

NHS Headley Court Hospital

Job Descriptions

Band 3 Rehabilitation Support Worker

Band 4 Therapy Assistant Practitioner

Band 6 Occupational Therapist

Band 6 Physiotherapist

Band 7 Occupational Therapist

Band 7 Physiotherapist

Band 3 Rehabilitation Support Worker

Candidate Brief

April 2020

Job Title	Rehabilitation Support Worker
Area of Specialty	Community AHP
Grade	Band 3
Hours of Work	37.5 per week, 8 hours per day on rota basis across 7 days (including weekends and bank holidays)
Reports to	Senior Team AHP
Accountable to	Clinical Matron or Advanced Nurse Practitioner or Advanced Clinical Practitioner

Overview of the Post

The Rehabilitation Support Worker role will function as part of the multidisciplinary team within a community setting to provide a seamless service to patients with proximal supervision from a registered AHP or Nurse. The post holder will continue to develop and undertake a range of delegated tasks and will report to a registered AHP or Nurse. The Rehabilitation Support Worker will provide general / specific rehabilitation and care as specified below for a client group and will be proficient and competent to work across professional disciplines.

It is anticipated that this role will continue to develop through the acquisition of further skills, knowledge and competencies to be determined within the clinical teams with focus on clients' need.

Key Tasks and Responsibilities

- Deliver clinical and therapeutic care to patients as per care plan. To undertake rehabilitation of patients as per the interdisciplinary team plan.
- Perform patient assessment (under supervision and after appropriate delegation from the registered practitioner) plan and delivery high standards of care.
- Recognise the need for referral to alternative professionals and follow this through appropriately. To be responsible for a delegated, autonomous case load and having to make decision requiring clinical reasoning, including discharging patient.
- The clinical work will follow protocols/treatment plans and is aimed at exercises

and advice where appropriate, as well as enabling the patient to improve functional mobility (ability to get in and out of bed, transfer from chair to toilet, walk – with walking aid if necessary and climb stairs if appropriate).

- Problem solving and identifying when patients are not progressing as planned, communicating effectively with senior staff member.
- Provide concise handovers to other members of the MDT.
- Perform the role of link worker, for example, tissue viability, infection control or manual handling and feedback to members of the team any updated information.
- Provide and promote health education specific to the clinical area and in line with national and local policies.
- Promote independence and assist and support (where necessary) patients / clients in the activities of daily living.
- Promote patients' in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference ensuring dignity and privacy at all times, assisting when necessary
- To be aware of physical, psychological, social, cultural and spiritual needs of the dying patient.
- Use risk assessment tools appropriately to identify and reduce risks to patients and staff to ensure safe practice e.g. moving and handling.
- Report adverse signs to Registered Nurse / Therapist.
- Ensure clinical area is prepared and a suitable environment to carry out clinical procedures in the community setting.
- Use IT systems and participate in data collection.
- Provide evidence based rehabilitation and care.
- Maintain excellent communication with patients, relatives and members of the MDT regarding all aspects of care demonstrating a variety of communication skills in accordance with the client group.
- Maintain clear, concise and legible documentation adhering to standards in accordance with Nursing and Midwifery Council, Health and Care Professions Council and Trust policies.
- Act at all times in a professional manner, which illustrates respect for privacy, dignity and confidentiality.
- Maintain responsibility for the identification of own continuing educational needs

and development. Take part in annual appraisal and performance development plan.

- Support the Team Leaders and staff in the implementation of change .
- With guidance from the Senior Team AHP/Nurse participate in appropriate action relating to complaints, accidents and serious untoward incidents involving patients, staff and visitors.
- Act as a role model by upholding and implementing good practice in the workplace, always ensuring the highest standards of evidence based care.
- Acts as an advocate both for patients and staff.

Clerical Duties

- To share responsibility with all team members for the day-to-day smooth running of the service making specific contributions as requested.
- To answer the telephone, taking messages email as required and answering queries in a polite and courteous manner.
- To ensure that messages are transmitted within an appropriate timeframe and using methods consistent with their urgency.
- To maintain clear, comprehensive and accurate clinical records and in patient notes and to manage all documentation processes e.g. reporting on clinical incidents / near misses.
- To participate in clinical supervision, in-service training and individual performance development process during routine work time.

Job Dimensions

- It is the responsibility of all staff to highlight any health and safety issues.
- To undertake any such other duties as may be required from time to time that are consistent with the responsibilities of the grade.
- To comply with the Trust's and department's policies, guidelines and procedures.
- To attend all mandatory training as required in line with Trust employment and professional need.

Communication and Working Relationships

- To actively participate in team meetings, adding value to the department's business planning, service developments and clinical governance initiatives.
- To participate in performance and development programmes and to be committed to learning.
- To promote equality of individuals of acknowledging and valuing the person's beliefs, ethnicity and identity.

Rehabilitation Support Worker

Person Specification

SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education/ Qualifications	<p>Written, verbal and numeric skills to GCSE or similar level</p> <p>NVQ Level 3 health related study or equivalent experience</p>	<p>Cavendish Care Certificate</p> <p>Experience of clerical work</p>	Application Form, Interview
Experience	<p>Experience of working in a caring role undertaking a full range of clinical competencies to NVQ Level 3.</p> <p>Demonstrable understanding of the roles of members of the multi-disciplinary team</p>	<p>Worked as a therapy or healthcare assistant.</p> <p>Experience of working in more than one specialty within a health care environment.</p>	Application Form, Interview, References
Skills/Abilities/ Knowledge	<p>Understanding the delivery of individual patient care.</p> <p>Understanding of local current issues in relation to primary care.</p> <p>Ability to perform core clinical competencies.</p> <p>An awareness of health and safety issues</p> <p>Ability to deal with pressurised or unexpected situations</p> <p>Demonstrate initiative following minimal direction by Senior Team AHP or Nurse</p> <p>Demonstrate organisational</p>		Application Form, Interview, References

SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT
	<p>and time management skills</p> <p>Demonstrate ability and willingness to learn new skills</p> <p>Good written, spoken and non-verbal communication skills</p> <p>Physically fit to meet full demands of the post subject to occupational health clearance</p>		
Personal Qualities	<p>Confident to work with other professionals</p> <p>Able to effectively work under supervision as part of a team</p> <p>Able to perform practical tasks effectively</p> <p>Flexible</p> <p>Empathetic to needs of a range of clients</p>		Application Form, Interview, References
Other Requirements	<p>Willingness to ask for and take advice</p> <p>Ability to make decisions, using available evidence where necessary</p> <p>Commitment to high standard of care</p> <p>Commitment to personal and professional development</p> <p>Car driver / owner and insured for business use</p>		Application Form, Interview, References

Band 4 Therapy Assistant Practitioner

Candidate Brief

April 2020

Job Title: Therapy Assistant Practitioner
Grade: Band 4
Directorate: Clinical Services
Hours of Work: 37.5 hours across 7 days, including weekends on a rota basis
Site: NHS Headley Court Hospital, Surrey
Responsible to: Band 6 Physiotherapist/Occupational Therapist
Accountable to: Clinical Therapy Lead or Advanced Clinical Practitioner

Main objectives:

- To provide specialist and skilled assistance in the delivery of Physiotherapy / Occupational Therapy / Rehabilitation for adults / older people across hospital / community.
- To plan, review and independently implement specialist rehabilitation and enablement programs for a variety of clients in varying settings, within a defined area of competence.
- To work closely with multidisciplinary teams and other professionals, particularly in relation to patient mobility and enablement, including assessment for and provision of appropriate equipment, and to assist in the development of good working relationships with statutory, voluntary and independent organisations.
- To contribute to the development of this role within the Community Unit, utilising highly developed skills and experience.
- To work as part of the 8 hour / day, 7 day service.

KEY TASKS AND RESPONSIBILITIES

Clinical

- To undertake and continually practice in a way that meets the Care Certificate standards.
- To screen and prioritise clients referred to the service in consultation with the registered professionals in the team.

- To complete a mobility and / or functional assessment for agreed patients, using appropriate skills and knowledge, and recording accurately in the medical notes in the correct format.
- To recognise own scope of practice and limitations of knowledge and skills. To identify complex issues requiring a qualified therapist / nurse / other professional to see / assess, and ensure such cases are referred to the appropriate professional promptly; and to ensure any issues, concerns or queries regarding patients are discussed with the therapist / professional in a timely manner
- To carry a delegated caseload of clients with a range of needs, within a defined clinical / technical area of expertise, and be responsible for their assessment and treatment. To analyse the results from this to formulate and adapt treatment plans in consultation with therapists / professionals.
- To undertake highly skilled therapeutic rehabilitation using innovation, reporting client progress back to the therapist / professional e.g. falls management, on an individual basis, or instructing group exercise classes with or without the presence of a therapist
- To demonstrate physical ability to carry out therapy interventions including therapeutic handling and to demonstrate dexterity, co-ordination and palpatory sensory skills for treatment of patients
- To use own clinical judgement and knowledge in regards to progressing and / or making modifications to rehabilitation programmes within agreed clinical guidelines and parameters
- To be able to recognise change in the condition of a patient and monitor the patient's response to any treatment undertaken. To provide effective feedback to therapists / professionals in the Community Hospital as appropriate, including changes in the patients' condition and any relevant information appropriate to the patient's care, utilising judgment and analytical skills as to the appropriate action to be taken within delegated area of responsibility.
- To instruct patients and carers, providing direction and guidance on a range of therapy and mobility exercises, as part of own clinical work or as directed by the therapist / professional.
- To assist with the care of patients including supervising drinking, toileting, dressing and undressing, using principles of enablement
- To assist the therapist / professional with individual treatments / exercise as appropriate
- To work independently in the implementation and evaluation of therapy interventions for clients within the specified clinical / technical area of competency and in a variety of settings including wards, patients' homes, department

- To provide planned therapeutic activities and to work alongside other staff utilising personal skills to provide excellent client care and deliver treatment programmes on a one to one basis or in groups.
- To demonstrate an awareness of clinical risk and ability to manage clinical risk within own caseload at all times including observing patients in all situations applicable to therapy, ensuring safety and security at all times.
- Utilise skills to develop, order, fit and review specialist equipment and adaptations to promote independence and rehabilitation with patients, in conjunction with therapists / professionals.
- To comply at all times with the requirements of the Health and Safety Regulations and to take responsibility for the health, safety and welfare of self and others in the working environment.
- To assist therapists / professionals in evaluation of client intervention and rehabilitation progress using appropriate outcome measures and evaluation tools.
- To maintain accurate client records, consistent with organisational, legal and professional requirements ensuring documentation reflects the intervention the client has received and maintain statistics as appropriate.
- To assess patients' understanding of proposed rehabilitation and discharge plans and seek valid informed consent from clients before commencing treatment. Work within a legal framework for clients who lack capacity to provide consent to assessment and treatment.
- To demonstrate a holistic approach towards patients

Professional

- To be aware of and understand the role of the multidisciplinary team.
- To participate in the departments trusted assessors framework, display a willingness to learn, develop a relevant technical competency / area of interest and keep up to date with current national and local issues and developments.
- To utilise highly developed skills within a trusted assessor's framework laid down by NHS Headley Court Hospital for a delegated clinical caseload of patients with a range needs.
- To be aware of Trust / Physiotherapy / Occupational Therapy standards for practice and code of ethics and to work at all times in compliance with these. To contribute to policy development changes in working practice within a defined clinical / technical area.
- To routinely participate in departmental audits and to participate in research as required.

- To prioritise own duties / responsibilities within a defined clinical / technical area of expertise and demonstrate efficient time keeping skills.
- To be responsible for own learning in knowledge base relevant to own clinical area including mandatory training and completion of the Care Certificate, if not already completed, within the first three months in post. To provide non-clinical induction to students and new staff members.
- To attend and actively participate in the peer support and development groups.
- To be responsible for imparting information about the technical area of knowledge to other members of the multidisciplinary team as appropriate.
- To ensure effective communication to therapists, members of the multidisciplinary team, patients, carers and statutory / voluntary organisations in a timely and efficient manner and in accordance with national and local policies for the sharing of patient information.
- To participate in regular formal supervision, develop a personal development plan that links into departmental competency frameworks in order to promote learning and enhance skills.
- To be responsible for managing own daily timetable of delegated tasks including time for supervision and training.
- To be compliant with policy and procedure regarding the use of Medical Devices within defined clinical / technical area of expertise in line with the Medical Devices Policy.
- To maintain professional working relationships with the trust, physiotherapy and occupational therapy departments, multidisciplinary team, patients, carers and personnel from other agencies at all times.
- To access and input confidential patient information through integrated databases in accordance with the agreed policy and procedure.
- To be able to cope with occasional potentially stressful, upsetting or emotional situations

Organisational

- To ensure that the requirements of the job role are met within Department and Trust established guidelines.
- Provide services in accordance with therapy and Trust's standards, procedures, policies and objectives of quality assurance and ensure that they are consistent with best practise e.g. NICE, NSF's
- To comment on or contribute to the reviewing of policies and procedures within the Trust and the therapy services, relating to the defined clinical / technical area of expertise.

- To prepare the department and / or equipment, being aware of risk factors in accordance with the Trust's Clinical Risk, Health & Safety and Manual Handling policies and procedures.
- To be responsible for competent use and maintenance of all equipment used, to identify and appropriately dispose of walking aids to be condemned, and report defects in other equipment immediately
- To maintain stocks of walking aids and other equipment in the department and on the wards including timely re-ordering of supplies
- To undertake routine and general light cleaning / tidying tasks within departmental clinical areas
- To undertake some administrative tasks particularly related to record keeping, filing, photocopying, supplies, errands and message taking in consultation with therapists
- To ensure the supply and change of laundry if appropriate to clinical area
- To prepare and clean equipment used in treatment
- To assist with the maintenance, cleanliness and tidiness of the department
- To be responsible for informing line manager of any issues relating to the ability to safely carry out duties.
- To participate in day to day administration and housekeeping duties in the department.
- To take delegated responsibility for equipment stock control, receipt and safe storage of equipment and alert line manager of issues relating to stock levels and condition of equipment within the satellite equipment stores
- To be aware of departmental duties and initiatives to ensure a safe environment, recognising patients' requirements for privacy and dignity.
- To recognise and comply with the trust and departmental policies and procedures e.g. for incident reporting, booking annual leave, study leave, sickness and absence reporting. To report all complaints promptly to the physiotherapist / occupational therapist and follow Trust Procedure
- Undertake any other appropriate duties as required by the unit managers.

The job may involve frequent exposure to unpleasant working conditions on a regular daily basis and may also include exposure to bodily fluids including sputum, urine, faeces and vomit, unpleasant smells and occasional exposure to verbal and physical aggression.

The job may also involve working in patients' own homes and other settings which may be distressing or emotionally challenging and physically demanding or restrictive. This will require an awareness of risk situations for self, patients and others. It may also involve frequent handling and transporting a range of equipment.

This job may also include working with a number of patients who have emotional, psychological and mental health issues, as well as their physical difficulties, which can prove challenging and emotionally demanding.

The post holder will need to be able to prioritise caseload and work flexibly around frequent interruptions, relating to patient care and the needs of the department.

General

- To carry out such duties as may be required by the line manager or professional managers, which are consistent with the responsibilities of the grade.
- To communicate with colleagues, patient and visitor in a polite and courteous manner at all times.
- To attend any mandatory training and induction courses as designated by management.
- To report all clinical and non-clinical accidents or near misses, promptly, and when required, to co-operate with any investigation undertaken.
- To participate in the Trust's Risk Management framework.
- To work in other areas of the Trust as required.
- To take part in Therapy Services rotas, including weekends and Bank Holidays, evenings and on-call work as required.

Person Specification

Therapies Assistant Practitioner – Band 4

	Essential Criteria	Desirable criteria	Method of assessment
Qualifications and Experience	<p>The Care Certificate - or the ability to attain the Care Certificate within first 3 months of working</p> <p>Good general education e.g. 5 GCSEs or equivalent</p> <p>NVQ level 3 or equivalent</p>	<p>Theoretical and practical training to NVQ 3 level in relevant area</p> <p>Experience and / or further education in relevant field to diploma level or equivalent</p> <p>Basic competency training and skills in: mobility assessment, progression of mobility, stair assessment, gym classes, passive and active assisted movement, stretches, balance work, individual exercise programs.</p> <p>Experience in a therapy department including work with elderly patients</p> <p>Word processing</p>	Application
Skills and Knowledge	<p>Good written and spoken communication skills.</p> <p>Good organisational skills</p> <p>Demonstrates a good knowledge of the roles of the Physiotherapist and Occupational Therapist</p>	<p>Knowledge and / or experience with falls management and prevention</p>	Application / test / interview
Personal Characteristics	<p>Professional presentation and demeanour</p> <p>Ability to work as part of a therapy and multi-disciplinary team without direct supervision.</p> <p>Ability to recognise own</p>		Application / test / interview

	<p>limitations.</p> <p>Good time management skills.</p> <p>Ability to work under pressure.</p> <p>Flexibility</p> <p>Initiative</p> <p>Ability to work harmoniously with a diverse workforce and to deliver equity of service to people from different backgrounds</p> <p>Ability to work in a climate of organisational change</p>		
Other Factors	<p>Physically fit to carry out moderate to intense physical effort for several periods during the working day; able to comply with Trust manual handling guidelines</p> <p>Car driver / owner and insured for business use</p> <p>Able to participate in weekend and extended hours rotas</p>		Application / interview

Band 6 Occupational Therapist

Candidate Brief

April 2020

Job Title:	Specialist Occupational Therapist
Grade:	Band 6
Hours of Work:	Equivalent of 37.5hrs per week (150 hours incorporated into a 4 week rota)
Responsible to:	Band 7 Highly Specialist Occupational Therapist
Accountable to:	Clinical Therapy Lead / Clinical Manager
Responsible for:	NHS Headley Court Hospital, Surrey

As a sub-acute, intermediate care service, therapy input is provided 8 hours per day across 7 days.

Job Purpose

- To work as a key member of the multidisciplinary team in the assessment and management of a caseload of clients whose needs are best met in a sub-acute/rehabilitation setting.
- To plan, deliver and evaluate the treatment needs of clients with a variety of complex social and health care needs.
- To participate as an active member of the multidisciplinary team in developing and delivering high quality and innovative services to the local population.
- To promote effective teamwork, delegating activities appropriately, to the benefit of the patient and service delivery.
- The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.
- Responsible for the provision of Occupational Therapy service for NHS Headley Court Hospital, Surrey.

KEY DUTIES AND RESPONSIBILITIES

Clinical

Patient Care

- To be responsible for a clinical caseload working within multi-disciplinary team (MDT), ensuring patients and carers receive optimum level of therapy and holistic care within available resources.
- To undertake timely, holistic assessments of patients, involving functional and environmental factors.
- To be able undertake assessments autonomously as well as working with other members of the MDT.
- To be able to undertake assessment and interventions within a community unit and supporting a safe discharge to an appropriate setting.
- To be able to work with a person/friends and family to identify person centred SMART goals (care plan), using clinical reasoning and evidence based practise.
- To be able to make rapid decisions where required, using clinical reasoning skills, knowledge and experience, with support as appropriate.
- To be able to complete basic observations on a person, interpret these results and act on them appropriately, with support from other members of the MDT.
- Willingness and enthusiasm to work toward cross-disciplinary capabilities.
- To be able to monitor a person's progress and adapt treatment plans and intervention/recommendations as appropriate, using outcome measures and reflective practise.
- To have an awareness of local community services and be able to refer to these appropriately and in a timely manner.
- To contribute to the development of information that enables a person to understand and self-manage their condition whenever possible.

Communication/Relationship Skills

- To be able to appropriately gain a person's consent to engage with assessment and intervention as required. Recognising that people may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To be able to assess and identify those who lack the capacity to consent to treatment and be able to work with them within a legal framework.
- To be able to adopt a range of communication methods as appropriate in view of educational, social or identified barriers to effective communication, e.g. language preference, language disorder, cognitive or emotional barriers.
- To communicate effectively with other team members, as well as others involved in the person's care, e.g. other professionals, teams and family/carers to ensure a 'one team' approach is maintained.
- To attend and participate in daily team meetings/huddles.
- To attend and participate in meetings held within the community and/or acute setting as required.
- To be able to keep accurate, up-to-date records using agreed system.
- Ensure that all records pertinent to a person's care comply with quality standards of Trust/Professional/Service policies and meet legal requirements.
- To be able to provide comprehensive written and/or verbal reports to other professionals/agencies involved in a person's care.
- To develop awareness and be sensitive to team dynamics. Be able to respond appropriately when considering your own role and the role of others in the team, being sensitive to the needs of your colleagues.

Health/Safety and Security Responsibilities

- To undertake and advise on safe moving and handling of a person and apply manual handling techniques to assessment and treatment. To provide a person and/or family/informal carers with education and advice regarding appropriate manual handling techniques, seeking support from senior team members as required.
- To carry out risk assessments when necessary, formulate and carry out action plans to reduce risk.

- To comply and promote safe working practises with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, as well as Epsom Health and Care policies and procedures.
- To have current knowledge of infection control, which may impact on your areas of work.
- To report all clinical and non-clinical incidents/near misses, as per appropriate policy.
- To take independent responsibility for ensuring mandatory training is up to date.
- To ensure that you are able to access all appropriate policies and procedures adopted by Epsom and St Helier and NHS Headley Court Hospital, Surrey.

Planning and Organisational Duties

- To be able to prioritise effectively and be flexible to the demands of the service. To be able to respond to urgent referrals and clinical queries as required throughout the day.
- To demonstrate flexibility according to the needs of the service and the clinical area as directed by senior staff.
- To have an understanding of clinical governance and risk management.
- To enhance and maintain co-operative working relationships with colleagues from all sectors.
- To contribute to and participate in team objectives and service developments.
- To participate in team and service related meetings, planning, organising, chairing or minute taking when required.

Managerial

Personal and People Development Responsibilities

- To assist colleagues by monitoring caseloads, recording statistics and prioritising referrals as required.

- To develop and maintain professional, clinical and managerial skills through supervision/appraisal, CPD and a personal development plan agreed with the line manager/professional manager.
- To participate in the staff development programme by actively encouraging and engaging in supervision, training and development opportunities within the team, including students e.g. through in services training, 1:1 supervision, Personal Development Plans etc.
- To provide clinical supervision, appraisal and competency framework for junior staff members, support workers, and assistants in the team, by providing theoretical and practical clinical training.
- To clinically supervise OT students, having attended practise placement educator course. Support with other discipline practise placements as required.
- To delegate duties to colleagues appropriately.
- To have an awareness of accountability and delegation guidelines.
- Assist in the development of educational resources to update evidence based clinical knowledge.
- To participate in case based learning sessions, in-service training, case study presentations, journal clubs as a recipient and facilitator.
- To contribute to the development of Occupational Therapy within the service.

Quality and Service Development Responsibilities

- To abide by the HCPC / COT rules of professional conduct and local professional and quality standards.
- To contribute towards joint assessment processes.
- To collaborate with other colleagues on ways to maintain, monitor and improve services provided, and undertake research project as appropriate.
- To maintain links with own professional group by attending relevant meetings.
- To keep up to date with current research/literature relevant to clinical area.
- To be involved in monitoring and evaluation activities.

- Through supervision and appraisal identify band 6 projects i.e. research, audit, case study, and be responsible for completing these projects.
- To maintain a current knowledge of developments within the NHS and Occupational Therapy.
- To support professional and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.
- To be professionally and legally responsible for all aspects of professional activities, working within the codes of practise, professional guidelines and Epsom and St Helier and NHS Headley Court Hospital policies and procedures.
- To develop and maintain discipline specific skills, whilst adopting a cross competency approach, with support as required.

PERSON SPECIFICATION

JOB TITLE: Occupational Therapist

BAND: 6

Education/Qualifications		How measured
<u>Essential</u> Degree or diploma in Occupational Therapy Registered with the Health Care Professions Council	<u>Desirable</u> Membership of the College of Occupational Therapists	Application form and Interview
Experience		How measured
<u>Essential</u> Relevant post qualification experience with a range of client groups.	<u>Desirable</u> Post qualification experience working in the community.	Application form, interview and CPD Portfolio

<p>Appreciation of constraints to working in the community.</p> <p>Experience of MDT working.</p> <p>Experience of clinical teaching within the MDT.</p> <p>Experience in supervising and working with juniors/assistants/students</p> <p>Ability to demonstrate on-going CPD and the use of evidence based practice.</p>	<p>Experience in clinical audit, research/literature reviews.</p> <p>Experience in using an electronic notes recording system (i.e.RiO, EMIS)</p>	
<u>Skills/Abilities/Knowledge</u>		How measured
<p><u>Essential</u></p> <p>Ability to prioritise and manage own caseload.</p> <p>Ability to assess, set SMART goals and evaluate the progress of treatment plan.</p> <p>Basic manual handling skills.</p> <p>Ability to manage time effectively.</p> <p>Ability to delegate tasks.</p>	<p><u>Desirable</u></p> <p>Proficient with basic Excel and Word.</p>	<p>Application form, interview and CPD Portfolio</p>

<p>Ability to work autonomously.</p> <p>Realistic about ability and willing to seek help appropriately.</p> <p>Effective written and verbal communication skills.</p> <p>Knowledge of relevant health, safety and risk issues.</p> <p>Awareness of current issues in health, including clinical governance.</p> <p>Valid driving license with use of car for work.</p>		
<u>Physical</u>		How measured
<p>Essential</p> <p>Physical ability to carry out occupational therapy assessment and intervention</p> <p>Able to get to all sites required for the post and to be flexible to meet the needs of the role</p> <p>Valid driving license with use of car for work.</p>		<p>Application and Interview</p>

<u>Other Requirements</u>		How measured
<p><u>Essential</u></p> <p><u>Team worker</u> – Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p>Customer Focused - Builds and manages internal and external stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs and ensuring delivery of commissioner requirements. Ability to assess, develop, implement and evaluate programmes of care</p> <p>Good Communicator – Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood. Able to work collaboratively with a strong sense of openness, honesty and integrity</p> <p>Knowledge Sharing – Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues in order to improve business performance.</p> <p>Personal Development – Manages personal and professional</p>	<p>1991</p>	<p>Interview</p>

<p>development seeks opportunities for further development and skill enhancement and solicits constructive feedback in order to improve performance for self and others in the team</p> <p>Business Aware – Demonstrates a clear understanding of the current market environment including awareness of all opportunities and threats to new and existing business / income. Seeks, evaluates and uses information from a wide variety of internal and external sources in order to proactively develop the business and improve performance. Ability to manage the conflicting demands of the role</p>		
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Band 6 Physiotherapist

Candidate Brief

April 2020

Job Title:	Specialist Physiotherapist
Grade:	Band 6
Hours of Work:	Equivalent of 37.5hrs per week (150 hours incorporated into a 4 week rota)
Responsible to:	Band 7 Highly Specialist Physiotherapist
Accountable to:	Clinical Therapy Lead or Advanced Clinical Practitioner
Responsible for:	NHS Headley Court Hospital, Surrey
Tenure:	Fixed Term

As a sub-acute, intermediate care service, therapy input is provided 8 hours per day across 7 days..

Job Purpose

- To work as a key member of the multidisciplinary team in the assessment and management of a caseload of clients whose needs are best met in sub-acute/rehabilitation setting.
- To plan, deliver and evaluate the treatment needs of clients with a variety of complex social and health care needs.
- To participate as an active member of the multidisciplinary team in developing and delivering high quality and innovative services to the local population.
- To promote effective teamwork, delegating activities appropriately, to the benefit of the patient and service delivery.
- The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.
- Responsible for the provision of Physiotherapy service for NHS Headley Court Hospital, Surrey.

KEY DUTIES AND RESPONSIBILITIES

Clinical

Patient Care

- To be responsible for a clinical caseload working within multidisciplinary team (MDT), ensuring patients and carers receive optimum level of therapy and holistic care within available resources.
- To undertake timely, holistic assessments of patients, involving functional and environmental factors.
- To be able undertake assessments autonomously as well as working with other members of the MDT.
- To be able to undertake assessment and interventions within a community unit and supporting a safe discharge to an appropriate setting.
- To be able to work with a person/friends and family to identify person centred SMART goals (care plan), using clinical reasoning and evidence based practise.
- To be able to make rapid decisions where required, using clinical reasoning skills, knowledge and experience, with support as appropriate.
- To be able to complete basic observations on a person, interpret these results and act on them appropriately, with support from other members of the MDT.
- Willingness and enthusiasm to work toward cross-disciplinary capabilities.
- To be able to monitor a person's progress and adapt treatment plans and intervention/recommendations as appropriate, using outcome measures and reflective practice.
- To have an awareness of local community services and be able to refer to these appropriately and in a timely manner.
- To contribute to the development of information that enables a person to understand and self-manage their condition whenever possible.

Communication/Relationship Skills

- To be able to appropriately gain a person's consent to engage with assessment and intervention as required. Recognising that people may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To be able to assess and identify those who lack capacity to consent to treatment and be able to work with them within a legal framework.
- To be able to adopt a range of communication methods as appropriate in view of educational, social or identified barriers to effective communication, e.g. language preference, language disorder, cognitive or emotional barriers.
- To communicate effectively with other team members, as well as others involved in the person's care, e.g. other professionals, teams and family/carers to ensure a 'one team' approach is maintained.
- To attend and participate in daily team meetings/huddles.
- To attend and participate in meetings held within the community and/or acute setting as required.
- To be able to keep accurate, up-to-date records using agreed system.
- Ensure that all records pertinent to a person's care comply with quality standards of Trust/Professional/Service policies and meet legal requirements.
- To be able to provide comprehensive written and/or verbal reports to other professionals/agencies involved in a person's care.
- To develop awareness and be sensitive to team dynamics. Be able to respond appropriately when considering your own role and the role of others in the team, being sensitive to the needs of your colleagues.

Health/Safety and Security Responsibilities

- To undertake and advise on safe moving and handling of a person and apply manual handling techniques to assessment and treatment. To provide a person and/or family/informal carers with education and advice regarding appropriate manual handling techniques, seeking support from senior team members as required.

- To carry out risk assessments when necessary, formulate and carry out action plans to reduce risk.
- To comply and promote safe working practises with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, as well as Epsom Health and Care policies and procedures.
- To have current knowledge of infection control, which may impact on your areas of work.
- To report all clinical and non-clinical incidents/near misses, as per appropriate policy.
- To take independent responsibility for ensuring mandatory training is up to date.
- To ensure that you are able to access all appropriate policies and procedures adopted by Epsom and St Helier and NHS Headley Court Hospital, Surrey.

Planning and Organisational Duties

- To be able to prioritise effectively and be flexible to the demands of the service. To be able to respond to urgent referrals and clinical queries as required throughout the day.
- To assist the Band 7 therapist by monitoring caseloads, recording statistics and prioritising referrals as required.
- To demonstrate flexibility according to the needs of the service and the clinical area as directed by senior staff.
- To have an understanding of clinical governance and risk management.
- To enhance and maintain co-operative working relationships with colleagues from all sectors.
- To contribute to and participate in team objectives and service developments.
- To participate in team and service related meetings, planning, organising, chairing or minute taking when required.

Managerial

Personal and People Development Responsibilities

- To assist colleagues by monitoring caseloads, recording statistics and prioritising referrals as required.
- To develop and maintain professional, clinical and managerial skills through supervision/appraisal, CPD and a personal development plan agreed with the line manager/professional manager.
- To participate in the staff development programme by actively encouraging and engaging in supervision, training and development opportunities within the team, including students e.g. through in services training, 1:1 supervision, Personal Development Plans etc.
- To provide clinical supervision, appraisal and competency framework for support workers, and assistants in the team, by providing theoretical and practical clinical training.
- To clinically supervise Physiotherapy students, having attended practise placement educator course. Support with other discipline practise placements as required.
- To delegate duties to colleagues appropriately.
- To have an awareness of accountability and delegation guidelines.
- Assist in the development of educational resources to update evidence based clinical knowledge.
- To participate in case based learning sessions, in-service training, case study presentations, journal clubs as a recipient and facilitator.
- To contribute to the development of Physiotherapy within the service.

Quality and Service Development Responsibilities

- To abide by the HCPC / CSP rules of professional conduct and local professional and quality standards.
- To contribute towards joint assessment processes.

- To collaborate with other colleagues on ways to maintain, monitor and improve services provided, and undertake research project as appropriate.
- To maintain links with own professional group by attending relevant meetings.
- To keep up to date with current research/literature relevant to clinical area.
- To be involved in monitoring and evaluation activities.
- Through supervision and appraisal identify a band 6 project i.e. research, audit, case study, and be responsible for completing these projects.
- To maintain a current knowledge of developments within the NHS and Physiotherapy.
- To support professional and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.
- To be professionally and legally responsible for all aspects of professional activities, working within the codes of practise, professional guidelines and Epsom and St Helier and NHS Headley Court Hospital policies and procedures.
- To develop and maintain discipline specific skills, whilst adopting a cross competency approach, with support as required.

PERSON SPECIFICATION

JOB TITLE: Physiotherapist

BAND: 6

Values and Behaviours		How measured
Education/Qualifications		
<u>Essential</u> Degree or diploma in Physiotherapy Registered with the Health Care	<u>Desirable</u> Membership of the CSP	Application form and Interview

Professions Council		
Experience		
<p><u>Essential</u></p> <p>Relevant post qualification experience with a range of client groups.</p> <p>Appreciation of constraints to working in the community.</p> <p>Experience of MDT working.</p> <p>Experience of clinical teaching within the MDT.</p> <p>Experience in supervising and working with juniors/assistants/students</p> <p>Ability to demonstrate on-going CPD and the use of evidence based practice.</p>	<p><u>Desirable</u></p> <p>Post qualification experience working in the community.</p> <p>Experience in clinical audit, research/literature reviews.</p> <p>Experience in using an electronic notes recording system (i.e.RiO, EMIS)</p>	<p>Application form, interview and CPD Portfolio</p>

Skills/Abilities/Knowledge		
<p><u>Essential</u></p> <p>Ability to prioritise and manage own caseload.</p> <p>Ability to assess, set SMART goals and evaluate the progress of treatment plan.</p> <p>Basic manual handling skills.</p> <p>Ability to manage time effectively.</p> <p>Ability to delegate tasks.</p> <p>Ability to work autonomously.</p> <p>Realistic about ability and willing to seek help appropriately.</p> <p>Effective written and verbal communication skills.</p> <p>Knowledge of relevant health, safety and risk issues.</p> <p>Awareness of current issues in health, including clinical governance.</p> <p>Valid driving license with use of car for work.</p>	<p><u>Desirable</u></p> <p>Proficient with basic Excel and Word.</p>	<p>Application form, interview and CPD Portfolio</p>

Physical		
<p><u>Essential</u></p> <p>Physical ability to carry out therapy assessment and intervention</p> <p>Able to get to all sites required for the post and to be flexible to meet the needs of the role</p>		Application and Interview
Other Requirements		
<p><u>Essential</u></p> <p>Team worker – Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p>Customer Focused - Builds and manages internal and external stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs and ensuring delivery of commissioner requirements. Ability to assess, develop, implement and evaluate programmes of care</p> <p>Good Communicator – Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood. Able to work collaboratively with a strong sense of openness, honesty and integrity</p>		Interview

<p>Knowledge Sharing – Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues in order to improve business performance.</p> <p>Personal Development – Manages personal and professional development seeks opportunities for further development and skill enhancement and solicits constructive feedback in order to improve performance for self and others in the team</p> <p>Business Aware – Demonstrates a clear understanding of the current market environment including awareness of all opportunities and threats to new and existing business / income. Seeks, evaluates and uses information from a wide variety of internal and external sources in order to proactively develop the business and improve performance. Ability to manage the conflicting demands of the role</p>		
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Band 7 Occupational Therapist

Candidate Brief

April 2020

Job Title: Highly Specialist Occupational Therapist Intermediate Care/Rehabilitation Setting

Grade: Band 7

Hours of Work: Equivalent of 37.5 hours per week
(150 hours incorporated into a 4 week rota)

Responsible to: Clinical Therapy Lead or Advanced Clinical Practitioner

Accountable to: Director of Nursing

Responsible for: NHS Headley Court Hospital, Surrey

Tenure: Fixed Term

Key relationships:

As a sub-acute, intermediate care service therapy input is provided 8 hours per day across 7 days.

Job Purpose

- To work as a key member of the multidisciplinary team in the assessment and management of a caseload of clients.
- To plan, deliver and evaluate the treatment needs of clients with a variety of complex social and health care needs.

- To participate as an active member of the multidisciplinary team in developing and delivering high quality and innovative services to the local population.
- To promote effective teamwork, delegating activities appropriately, to the benefit of the patient and service delivery.
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- The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.

KEY DUTIES AND RESPONSIBILITIES

Clinical

Patient Care

- To undertake timely, holistic assessments of patients, involving functional and environmental factors.
- To be able to undertake assessment and interventions within a intermediate care/rehabilitation setting supporting discharge from the acute setting/hospital or as part of step-up care from the community.
- To be able undertake assessments autonomously as well as working with other members of the MDT.
- To provide comprehensive intervention to patients making use of assessment and treatment facilities where appropriate.
- To be able to make rapid decisions where required, using clinical reasoning skills, knowledge and experience, with support as appropriate.
- To be responsible for a clinical caseload working within multidisciplinary teams, sharing care appropriately ensuring patients and carers receive optimum level of therapy and holistic care within available resources.
- To carry out multidisciplinary screening assessments and discuss outcomes with multidisciplinary team members.
- Willingness and enthusiasm to work toward cross-disciplinary capabilities.
- To be able to monitor a person's progress and adapt treatment plans and intervention / recommendations as appropriate, using outcome measures and reflective practise.

- To be able to work with a person / friends and family to identify person centred SMART goals (care plan), using clinical reasoning and evidence based practice.
- To keep accurate up-to-date records on patient care and equipment provision, which comply with quality standards of Trust / Professional / Service policies, meet legal requirements and that can be shared with colleagues and carers when appropriate.
- To have an awareness of local community services and be able to refer to these appropriately and in a timely manner.
- To provide written and / or verbal reports to referrers and other agencies involved in patients' care and participate in clinical meetings as necessary.
- To contribute to the development of information that enables patients to understand and self-manage their condition whenever possible.
- To contribute to the development of Therapy within the service and effectively contribute to the patient / care pathway, and to develop the skills required to undertake this.
- To be involved in clinical innovation, using research evidence based practice and clinical networks.

Communication / Relationship Skills

- To be able to appropriately gain a person's consent to engage with assessment and intervention as required. Recognising that people may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To be able to assess and identify those who lack the capacity to consent to treatment and be able to work with them within a legal framework.
- To be able to adopt a range of communication methods as appropriate in view of educational, social or identified barriers to effective communication, e.g. language preference, language disorder, cognitive or emotional barriers.
- To communicate effectively with other team members, as well as others involved in the person's care, e.g. other professionals, teams and family / carers to ensure a 'one team' approach is maintained.
- To attend, participate and lead daily team meetings / huddles.

- To be able to keep accurate, up-to-date records using agreed system.
- Ensure that all records pertinent to a person's care comply with quality standards of Trust / Professional / Service policies and meet legal requirements.
- To be able to provide comprehensive written and / or verbal reports to other professionals / agencies involved in a person's care.
- To develop awareness and be sensitive to team dynamics. Be able to respond appropriately when considering your own role and the role of others in the team, being sensitive to the needs of your colleagues.

Operational Leadership

- To lead others from a base of clinical credibility in order to model and support improved practice, integrity and partnerships.
- To provide supportive and facilitative leadership to the team and colleagues.
- Manage the day-to-day, on-going delivery and development of the service within remit ensuring delivery of a service that is responsive, high quality, value for money and meets the commissioned service specification.
- Responsible for service delivery of the key performance indicators.
- Support the service manager with analysis of performance data highlighting areas of variance, reasons for variance and where appropriate develop and monitor action plans to address and improve performance and patient care (i.e. caseload monitoring, recording statistics and prioritising referrals as required). Escalate to service manager when actions plan is not achieving expected change.
- Develop a working environment and culture that actively improves health, safety and security for staff and clients.
- Report, investigate, review and monitor complaints and clinical incidents in conjunction with service manager, Clinical and Professional Leads and the Clinical Governance team and work collaboratively to develop strategies around prevention of future occurrences.
- Ensure the formal dissemination of learning in order to inform policy and practice.

- Take responsibility for ensuring that a client experience of the service is positive and patient feedback informs service improvement plans.
- Create a constructive environment in which to work effectively with commissioners and partners including primary care, other health care providers, and adult social care, voluntary organisations.

Planning and Organisational Duties

- To be able to prioritise effectively and be flexible to the demands of the service. To be able to respond to urgent referrals and clinical queries as required throughout the day.
- To demonstrate flexibility according to the needs of the service and the clinical area as directed by senior staff.
- To enhance and maintain co-operative working relationships with colleagues from all sectors.
- To contribute to and participate in team objectives and service developments.
- To participate in team and service related meetings, planning, organising, chairing or minute taking when required.

Health / Safety and Security

- To undertake and advise on safe moving and handling of a person and apply manual handling techniques to assessment and treatment. To provide a person and / or family / informal carers with advice regarding appropriate manual handling techniques, seeking support from senior team members as required.
- To carry out risk assessments when necessary, formulate and carry out action plans to reduce risk.
- To comply and promote safe working practises with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, as well as Epsom Health and Care policies and procedures.
- To have an understanding of clinical governance and risk management.
- To have current knowledge of infection control, which may impact on your areas of work.

- To report all clinical and non-clinical incidents / near misses, as per appropriate policy.
- To take independent responsibility for ensuring mandatory training is up to date.
- To ensure that you are able to access all appropriate policies and procedures adopted by Epsom and St Helier and Headley Court.

Managerial

Personal and People Development

- Line manage allocated team members (clinical and / or administrative) in accordance with organisational policies and procedures ensuring that good practice in recruitment, appraisal, performance management and other policy areas is maintained.
- Monitor and manage levels and standards of performance, staff conduct, standards of behaviour and staff absenteeism as appropriate ensuring the matters are dealt with effectively and in line with Trust policy and procedure.
- Support staff engagement by encouraging team members to be involved in shaping and influencing service delivery and improvement and ensuring that the contributions and perspectives of all staff are heard, valued and influence management decision making.
- Actively participate in team, locality, divisional and other relevant meetings, working groups and committees and deputise for the service manager when required.
- Actively participate in the recruitment and selection and the subsequent employment and induction of new staff.
- Ensure that all team members are offered clinical supervision and provide regular clinical supervision, mentorship and coaching to designated staff members.
- Work with professional and clinical leads to ensure that staff are working to competencies which are regularly assessed and appropriate and in line with the Knowledge and Skills framework and are able to develop the necessary level of personal and professional capability to fulfil their roles.

- Ensure training and development needs of staff are identified and communicated to the Learning & Organisational Development and Clinical Education and Practice functions.
- Support therapy clinical leads where appropriate to deliver both formal and informal teaching and/or training programmes.
- Work with Service Managers and Professional Leads to ensure efficient and effective use of the workforce and ensure that the structure and skill mix of the team reflects the activity demands.
- Work with service managers to implement skill mix and staff deployment/changes as appropriate and review work allocation to meet the changing needs of patients within the financial budget.
- Communicate the Trust and Division, objectives, future plans and current progress against plans to all team members and foster a sense of identity, common purpose and shared values in pursuit of goals and organisational objectives.
- Support staff engagement by encouraging team members to be involved in shaping and influencing service delivery and ensuring that the contributions and perspectives of all staff are heard, valued and influence management decision making.
- Promote equal opportunities for staff in accordance with the Organisations' policies.
- Participate in cased based learning sessions, in service training, case study presentations as a recipient and facilitator.
- To participate as a full member of the team(s), contributing to the development and practice of both uni-disciplinary (Occupational Therapy) and multidisciplinary practice.

Quality and Service Development

- To abide by the HCPC / RCOT / BAOT rules of professional conduct and local professional and quality standards.

- To develop and maintain personal, clinical and managerial skills through supervision, CPD and a personal development plan agreed with the line manager / professional manager.
- To maintain a current knowledge of developments within the NHS and Occupational Therapy.
- To participate in clinical governance / audit / clinical effectiveness projects in this clinical area.
- To obtain and communicate information, gaining consent to client understanding of, and client compliance with treatment programmes. Recognising patients may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To liaise with all members of the relevant multi-disciplinary team, as well as the patients, carers and external agencies.
- To liaise with colleagues in therapy teams, not associated with Surrey Downs Health and Care / Sutton Health and Care, as appropriate.
- To work in partnership with stakeholders across the CCGs and acute trusts and voluntary sectors.
- To collaborate with other colleagues on ways to maintain, monitor and improve services provided, and undertake research project as appropriate.
- To maintain links with own professional group by attending relevant meetings.
- To develop and maintain discipline specific skills, whilst adopting a cross competency approach, with support as required.

Educational

- To provide clinical supervision, appraisal and competency attainments for junior therapy staff, support workers and assistants in the team, by providing theoretical and practical clinical training.
- To participate in the student placement programme, and following appropriate training, be responsible for student supervision and training.

- To participate in both Therapy and multi professional training programmes.
- Assist in the development of educational resources to update evidence based clinical knowledge.

Research and audit

- Through supervision and appraisal identify band 7 projects i.e. research, audit, case study, and be responsible for completing these projects.
- To be responsible for completing and leading on designated clinical governance objectives in conjunction with the team.
- To support self and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.

Financial & Resource Management

- Authorise expenditure in accordance with agreed policies and standing financial instructions and ensure value for money.
- Ensure that the team within remit delivers in line with commissioned activity and planned income in line with resources and budgets.
- Promote the effective and efficient use of resources available including taking responsibility for the care and safe keeping of equipment issued for personal, team and / or patient use and report any defect or loss.
- Ensure adherence to procurement processes and stock management within team.
- Promote efficiency, demonstrate cost-effectiveness, and embed a culture of delivery quality care that is value for money.
- Ensure compliance of your own and all team members with the Trust's Standing Financial Instructions.

PERSON SPECIFICATION

JOB TITLE: Occupational Therapist

BAND: 7

Factors <i>Essential/ Desirable</i>	Criteria	Assessment*
Education/Qualification		
Essential	<ul style="list-style-type: none"> • AHP with appropriate diploma / degree • Current registration with HCPC • Experience and/or additional education in relevant field to post gradual diploma or equivalent level, combination of education, further training and experience. • Evidence of CPD relevant to treatment of older adults, physical disability and rehabilitation. • Evidence of an up to date CPD portfolio • Valid driving licence with use of car for work. 	AF IV C
Desirable	<ul style="list-style-type: none"> • Membership of the RCOT/BAOT. • Qualification in team/service management or prepared to work towards. • Masters level study related to rehabilitation or prepared to work towards. 	AF IV
Experience		
Essential	<ul style="list-style-type: none"> • Evidence of recent post-graduate experience in core areas including elderly care, respiratory and rapid response. • Experience of working in a community/primary care setting. • Experience of negotiating and liaising within a multi-disciplinary/ interdisciplinary environment. • Experience of working and assessing people with complex needs and delivering complex care plans. • Experience of co-ordinating and managing a team. • Experience of supervision and teaching others • Active participation in in service training. • Experience in service development 	AF IV P
Desirable	<ul style="list-style-type: none"> • Experience In multi-agency working • Experience in promoting services within a locality • Experience of working with clients requiring intermediate care. 	AF

	<ul style="list-style-type: none"> • Experience of working with in a virtual ward model in a community setting 	IV
Skills and Knowledge		
<i>Essential</i>	<ul style="list-style-type: none"> • Knowledge of principles of care for long term conditions, relevant National Service Frameworks, NICE and other national standards including the out of hospital strategies. • Advanced skills in the assessment and treatment of adults with complex multi-pathologies. • Knowledge and understanding of current health care policy and relevance to the delivery of healthcare services • Knowledge of Primary Health Care and collaborative working with other care providers, e.g. social care, acute hospitals and voluntary services • Knowledge of the audit cycle • Knowledge of evidence based practice • Knowledge and understanding of clinical governance • Knowledge of how equal opportunities can be implemented in practice Has a range of clinical skills and expertise relevant to the role • An understanding of the importance of involving service users in their treatment and development of the service. • Ability to work as part of a team. • Able to lead and motivate a team and implement change. • Able to work autonomously, planning and prioritising own workload and that of others. • Teaching of junior staff, students and peers • Able to deal with conflict and manage appropriately. • Ability to communicate effectively both verbally and in writing. • Able to identify learning and development needs and actively seek ways to meeting those needs. • Basic computer skills including use of – Word, Power point, Excel, clinical recording systems 	AF IV P
<i>Desirable</i>	<ul style="list-style-type: none"> • Experience in research and audit • Experience in Performance management 	AF IV
Other		
<i>Essential</i>	Team Leadership – Has the ability to create and communicate a clear vision and direction in order to create a motivated team and foster an environment where groups and individuals can achieve high performance. Skilled in the use of reflective practice	AF IV

	<p>and proactive clinical supervision and is self-motivated</p> <p>Customer Focused - Builds and manages internal and external stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs and ensuring delivery of commissioner requirements. Ability to assess, develop, implement and evaluate programmes of care</p> <p>Business Aware – Demonstrates a clear understanding of the current market environment including awareness of all opportunities and threats to new and existing business / income. Seeks, evaluates and uses information from a wide variety of internal and external sources in order to proactively develop the business and improve performance. Ability to manage the conflicting demands of the role</p> <p>Team worker – Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p>Good Communicator – Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood. Able to work collaboratively with a strong sense of openness, honesty and integrity</p> <p>Knowledge Sharing – Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues in order to improve business performance.</p> <p>Personal Development – Manages personal and professional development seeks opportunities for further development and skill enhancement and solicits constructive feedback in order to improve performance for self and others in the team</p>	P
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<i>Desirable</i>		
<p>* Assessment will take place with reference to the following</p> <p>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		

Band 7 Physiotherapist

Candidate Brief

April 2020

Job Title:	Highly Specialist Physiotherapist Sub-Acute /Rehabilitation Setting
Grade:	Band 7
Hours of Work:	Equivalent of 37.5 hours per week (150hr incorporated into a 4 week rota)
Responsible to:	Clinical Therapy Lead or Advanced Clinical Practitioner
Accountable to:	Director of Nursing
Responsible for:	NHS Headley Court Hospital, Surrey

As a sub-acute, intermediate care service therapy input is provided 8 hours per day across 7 days..

Job Purpose

- To work as a key member of the multidisciplinary team in the assessment and management of a caseload of clients.
- To plan, deliver and evaluate the treatment needs of clients with a variety of complex social and health care needs.
- To participate as an active member of the multidisciplinary team in developing and delivering high quality and innovative services to the local population.
- To promote effective teamwork within Surrey delegating activities appropriately, to the benefit of the patient and service delivery.
- The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.

KEY DUTIES AND RESPONSIBILITIES

Clinical

Patient Care

- To undertake timely, holistic assessments of patients, involving functional and environmental factors.

- To be able to undertake assessment and interventions within a sub-acute hospital setting,, supporting discharge from the intermediate care/rehabilitation setting/hospital.
- To be able undertake assessments autonomously as well as working with other members of the multidisciplinary team (MDT).
- To provide comprehensive intervention to patients making use of assessment and treatment facilities where appropriate.
- To be able to make rapid decisions where required, using clinical reasoning skills, knowledge and experience, with support as appropriate.
- To be responsible for a clinical caseload working within multidisciplinary teams, sharing care appropriately ensuring patients and carers receive optimum level of therapy and holistic care within available resources.
- To carry out multidisciplinary screening assessments and discuss outcomes with multidisciplinary team members.
- Willingness and enthusiasm to work toward cross-disciplinary capabilities.
- To be able to monitor a person's progress and adapt treatment plans and intervention / recommendations as appropriate, using outcome measures and reflective practice.
- To be able to work with a person / friends and family to identify person centred SMART goals (care plan), using clinical reasoning and evidence based practice.
- To keep accurate up-to-date records on patient care and equipment provision, which comply with quality standards of Trust/Professional/Service policies, meet legal requirements and that can be shared with colleagues and carers when appropriate.
- To have an awareness of local community services and be able to refer to these appropriately and in a timely manner.
- To provide written and/or verbal reports to referrers and other agencies involved in patients' care and participate in clinical meetings as necessary.
- To contribute to the development of information that enables patients to understand and self-manage their condition whenever possible.

- To contribute to the development of Therapy within the service and effectively contribute to the patient /care pathway, and to develop the skills required to undertake this.
- To be involved in clinical innovation, using research evidence based practice and clinical networks.

Communication/Relationship Skills

- To be able to appropriately gain a person's consent to engage with assessment and intervention as required. Recognising that people may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To be able to assess and identify those who lack the capacity to consent to treatment and be able to work with them within a legal framework.
- To be able to adopt a range of communication methods as appropriate in view of educational, social or identified barriers to effective communication, e.g. language preference, language disorder, cognitive or emotional barriers.
- To communicate effectively with other team members, as well as others involved in the person's care, e.g. other professionals, teams and family/carers to ensure a 'one team' approach is maintained.
- To attend, participate and lead daily team meetings/huddles.
- To be able to keep accurate, up-to-date records using agreed system.
- Ensure that all records pertinent to a person's care comply with quality standards of Trust/Professional/Service policies and meet legal requirements.
- To be able to provide comprehensive written and/or verbal reports to other professionals/agencies involved in a person's care.
- To develop awareness and be sensitive to team dynamics. Be able to respond appropriately when considering your own role and the role of others in the team, being sensitive to the needs of your colleagues.

Operational Leadership

- To lead others from a base of clinical credibility in order to model and support improved practice, integrity and partnerships.
- To provide supportive and facilitative leadership to the team and colleagues.
- Manage the day-to-day, on-going delivery and development of the service within remit ensuring delivery of a service that is responsive, high quality, value for money and meets the commissioned service specification.
- Responsible for service delivery of the key performance indicators/outcome measures.
- Support the service manager with analysis of performance data highlighting areas of variance, reasons for variance and where appropriate develop and monitor action plans to address and improve performance and patient care (i.e. caseload monitoring, recording statistics and prioritising referrals as required). Escalate to service manager when actions plan is not achieving expected change.
- Develop a working environment and culture that actively improves health, safety and security for staff and clients.
- Report, investigate, review and monitor complaints and clinical incidents conjunction with service manager, Clinical and Professional Leads and the Clinical Governance team and work collaboratively to develop strategies around prevention of future occurrences.
- Ensure the formal dissemination of learning in order to inform policy and practice.
- Take responsibility for ensuring that a client experience of the service is positive and patient feedback informs service improvement plans.
- Create a constructive environment in which to work effectively with commissioners and partners including primary care, other health care providers, and adult social care, voluntary organisations.

Planning and Organisational Duties

- To be able to prioritise effectively and be flexible to the demands of the service. To be able to respond to urgent referrals and clinical queries as required throughout the day.
- To demonstrate flexibility according to the needs of the service and the clinical area as directed by senior staff.
- To enhance and maintain co-operative working relationships with colleagues from all sectors.
- To contribute to and participate in team objectives and service developments.
- To participate in team and service related meetings, planning, organising, chairing or minute taking when required.

Health/Safety and Security

- To undertake and advise on safe moving and handling of a person and apply manual handling techniques to assessment and treatment. To provide a person and/or family/informal carers with advice regarding appropriate manual handling techniques, seeking support from senior team members as required.
- To carry out risk assessments when necessary, formulate and carry out action plans to reduce risk.
- To comply and promote safe working practises with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, as well as Epsom Health and Care policies and procedures.
- To have an understanding of clinical governance and risk management.
- To have current knowledge of infection control, which may impact on your areas of work.
- To report all clinical and non-clinical incidents/near misses, as per appropriate policy.
- To take independent responsibility for ensuring mandatory training is up to date.
- To ensure that you are able to access all appropriate policies and procedures adopted by Surrey Downs Health and Care / Sutton Health and Care.

Managerial

Personal and People Development

- Line manage allocated team members (clinical and/or administrative) in accordance with organisational policies and procedures ensuring that good practice in recruitment, appraisal, performance management and other policy areas is maintained.
- Monitor and manage levels and standards of performance, staff conduct, standards of behaviour and staff absenteeism as appropriate ensuring the matters are dealt with effectively and in line with Trust policy and procedure
- Support staff engagement by encouraging team members to be involved in shaping and influencing service delivery and improvement and ensuring that the contributions and perspectives of all staff are heard, valued and influence management decision making.
- Actively participate in team, locality, divisional and other relevant meetings, working groups and committees and deputise for the service manager when required.
- Actively participate in the recruitment and selection and the subsequent employment and induction of new staff.
- Ensure that all team members are offered clinical supervision and provide regular clinical supervision, mentorship and coaching to designated staff members.
- Work with professional and clinical leads to ensure that staff are working to competencies which are regularly assessed and appropriate and in line with the Knowledge and Skills framework and are able to develop the necessary level of personal and professional capability to fulfil their roles.
- Ensure training and development needs of staff are identified and communicated to the Learning & Organisational Development and Clinical Education and Practice functions.
- Support therapy clinical leads where appropriate to deliver both formal and informal teaching and/or training programmes.

- Work with Service Managers and Professional Leads to ensure efficient and effective use of the workforce and ensure that the structure and skill mix of the team reflects the activity demands.
- Work with service managers to implement skill mix and staff deployment/changes as appropriate and review work allocation to meet the changing needs of patients within the financial budget.
- Communicate the Trust and Division, objectives, future plans and current progress against plans to all team members and foster a sense of identity, common purpose and shared values in pursuit of goals and organisational objectives.
- Support staff engagement by encouraging team members to be involved in shaping and influencing service delivery and ensuring that the contributions and perspectives of all staff are heard, valued and influence management decision making.
- Promote equal opportunities for staff in accordance with the Organisations' policies.
- Participate in cased based learning sessions, in service training, case study presentations as a recipient and facilitator.
- To participate as a full member of the team(s), contributing to the development and practice of both unidisciplinary (Physiotherapy) and multidisciplinary practice.

Quality and Service Development

- To abide by the HCPC / CSP rules of professional conduct and local professional and quality standards.
- To develop and maintain personal, clinical and managerial skills through supervision, CPD and a personal development plan agreed with the line manager/professional manager.
- To maintain a current knowledge of developments within the NHS and Physiotherapy.

- To participate in clinical governance/audit/clinical effectiveness projects in this clinical area.
- To obtain and communicate information, gaining consent to client understanding of, and client compliance with treatment programmes. Recognising patients may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To liaise with all members of the relevant multi-disciplinary team, as well as the patients, carers and external agencies.
- To liaise with colleagues in therapy teams, not associated with Epsom and St helier, as appropriate.
- To work in partnership with stakeholders across the CCGs and acute trusts and voluntary sectors.
- To collaborate with other colleagues on ways to maintain, monitor and improve services provided, and undertake research project as appropriate.
- To maintain links with own professional group by attending relevant meetings.
- To develop and maintain discipline specific skills, whilst adopting a cross competency approach, with support as required.

Educational

- To provide clinical supervision, appraisal and competency attainments for junior therapy staff, support workers and assistants in the team, by providing theoretical and practical clinical training.
- To participate in the student placement programme, and following appropriate training, be responsible for student supervision and training.
- To participate in both Therapy and multi professional training programmes.
- Assist in the development of educational resources to update evidence based clinical knowledge.

Research and audit

- Through supervision and appraisal identify band 7 projects i.e. research, audit, case study, and be responsible for completing these projects
- To be responsible for completing and leading on designated clinical governance objectives in conjunction with the team
- To support self and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service

Financial & Resource Management

- Authorise expenditure in accordance with agreed policies and standing financial instructions and ensure value for money.
- Ensure that the team within remit delivers in line with commissioned activity and planned income in line with resources and budgets.
- Promote the effective and efficient use of resources available including taking responsibility for the care and safe keeping of equipment issued for personal, team and/or patient use and report any defect or loss.
- Ensure adherence to procurement processes and stock management within team.
- Promote efficiency, demonstrate cost-effectiveness, and embed a culture of delivery quality care that is value for money.
- Ensure compliance of your own and all team members with the Trust's Standing Financial Instructions.

PERSON SPECIFICATION

JOB TITLE: Highly Specialist Physiotherapist

BAND: 7

Factors <i>Essential/ Desirable</i>	Criteria	Assessment*
Education/Qualification		
<i>Essential</i>	<ul style="list-style-type: none"> • AHP with appropriate Diploma/ degree • Current registration with HCPC • Membership of the CSP. • Experience and/or additional education in relevant field to post gradual diploma or equivalent level, combination of education, further training and experience. • Evidence of CPD relevant to treatment of older adults, physical disability and rehabilitation. • Evidence of an up to date CPD portfolio • 	AF IV C
<i>Desirable</i>	<ul style="list-style-type: none"> • Qualification in team / service management or prepared to work towards. • Masters level study related to rehabilitation or prepared to work towards. 	AF IV
Experience		
<i>Essential</i>	<ul style="list-style-type: none"> • Evidence of recent post-graduate experience in core areas including elderly care, respiratory and rapid response. • Experience of working in a community/ primary care setting. • Experience of negotiating and liaising within a multi-disciplinary/ interdisciplinary environment. • Experience of working and assessing people with complex needs and delivering complex care plans. • Experience of co-ordinating and managing a team. • Experience of supervision and teaching others • Active participation in in service training. • Experience in service development 	AF IV P
<i>Desirable</i>	<ul style="list-style-type: none"> • Experience In multi-agency working • Experience in promoting services within a locality • Experience of working with clients requiring 	AF

	intermediate care. <ul style="list-style-type: none"> • Experience of working with in a virtual ward model in a community setting 	IV
Skills and Knowledge		
Essential	<ul style="list-style-type: none"> • Knowledge of principles of care for long term conditions, relevant National Service Frameworks, NICE and other national standards including the out of hospital strategies. • Advanced skills in the assessment and treatment of adults with complex multi-pathologies. • Knowledge and understanding of current health care policy and relevance to the delivery of healthcare services • Knowledge of Primary Health Care and collaborative working with other care providers, e.g. social care, acute hospitals and voluntary services • Knowledge of the audit cycle • Knowledge of evidence based practice • Knowledge and understanding of clinical governance • Knowledge of how equal opportunities can be implemented in practice Has a range of clinical skills and expertise relevant to the role • An understanding of the importance of involving service users in their treatment and development of the service. • Ability to work as part of a team. • Able to lead and motivate a team and implement change. • Able to work autonomously, planning and prioritising own workload and that of others. • Teaching of junior staff, students and peers • Able to deal with conflict and manage appropriately. • Ability to communicate effectively both verbally and in writing. • Able to identify learning and development needs and actively seek ways to meeting those needs. • Basic computer skills including use of – Word, Power point, Excel, clinical recording systems 	AF IV P
Desirable	<ul style="list-style-type: none"> • Experience in research and audit • Experience in Performance management 	AF IV
Other		
Essential	Team Leadership – Has the ability to create and communicate a clear vision and direction in order to create a motivated team and foster an environment where groups and individuals can achieve high	AF IV

	<p>performance. Skilled in the use of reflective practice and proactive clinical supervision and is self-motivated</p> <p>Customer Focused - Builds and manages internal and external stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs and ensuring delivery of commissioner requirements. Ability to assess, develop, implement and evaluate programmes of care</p> <p>Business Aware – Demonstrates a clear understanding of the current market environment including awareness of all opportunities and threats to new and existing business / income. Seeks, evaluates and uses information from a wide variety of internal and external sources in order to proactively develop the business and improve performance. Ability to manage the conflicting demands of the role</p> <p>Team worker – Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p>Good Communicator – Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood. Able to work collaboratively with a strong sense of openness, honesty and integrity</p> <p>Knowledge Sharing – Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues in order to improve business performance.</p> <p>Personal Development – Manages personal and professional development seeks opportunities for further development and skill enhancement and solicits constructive feedback in order to improve performance</p>	P
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	for self and others in the team	
<i>Desirable</i>		
* Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate		