

Job Description

Job Title:	Paediatric Wheelchair Therapist (Occupational Therapist or Physiotherapist)
Reports to (job title):	Clinical Lead
Line Manager to:	Less experienced Wheelchair Therapists

Job purpose

Swindon wheelchair and Special Seating Service provides wheelchairs for adults and children with long-term physical disabilities that affects their mobility. This service is provided for all individuals registered with a Swindon GP who meet the service criteria set by the Swindon clinical commissioning group.

The post holder will be required to manage a caseload of predominantly paediatric clients with complex mobility, pressure and postural needs. Carrying out specialist assessments, and equipment provision to meet their clinical needs. The work will be carried out in a range of settings, including clinics, client's own homes and other community settings such as schools Nursing homes and day centres.

The post holder will work alongside and be supported by other experienced band 6 Therapists and Rehabilitation Engineers within the Swindon Wheelchair Service. They will be line managed by the band 7 Wheelchair Therapist Clinical Lead.

Base: Swindon Wheelchair and Special Seating Service, Unit 12, Birch, Kembrey Park, Swindon, SN2 8UU.

Key responsibilities

1. Clinical

- 1.1 To carry out assessments for clients requiring a wheelchair for long-term use both manual and powered.
- 1.2 See clients in a variety of settings including, clinics, and other community settings such as clients own homes, day centres and schools.
- 1.3 To undertake specialist postural, pressure care and seating assessment based on the Oxford assessment approach of physical disability.

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- 1.4 To carry out assessments for clients requiring a wheelchair for long-term use both manual and powered.
- 1.5 See clients in a variety of settings including, clinics, and other community settings such as clients own homes, day centres and schools.
- 1.6 To undertake specialist postural, pressure care and seating assessment based on the Oxford assessment approach of physical disability.
- 1.7 To independently manage a caseload of predominantly complex paediatric cases, relating to mobility, pressure and postural care, often in combination with, communication, learning and cognitive difficulties, and challenging behaviours. Taking a holistic approach to assessment and management, considering both the clients and carers needs.
- 1.8 Formulate individualised actions plans based on the assessment findings and clinical reasoning to prescribe appropriate specialist equipment from Swindon wheelchair service standard stock list.
- 1.9 To assess and refer clients on to medical engineering who require specialist seating and work jointly with the rehabilitation engineers and clinical scientists to provide specialist custom seating to meet client's needs.
- 1.10 Be alert to the possibility of patient abuse and neglect and take actions following trust policies and procedures.
- 1.11 To work jointly with other professionals and agencies involved to ensure a co-ordinated approach to best meet client's needs.
- 1.12 To take part in triage/screening of referral to the service to ensure clients are contacted in a timely manner to meet the service key performance indicators.
- 1.13 To help with stock recycling of old cushions and wheelchairs and re-ordering of standard stock to ensure adequate levels of standard stock equipment in the warehouse.

2. Communication:

- 2.1 use a wide range of listening and communication skills to work effectively with a range of clients with communication and learning disabilities.
- 2.2 use appropriate communication skills with professionals and non-professionals to facilitate joint working to ensure a holistic approach to service delivery
- 2.3 To organise/trial of specialist mobility equipment with a variety of companies, and liaise with the product manufacturers and their representatives when required
- 2.4 Knowledge of a computer with the ability to use a data base email and internet, and to use patient computer based documentation system to record and read all relevant patient information is required.

3. Professional

- 3.1 work as an autonomous practitioner and be professionally and legally responsible for all aspects of your own work
- 3.2 To adhere to and apply the code of ethics and Professional conduct of your relevant professional organisation and meet HPCP standards

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- 3.2 Maintain and develop own clinical competence through supervision, reflective practice, training, special interests groups, peer review literature search and evidence based practice
- 3.3 To take responsibility for personal and service development objectives identified through yearly appraisal
- 3.4 maintain up to date comprehensive clinical records adhering to the trust and professional body guidelines
- 3.5 complete necessary risk assessments for equipment provision, manual handling and health and safety.

4. Financial Responsibilities

- 4.1 All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.
- 4.2 All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

5. Responsibilities for People

- 5.1 To be responsible for clinical and line manager supervision of junior staff, support staff and students within Swindon wheelchair service, as directed by the manager. To undertake training as required for health professionals, clients and carers.
- 5.2 To liaise closely with the approved repairer service contractor to carry out repairs/modifications as required and contribute to the improvement and monitoring of the contract.

6. Education and training

- 6.1 Deliver and take part in multi-disciplinary training when required
- 6.2 Provide training on wheelchair provision, pressure care, and postural management to other health care professionals and support workers to enable them to become more competent referrers to the service
- 6.3 To be responsible for training, education and supervision of student on placements within this service
- 6.4 Maintain and develop professional knowledge within this specialised field, attending new product updates, conferences to continue professional development and carry out evidence-based practice.

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7. Working Situation

- 7.1 This role will require moderate physical effort to carry out hands on assessments of patients both in their wheelchairs and on plinths, requiring a degree of agility.
- 7.2 Requires the manual handling of users using a variety of equipment including hoists, sliding boards and other transfer equipment.
- 7.3 The role will require driving and travel for clinical visits, in schools, nursing homes, day centres and clients own homes.
- 7.4 Regular VDU usage is expected.
- 7.5 Can be exposed to bodily fluids in the clinic/home environment which may pose an infection control risk.
- 7.6 Can be exposed to distress when dealing with service users who have experiences a profound change in their condition.
- 7.7

Outline of Provisional Job Schedule:

This is a full-time role, working 37.5 hours a week, Monday to Friday.

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	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

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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.

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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.

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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.

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Personal Specification

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Essential	Desirable
<ul style="list-style-type: none"> • Diploma or Degree in occupational therapy/physiotherapy • State registration with health professional council • Moving and handling training • Evidence of relevant on-going professional development 	<ul style="list-style-type: none"> • BAOT/MCSP member or other professional/specialist groups eg PMG • Specialist post grad training course or masters modules relevant to this post.
<ul style="list-style-type: none"> • Minimum of 3 years post qualification experience within paediatrics in the physical field :eg community, rehabilitation, neurological • Management of own caseload and prioritisation of work. • Worked as an autonomous practitioner • Experience of supervising junior staff/ students • Knowledge and experience of manual handling techniques and equipment 	<ul style="list-style-type: none"> • Experience of working with those with long-term neurological conditions or paediatrics • Experience of carrying out posture and seating assessments • Knowledge and experience of assessment and products for pressure care management • Completed student educator recognised qualification and /or courses

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<ul style="list-style-type: none"> • Basic IT skills • Ability to demonstrate effective verbal and written communication skills. • Ability to co-ordinate and direct programmes of care working collaboratively and autonomously. • Ability to supervise students and other staff within a team • Ability to work as part of a team • Ability to carry out complete client assessments, develop problem lists, and through sound clinical reasoning implement treatment plans • Ability to set and evaluate treatment progress through SMART goals • Ability to take initiative, make decisions and prioritise workload under pressure • Ability to take initiative, make decisions and prioritise 	<ul style="list-style-type: none"> • Teaching & presenting skills supported by evidence e.g: NVQ assessor • Clinical audit skills • Specialist clinical assessment skills in postural management and seating
<ul style="list-style-type: none"> • Ability to drive and access to a car for business purposes • Self-motivated • Good time management • Willing to work in other areas of the Trust or Trust-wide as and when required to do so. 	

Other requirements:

- Candidate must be able to drive and have a means of transport to complete community visits.

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Employee signature

Manager signature
