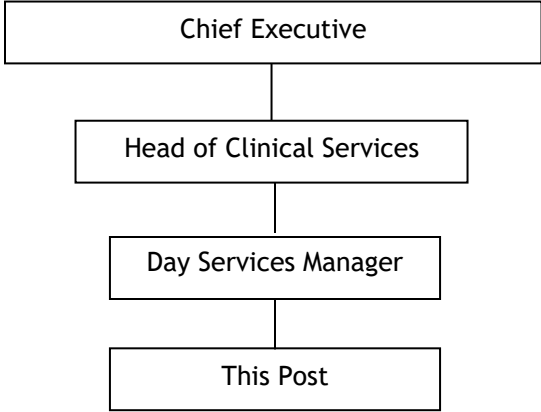


## Job Description

*Making every day count since 1988*

<b>1. JOB DETAILS</b>	
<b>Job Title</b>	Physiotherapist
<b>Department</b>	Clinical
<b>Grade</b>	6
<b>Responsible to:</b>	Day Services Manager
<b>2. AIM</b>	
<p>To provide a physiotherapy service supported by the Day Services Manager, to palliative care patients, focusing on adaptation and palliative rehabilitation both on inpatient unit (IPU) and in Living Well Centre (LWC)</p> <p>To provide a flexible service according to the needs of the specialist palliative care physiotherapy service during employment.</p>	
<b>3. ORGANISATIONAL CHART</b>	
 <pre> graph TD     CE[Chief Executive] --&gt; HCS[Head of Clinical Services]     HCS --&gt; DSM[Day Services Manager]     DSM --&gt; TP[This Post]             </pre>	
<b>4. KEY RESPONSIBILITIES</b>	
<b>Communication and relationships</b>	
<ul style="list-style-type: none"> <li>• Develop and sustain good working partnerships with other professionals both internally and externally to the organisation.</li> <li>• Produce concise, non-judgemental written and IT skills in documentation and report writing</li> <li>• Participate and contribute to debates in the multi-disciplinary team to inform</li> </ul>	

- management care plans where appropriate.
- To contribute in the multidisciplinary team meetings regarding referrals, discussion of complex care planning/decision making.
  - Act as a role model in the delivery of high standards of clinical care.
  - Establish and maintain communication with individuals and groups regarding difficult/complex matters overcoming any problems in communication.
  - To develop and maintain a peer network of support, information and learning both within and external to the organisation.
  - To maintain clear referral processes with external and internal services/teams and support the smooth transition of patients between services.
  - To work as a positive team member at all times

### **Analytical and judgement skills**

- Provides assessment, planning and implementation of specialist programmes of care and specialist advice appropriate to a specific patient group.
- To use effective prioritisation, problem solving and delegation skills to manage own and others time effectively.
- Negotiate clinical options and decisions with the patient, family and multi-disciplinary team.
- To ensure safe and effective treatment by choosing appropriate therapies.
- To act as a moving and handling coordinator to support staff training.

### **Planning and organisational skills**

- To contribute to the development of physiotherapy services within Living Well Centre.
- Manage and prioritise their own work time to meet service needs
- Contribute to effective discharge planning
- To ensure the smooth efficient day to day running of any physiotherapy led clinics/day treatment services including Acupuncture, breathlessness management, fatigue management, relaxation, exercise sessions and multiagency working including heart failure, respiratory and neurological groups.
- To coordinate the day to day management and delivery of the above /day treatment services.
- Responsible for managing own caseload and supporting/mentoring of junior staff/ volunteers and students.
- To contribute in the planning and implementation of a broad range of programmes for disease specific support groups for patients with life limiting illnesses (and their carers) requiring complex activities

### **Physical skills**

- Standard keyboard skills to input data onto patient database.
- Ability to have physical skills required to manage complex patients with advanced progressive diseases ie use of appropriate hoists and other equipment to assist with manual handling where appropriate
- Physical dexterity for clinical procedures such as examinations

### **Patient/Client Care**

- To manage a caseload within IPU and the Living Well Centre, being able to deliver patient centred specialist palliative care promoting patient autonomy,

independence, inclusion, respect and dignity and choice by ensuring that the patients are involved and are central to all aspects of decision making processes

- Ability to recognise all aspects of holistic care including physical, emotional, spiritual and social aspects and to respond appropriately.
- Demonstrates specialist skills and knowledge, able to make clinical decisions, and carry out complex treatment plans for patients.
- Acts in a consultative capacity for patients and health care professionals within the specialised field.
- To maintain a focus on optimising patient's functional ability through appropriate rehabilitation input.
- To help patients define their goals and engage them in a treatment /support/self-management programme with a particular emphasis on adaptation to illness.
- To contribute towards the teaching and to demonstrate to patients and carers the principles of physiotherapy including moving and handling techniques and use of equipment.
- Responsible for maintaining high standards of physiotherapy care within the Inpatient unit and Living Well Centre.

### **Policy and Service Development**

- Support the introduction and maintenance of systems and processes in own work area.
- Understand and adhere to all Hospice Policies and procedures.
- Contribute towards clinical policies and procedures in order to promote continuous service improvement
- To contribute to the operational planning of service design and delivery.
- To work with and facilitate other members of the multidisciplinary team in implementing therapeutic and supportive programmes for individuals and groups, maintaining and developing innovative practice.
- To contribute to clinical developments such as new clinics and treatments.
- To support the implementation and development of the disease specific group sessions within Living Well Centre.
- To support the implementation and development of services across IPU and Living Well Centre services involving volunteers.
- To act as the Link Practitioner for Moving and Handling and Falls Prevention service improvement groups.

### **Financial and Physical Resources**

- Ensure that all equipment, medical devices, fixtures and fittings etc are working effectively and report any concerns to the Physiotherapist as appropriate.

### **Human Resources**

- Attend any appropriate training requirements both statutory and mandatory to comply with current Health and Safety legislation and in line with the Hospice's responsibility to comply with Government Directives
- Preserve confidentiality of any information regarding patients, staff, volunteers and the business of St Cuthbert's Hospice
- Identify own learning needs and seek support to ensure that individual learning

- needs are met.
- Participate in St Cuthbert's appraisal system as a appraiser and an appraisee
  - Teach practical skills to enable carers to manage and develop confidence when appropriate
  - Familiarise and act in accordance with all relevant clinical and non clinical Hospice Policies and Procedures.
  - Responsible for the supervision and on the job training for staff nurses, HCA and volunteers working within clinical areas specific to their own discipline and more formal training in relation to their specialist area.
  - To undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.
  - Provide day to day support to Health Care Assistants and volunteers where appropriate.
  - To monitor and maintain health, safety and security of self.
  - To adhere to St Cuthbert's Health and Safety policy at all times.
  - To adhere to all St Cuthbert's policies and procedures to ensure that these are maintained at all times.

### **Information Resources**

- The ability to document and store relevant information utilising computerised and paper based systems in friendly accessible formats
- Maintain accurate and contemporaneous records and participate in data collection at departmental level

### **Research and Development**

- Actively engage in clinical audit and as appropriate to promote ongoing service improvements to benefit care given to patients, families and carers
- Support and participate in any formal R&D clinical work undertaken within the Hospice.
- To keep up to date with national and local developments in physiotherapy.
- To promote and maintain an effective learning environment ensuring appropriate facilitation, supervision, role modelling, education and teaching for staff, visiting health care professionals/students and volunteers.
- Contribute to specific aspects of research, audit and specific projects.

### **Freedom to Act**

- Work autonomously with an ability to recognise limitations of knowledge, skills and competencies and to seek guidance from the Physiotherapist and members of the MDT for guidance when appropriate
- Take clinical lead with regard to patient physiotherapy issues in partnership with the allied health professional team and within your level of competency
- The Post Holder also has a responsibility to act in accordance with their own professional code of practice.
- Work within policies and procedures but to use own initiative when non-routine situations arise
- To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Cuthbert's.

- To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required,

## **EFFORT & ENVIRONMENT**

### **Physical**

- Physical skills required frequently to manage complex patients with advanced progressive diseases i.e. manoeuvring patients into position for personal care or using mechanical aids such as hoists

### **Mental**

- Frequently required to concentrate whilst examining and assessing patients

### **Emotional**

- Frequent exposure to distressing or emotional circumstances
- Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support

### **Working Conditions**

- Exposure in dealing with body fluids when examining clients at times
- Flexible approach across all clinical areas in order to meet the changing needs and for the improvement of service delivery and care.

### **Data Protection and Confidentiality**

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the General Data Protection Regulation and Data Protection Act 2018 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

### **Health and Safety**

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

### **Safeguarding**

- All employees within the Hospice have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory

and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

### **Infection Control**

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

### **Equal Opportunities**

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

**Note:** This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

### **JOB DESCRIPTION AGREEMENT**

**Signature of Post holder:**

**Date:**

**Signature of Manager:**

**Date:**