

Job Title:	Community Physiotherapist – Band 5
Reports to (job title):	Clinical Lead
Line Manager to:	N/A

## Job purpose

L Working as a community physiotherapist for the Luton Intermediate Care Community Rehab Team, assessing and treating patients referred by all our health and social care stakeholders, providing a high standard of care and physiotherapy services to patients with diverse and sometimes complex conditions predominantly in their own homes and occasionally within care homes, nursing homes and our inpatient rehab unit.

To be responsible for providing specialised physiotherapy assessment, treatment and advice to an independent caseload, working closely with colleagues in this multi-disciplinary team and supported senior Physiotherapists across Therapy Services.

### **The Service provides;**

Community Rehab

Acquired Brain Injury (ABI) Case Mgt.

Stroke Early Supported Discharge

6 Month Stroke Reviews

Wheelchair Assessments

20 Bed inpatient Rehab

## Key responsibilities

### **Clinical:**

1. Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with all patients.
2. Work within the local clinical guidelines and Chartered Society of Physiotherapists (CSP) guidelines and to have a good working knowledge of national and local standards and monitor own quality of practice as appropriate.

3. To be responsible for maintaining accurate and comprehensive patient treatment records in line with the CSP standards of practice.
4. Ensure that your own practice meets the required professional standards of physiotherapy practice.
5. To be professionally and legally accountable for all aspects of own work, including the management of patients in your care and to ensure a high standard of clinical care.
6. To perform comprehensive physiotherapeutic assessment of patients with diverse presentations, complex physical and psychological conditions and multi-pathologies using clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition. This may include interpretation and analysis of clinical and non – clinical information and investigations.
7. To demonstrate dexterity, co – ordination and palpatory senses for assessments and treatment of patients.
8. Formulate and deliver specialist individual physiotherapy treatment programmes based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g. manual physiotherapy techniques, patient education, exercise classes, and other alternative options.
9. Formulate accurate prognoses and recommend best course of intervention, developing comprehensive discharge plans, liaising with GP's, consultants and more senior colleagues as appropriate.
10. Evaluate patient progress, reassess and alter treatment programmes if required.
11. To manage clinical risk within own patient caseload.
12. To take delegated responsibility from the appropriate senior therapy staff for managing patients with particular conditions and be responsible for providing Physiotherapy assessment and treatment plans for patients with these conditions.
13. To contribute to the service in line with out of hours provision as relevant to the Community Therapy Team.

## Managing Resources:

1. To be responsible for the safe and competent use of all equipment and to take any necessary initial action if equipment is thought to be unsafe,
2. To assist as required with the management of ordering any physiotherapy equipment specific to this area of work.

## Policy and service development:

1. To assist the Service Manager in developing strategic and operational management of this service.
2. To be involved with the development of organisational and departmental policies and procedures, and to be involved in reviewing and updating as appropriate in this clinical area.
3. To encourage patient feedback by use of Friends and Family system

## Education and training

1. To have regular clinical supervision. Supervision takes the form of regular in service training and clinical reasoning sessions, peer reviews, case conferences, and clinical topic or patient based presentations to other staff.
2. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
3. Maintain current knowledge of evidence-based practice in all core areas of physiotherapy, continuing to develop specialist knowledge.
4. To be able to provide spontaneous as well as planned advice, teaching and instruction to patients and other colleagues providing understanding of the aims of physiotherapy and ensuring a consistent approach to patient care.
5. Participate in the staff performance review scheme as an appraiser and appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
6. Be an active member of the in-service training programme by attendance at, and participation in, in-service training programmes, tutorials, individual training sessions, external courses and peer review. Following external courses it is expected that you will share learning and reflective practice.

## Research:

1. To be involved in the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, and make recommendations for change.
2. To undertake as directed the collection of data for use in the service audit and research projects.

## Management:

1. To assist in the day to day running and management of the Service, including the planning and prioritisation of caseload and the local systems in place to deal with the administration tasks such as booking appointments, telephone calls, chasing up records, results etc.
2. To demonstrate a sound understanding of clinical governance and risk management and application in work situations for you, other colleagues and patients.

## Communications and working relations:

The post holder will develop and maintain good working relations with colleagues, GP's, Carers, voluntary organisations and social services.

Internal communication links with other professional departments and hospital staff. Specifically:

1. Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic or depressed who may be unable to accept diagnosis.
2. To competently refer patients who require further investigations or management to more senior colleagues as appropriate

The department aims to maintain the goodwill and confidence of its staff, service users and the general public. To assist in achieving this objective it is essential at all times for employees to carry out their duties in a courteous and sympathetic manner. Each member of a team is expected to establish and maintain positive interpersonal relationships with other members. Positive relationships are characterised by open communication, trust and respect.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

#### Education /qualifications

- Diploma/degree in physiotherapy.
- HPCP registration.
- Evidence of CPD maintained in portfolio including attendance at recent master's level postgraduate courses relevant to clinical specialised field.
- Car Driver.

#### Skills/Abilities

- Ability to work independently, and to pass on knowledge / skills to others within both formal and informal environments.
- Excellent communication and team working skills.
- Remain updated with professional practice and new research.
- Understand the legal responsibilities of the profession.
- Evidence of participating in research / audit.
- Able to present information, written and orally, in a clear and logical manner.
- Experience of the appraisal process
- Ability to use IT and clinical systems to a high standard.
- Presentation Skills.
- Ability to organise, prioritise and delegate.
- Understanding of clinical governance and its implications for services, including experience of quality issues and audit.
- Ability to comprehend and work within the companies policies of data protection, equal opportunities and health and safety and meet the differing needs of patients.
- Ability to keep accurate and legible patient notes. (The service is paperless and all notes are entered directly into the clinical system)
- Able to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities.

- Ability to cope when working in a stressful environment and with emotional patients and carers.

### **Personality**

- Able to work as a team member. Flexible, empathetic, reliable. Problem solving.
- Able to maintain good ongoing working relations as sole representative in area.

### **Desirable**

- Membership of the Chartered Society of Physiotherapy.
- Involvement in any CSP special interest group.
- Community experience.
- Experience of supervision.
- Student supervision / training course qualifications.
- Excellent knowledge and involvement in audit, research, critical appraisal & understanding quality issue
- Motivational and leadership skills.

**Employee signature**

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**Manager signature**

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