

Job Title:	Associate Practitioner for Paediatric Physiotherapist
Reports to (job title):	Team lead for Children's Physiotherapy
Line Manager to:	n/a

Job purpose

To work as a key member of the multidisciplinary team providing physiotherapy assessment, diagnosis and treatment for children, and to support them, their families and carers in self-management and care.

The post holder will be required to carry out general and specialist clinical tasks in support of the Paediatric Physiotherapy team in the delivery of high quality care.

The emphasis for their work is to work under the supervision of qualified therapists in support of therapy care plans; however there will be instances where the post holder will be required to work as an autonomous practitioner.

The post holder will be responsible for delivering delegated aspects of the care plan under the supervision of registered clinicians.

To undertake support work to aid the physical management of children with a wide range of additional needs working in Health settings, nurseries, special schools and children's own homes.

Under guidance of registered staff carry out and supervise individual and group sessions in the framework of care pathways within Paediatric Physiotherapy.

Assist in planning and provide training for carers, teaching staff and other professionals.
Support the work of assistant practitioners and volunteers.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Planning and organisational tasks / duties:

- Deliver Physiotherapy treatment programmes for children and young people, assesses progress and modifies treatment as appropriate to competency, at times without any direct supervision
- Provides direct advice, support and training to parents, carers and school staff in a variety of settings
- Setup and adjust equipment at the child / young person's home and school

- Work alongside our Physiotherapists in the organising and running of clinics, workshops and therapeutic interventions
- Undertakes related administrative duties

Patient Care Responsibilities :

- Implementation and progression of treatment plans based on clinical findings on children with a variety of conditions and associated learning and sensory impairments.
- To be responsible for demonstrating and teaching therapy techniques to e.g. parents/carers, school staff, undergraduates and other professionals.
- Use and interpretation of medical equipment e.g. goniometer, in order to assess the clinical presentation of a child.
- To be aware at all times of the needs of the children and their family during illness or disability and to promote and encourage independence and restoration of function.
- To use initiative and judgement to assess situations and to recognise when to inform qualified Occupational Therapist and Physiotherapist of any changes.
- To work independently carrying out Physiotherapy and Occupational Therapy treatment programmes and procedures daily as delegated by a qualified therapist but without supervision.
- Progress chasing of equipment delivery, completion of minor and major adaptations for the therapists.
- To take responsibility for own actions.
- To be responsible for completing patient records in a concise, accurate and timely manner in line with legal, professional and organisational standards. And input appropriate statistics.
- To contribute to discussions regarding service development at staff meetings and take an active part in service audits
- Responsibility for the safe presentation, cleaning and clearing away of treatment areas and equipment in order to meet infection control requirements.
- Daily use of hoists and/or manual handling techniques, including children with profound physical and learning disabilities.
- To be independently responsible for providing and receiving complex condition related information where persuasive, motivational, empathy, sensitivity and reassurance skills are needed to acquire co-operation and understanding, as there are often communication difficulties.
- The communication skills of persuasion, motivation, explanation, play and demonstration will be used with a wide variety of children and carers, in order to gain informed consent and compliance to treatment.
- To attend multidisciplinary team meetings in the absence of qualified staff, where it is frequently required to provide and receive highly complex and sensitive information regarding service users, which may include children on the child protection list.

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

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

- Good general standard of education
- Experience or qualification in child care/services
 - Child Development
 - Courses/ study on conditions that affect child development, autistic spectrum disorders, ADHD, neurodevelopment conditions
- Working collaboratively as part of a team.
- Good general knowledge of normal child development
- Good understanding of child protection processes
- Computer skills as required for the effective execution of duties and responsibilities
- Good written and spoken English
- Keep legible and accurate patient records in English
- To receive and impart complex information to children, families and other professionals (health, social care, education and voluntary organisations)
- To demonstrate empathy and sensitivity in a professional manner
- To have excellent written communication skills for professional reports/letters for health, social care, education colleagues and parents
- Excellent telephone skills
- Ability to effectively manage conflict, grief and distress in a professional manner, in highly contentious situations.
- Valid driving licence & access to a car for work purposes.

Desirable

- NVQ in Child Care
- Previous work in a community setting delivering therapy services

Job Description

Employee signature

Manager signature
