

Job Title:	Band 4 Exercise Instructor – with special interest in Pulmonary Rehabilitation
Reports to (job title):	Clare Chapman – Head of Community Respiratory Service
Line Manager to:	n/a

## Job purpose

- The role of the Exercise Instructor is to support the Specialist Respiratory Physiotherapists and Nurses in providing a range of care and therapy interventions for people who have Chronic Obstructive Pulmonary Disease (COPD), Bronchiectasis and other chronic lung conditions.
- To provide support for the assessments and treatments in Pulmonary Rehabilitation.
- To provide administrative support for running the pulmonary rehabilitation courses. This includes organising assessments and clinics, typing letters and liaising with patients on the telephone.
- To provide support to the respiratory physiotherapists assisting and possibly leading the pulmonary rehabilitation classes, helping with target setting and progression of exercises.
- To provide administrative support to the administration staff within the team. This can include general office duties such as photocopying, filing and monitoring stock and stock maintenance.
- To provide on-going data collection and data entry for these classes. This data is collated for local and national audits and used for ongoing development of the service.
- To provide planned interventions and therapeutic rehabilitation programmes under supervision, and independently, with adults suffering from COPD, Bronchiectasis and other chronic lung conditions.
- To have an important role in the promotion of health and prevention of secondary complications and the provision of support and advice for people with COPD and Bronchiectasis.
- The aim of this service is to provide an early supported discharge (ESD), an intervention service and a community based pulmonary rehabilitation programme for adults who have Chronic Obstructive Pulmonary disease (COPD). The overall outcome for this service is to enhance patients' quality of life, to improve their physical health and to optimise their social and psychological well-being.

## Base

St Martin's Hospital, Bath BA2 5RP.

## Key responsibilities

- Set up and run pulmonary rehabilitation exercise programs in various locations, possibly including virtual/online classes.
- Have an active role in booking patient appointments for pulmonary rehabilitation 1/2/1 assessments and classes
- Accept delegated tasks from the team leader or senior physiotherapist.
- Manage & prioritise own caseload without direct supervision but with guidance from senior colleagues.
- To assist the service user in achieving person centered goals, assisting them in achieving their desired outcomes and to monitor progress, reviewing intervention as necessary.
- To assist in setting targets and progression of exercises for patients undertaking the Pulmonary Rehabilitation classes.
- Use judgement and initiative to produce exercise programmes, develop them and see them through to completion.
- Evaluate outcomes and produce discharge reports.
- Liaise with external agencies as appropriate.
- To support the team with service promotion engaging with stake holders.

## Outline of Provisional Job Schedule:

To work alongside the Band 8a, Head of Community Respiratory Service, and the band 7 and band 6 Respiratory Physiotherapists providing support to patients requiring exercise programmes.

To also provide support to other members of the Community Respiratory Service.

There is the possibility of the post holder being eligible to apply for the Physiotherapy Degree Apprenticeship based at University of the West of England (UWE) if entry requirements are met.

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

## 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 flourish. 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

- **Registered with the Register of Exercise Professionals at Level 3, and /or a Sports Science degree**
- Excellent interpersonal and communication skills.
- Excellent organisational skills.
- Demonstrate effective team working skills.
- Good levels of IT literacy including use of Word, Excel, PowerPoint and Outlook.
- Good IT skills for delivering online sessions by MS Teams and Webex
- Experience and understanding of providing support and interactive training to group participants, colleagues and professional groups.
- Confidence to work using own initiative under some supervision.
- Experience of developing relationships with external agencies and organisations (partnership working)
- An understanding of the legislation that applies to care and health work

### Desirable

- Additional qualification such as exercise referral
- Experience of working in a support practitioner role.
- Experience of working in a health care setting.
- Experience of explaining information to a range of work colleagues.
- Experience of multidisciplinary and lone working
- If wish to undertake the Physiotherapy Degree Apprenticeship will require 'A' Level Biology.

### Other requirements:

**Valid UK driving license and access to an appropriate means of transport to undertake the job effectively.**

Employee signature

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Manager signature

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