutic devices ensuring appropriate training/education is provided for patients/carers.
- To report back to the supervising clinician any relevant information regarding the patient and their circumstances.

### **Responsibilities – Service**

- Ensure clinical and non-clinical working practices are consistent with Therapy Service and UHL standards, in order to monitor and maintain the quality of care delivered to the patients.
- Undertake and deliver appropriate training and development to maintain a high quality

of service including team development/in-service training.

- To recognise own limitations and awareness of when to seek guidance from registered staff.
- To support the Therapy Service in promoting the role and value of Physiotherapy to other healthcare professionals and the public.
- Deliver education and training relating to specific Physiotherapy interventions to Therapy Support Staff, patients and carers within your scope of practice.
- To act as a resource within your scope of practice when working alongside other members of the Therapy team, during the implementation of routine work.
- To participate in relevant multi-disciplinary team meetings in order to represent Physiotherapy intervention and make recommendations as appropriate in the best interest of patients under the guidance of a registered Physiotherapist.
- To participate in the induction of Physiotherapy and Occupational Therapy Staff
- To undertake an annual appraisal and actively participate in the setting and achieving of objectives
- To actively participate in monthly formal one:one meetings
- To ensure that duties undertaken are within scope of practice and within the limits of competence and authority.
- To liaise with colleagues and work across site and speciality if appropriate in order to ensure the provision of a seamless equitable service.
- To participate in the collection, recording and inputting of statistical information e.g. TIARA.
- To be involved in clinical audit and related clinical governance activity within the service.

## **GENERAL DUTIES**

- To have shared responsibility for monitoring the safety of patients and team members whilst working in the hospital/community (e.g. home assessments) and be responsible for actioning emergency procedures if their safety is compromised.
- Take responsibility for maintaining own up to date mandatory and statutory training.
- To share responsibility for administrative duties and departmental tidiness.
- To assist in the maintenance of stock levels and care of equipment e.g. mobility aids, daily checks/document checks of the resus trolley, defibrillator, oxygen cylinder and suction machine.

- To adhere to University Hospitals of Leicester NHS Trust policies and procedures including specific Therapy policies and procedures.
- To observe confidentiality of patients and employing authority's business at all times.
- To adhere to specific legislation affecting particular area of responsibility.
- Any other duties mutually agreed relevant between the post holder and the Therapy Speciality Lead and the Therapy Clinical Team Leader.

All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work –practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the current Data Protection legislation and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's Equal Opportunities Policy and in line with the Equality Act 2010, must not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation or sex. Other grounds on which they should not treat others unfavourably include trade union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

## **Health Clearance for Healthcare Workers ('Occupational Health checks')**

- 1) It is recommended that all new healthcare workers have checks for tuberculosis (TB) disease/immunity and are offered hepatitis B immunisation (with post-immunisation testing of response) and blood tests for evidence of infection with hepatitis C and HIV [1]. Being free of infectious tuberculosis is mandatory. Checks for immunity to measles, mumps, rubella and varicella (chicken pox) will also be made and vaccination offered if immunity is not detected.

These standard health clearance checks will be completed on appointment. Managers should inform new workers that they must contact the OH department so the necessary arrangements can be made. Even if the new worker has had similar checks recently elsewhere, or has worked in UHL before, they will still need to attend for a review, unless these were undertaken at UHL as part of a current rotational medical appointment.

- 2) For healthcare workers who will perform exposure-prone procedures (EPPs), work in a renal unit\*, or likely to practice in an exposure prone environment, additional health clearance must be undertaken. Additional health clearance includes testing or demonstration of satisfactory test results for:
  - HIV
  - Hepatitis B
  - Hepatitis C

The exact standards that must be met are described in detail in the Public Health England document: Integrated guidance on health clearance of healthcare workers and the management of healthcare workers infected with blood borne viruses (hepatitis B, hepatitis C and HIV) October 2017, or revisions thereof.

\*Workers in renal units only need to demonstrate satisfactory results for Hepatitis B.

These additional checks should be completed before confirmation of an appointment to an applicable post, as the healthcare worker will be ineligible if they do not meet the required criteria. Those who refuse to have the required tests will not be given clearance to start work.

All tests will be arranged in confidence through the Occupational Health department. All costs for testing will be borne by the employing organisation.

**[1] Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers. DoH 2007.**

## **DISCLOSURE AND BARRING SERVICE (DBS) –**

**{Formerly known as Criminal Records Bureau (CRB)}**

If this post requires a standard/enhanced disclosure by the DBS, it is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.



**The cost of undertaking a DBS disclosure at the required level and associated processing costs will be met by the individual.**

**To expedite the process the Trust will meet the initial costs of the disclosure which will be deducted from the individuals' salary over a three month period commencing on their first months payment.**

## **INFECTION CONTROL**

All employees of UHL must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies will put patients at risk and repeated non-compliance will lead to disciplinary action.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report and act on concerns that they may have.

## **RESPONSIBILITIES FOR CONTINUING EDUCATION AND PERSONAL DEVELOPMENT**

Undertake the Trust Corporate and Directorate specific Induction and competency Programmes appropriate to role.

## **ELECTRONIC ROSTERING**

Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all UHL staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role.

## **Statement On The Recruitment Of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University Hospitals of Leicester NHS Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The University Hospitals of Leicester NHS Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview and appointment based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and job descriptions will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. At conditional offer stage, we ask applicants to complete a declaration form. This is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the University Hospitals of Leicester NHS Trust to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We will discuss any matter revealed in a Disclosure with the person seeking the position should a situation arise where we are required to withdraw conditional offer of employment. We have a specialist team who is available on hand to provide support and guidance on these matters.

# Person Specification

Post: Physiotherapy Technical Instructor

Band: 3

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview/Application
<b>Training &amp; Qualifications</b>	<p>GCSE English (Grade C or above) and Maths (Grade C or above) or equivalent</p> <p>Knowledge of routine administrative duties acquired through training and/or experience</p> <p>Demonstrates the ability to achieve Physiotherapy competencies required for this role</p>		<p>Application</p> <p>Interview</p> <p>Interview</p>

		<p>Demonstrates knowledge and skills of routine clinical interventions to independently provide Physiotherapy assessment and treatment, acquired through training and / or experience and/or competencies.</p> <p>Evidence of formal assessment of competencies in current role e.g. UHL Band 2 or 3 competencies</p> <p>Other relevant health or social care based qualification e.g. National Care Certificate</p>	<p>Interview</p> <p>Application</p> <p>Application</p>
<b>Experience</b>	<p>Experience of working in a team and demonstrates working knowledge of efficient and effective teams</p> <p>Previously worked as a Support Worker within Therapy (Occupational Therapy/Physiotherapy) Band 2 or 3 or equivalent</p>		<p>Application/Interview</p> <p>Application/Interview</p>

		Experience in the supervision/training of others	Application/Interview
		Experience of clerical/admin work and computer skills	Application/Interview
<b>Communication and relationship skills</b>	Demonstrates effective written, verbal and non-verbal communication skills		Application/Interview
	Demonstrates evidence of ability to work with other people		Interview
<b>Analytical and Judgement skills</b>	Demonstrates the ability to use initiative		Interview
	Demonstrates effective coping skills for dealing with pressurised and unexpected situations		Interview
	Recognises own limitations and awareness of when to seek support		Interview
	Awareness of own development needs		Interview

<b>Planning and organisation skills</b>	Demonstrates ability to give, receive and carry out instructions		Interview
	Demonstrates effective prioritisation and organisational skills		Interview
	Demonstrates a flexible approach to meet service needs		Interview
	Demonstrates an ability to work independently		Interview
<b>Physical skills</b>	Ability to move and handle patients/equipment for therapeutic interventions and undertake non-patient handling		Non-confidential Health Declaration Form
<b>Equality and Diversity</b>	Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs		Interview
<b>Other requirements specific to the role</b>	Demonstrates an understanding of Physiotherapy in the acute		Application/Interview

	<p>hospital setting</p> <p>Demonstrates an understanding of the role and responsibilities of the post</p> <p>Expresses enthusiasm and motivation for the post and desire to work in the clinical area</p> <p>Evidence of continuing personal and professional development</p>		<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview/Portfolio</p>
--	---	--	--