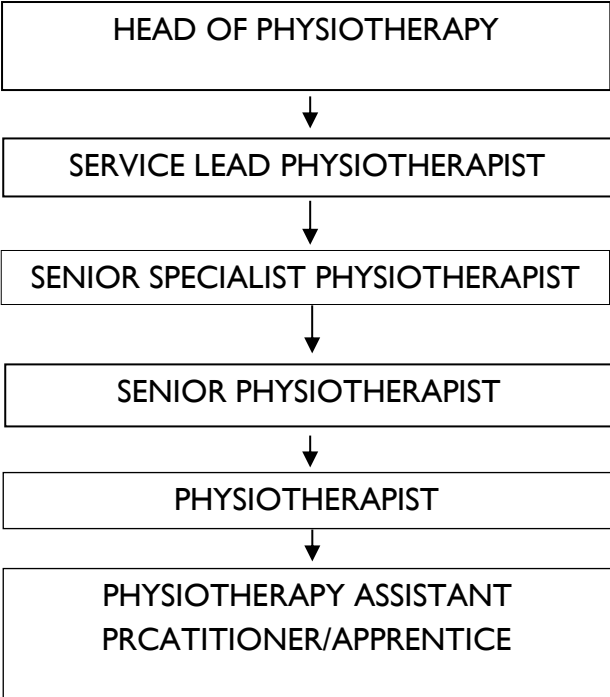


Job Description

HR Use Only

Job Reference No:

Role Details	
Job Title	PHYSIOTHERAPY ASSISTANT PRACTITIONER AND APPRENTICESHIP
Band	4
Department/Service	PHYSIOTHERAPY
Organisational Relationships:	
Responsible to:	Senior Specialist Physiotherapists
Accountable to:	Service Lead Physiotherapists
Professionally Accountable to:	Head of Physiotherapy
Responsible for:	
Organisational Chart:	
 <pre> graph TD A[HEAD OF PHYSIOTHERAPY] --> B[SERVICE LEAD PHYSIOTHERAPIST] B --> C[SENIOR SPECIALIST PHYSIOTHERAPIST] C --> D[SENIOR PHYSIOTHERAPIST] D --> E[PHYSIOTHERAPIST] E --> F[PHYSIOTHERAPY ASSISTANT PRCATITIONER/APPRENTICE] </pre>	

Job Summary/ Role:

The post holder, working alongside other physiotherapy assistants and physiotherapists, will assist in the provision of an effective and efficient clinical Physiotherapy Service to the surgical wards and PACU (Post Anaesthetic Care Unit) at the James Cook University Hospital within the framework of clinical governance.

The post holder will be practising under supervision as a trainee Apprentice Physiotherapist and also continue to provide person centred care in their designated area of work. The post will, with the supervision of a senior clinician:

- Enable the post holder to undertake level 6 apprenticeship training whilst employed as a permanent member of staff in the physiotherapy department.
- To undertake highly skilled work, support the AHP in providing an efficient and effective rehabilitation service within the framework of clinical governance.
- To work under supervision and independently to facilitate effective treatment of patients within the service.
- To carry out basic assessments of noncomplex patients as delegated by the AHP
- To accept patients delegated by a therapist and be responsible for the delivery of patient care. To use clinical judgement and freedom, within the scope of practice and be able to work independently and flexibly without direct supervision but to receive access to regular supervision from a Registered AHP
- To contribute to providing a professional service, working effectively as an integral team member

Key Relationships:

Patients

Patient's relatives/carers

Other healthcare professionals within the wider MDT

General public

Administrative staff

Communication via: emails, telephone contacts, face-face contacts. Only relevant information whilst ensuring the maintenance of information governance.

Core Functions:

- To represent the Physiotherapy service and/or individual patients at the multi-disciplinary team meetings to ensure the delivery of a co-ordinated multidisciplinary service and integrate Physiotherapy treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning
- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes.
- To support the implementation of policy and strategy for own work area
- To develop and improve competence in clinical areas and to acquire new skills and apply to practice through CPD activities.
- Ensure there is clarity between student training and substantive role responsibilities.

Administrative Responsibilities	<ul style="list-style-type: none"> ▪ To adhere to local/national standards for patient records
Clinical Responsibilities	<ul style="list-style-type: none"> • To work under supervision and independently in order to facilitate effective treatment of medical patients • To carry out basic assessments of non-complex patients (mobility/respiratory) as delegated by the Physiotherapist • To accept patients delegated by a Therapist and be responsible for the delivery of patient care. To use clinical judgement and freedom, within the scope of practice and be able to work independently and flexibly without direct supervision but to receive access to regular supervision from a State Registered Physiotherapist • To undertake Physiotherapy intervention with patients / clients / carers as directed by qualified Physiotherapy staff. • Participate in planning appropriate discharge plans for patients and impart this information to patients, members of the MDT, families, carers and qualified AHP • To monitor the progress of patients receiving Physiotherapy interventions and communicate changes back to the Physiotherapist. • To monitor Physiotherapy programmes for patients (with a range of medical conditions) as directed by a Physiotherapist • To provide regular feedback to the supervising Physiotherapist • To have effective communication skills, both verbal and non-verbal including barriers to communication. • To communicate information that may be sensitive or distressing appropriately. • To be aware of own scope of practice and the scope of other professionals and refer appropriately to provide holistic care. • To seek advice and support from physiotherapists for complex cases • Represent the Therapy team at multidisciplinary meetings as delegated by the Physiotherapist. Relay information recommending discharge or continuation of patient rehabilitation programmes • Actively participate in the clinical decision making process and ensure the aims and objectives of therapy rehabilitation are integrated into those of the individual patient • Use skilled manual techniques for manual rehabilitation and therapeutic facilitation • Manage clinical risk within our delegated patient caseload • To constantly evaluate own knowledge and practice through the utilisation and appraisal of a wide variety of evidence. • To work to professional standards and national guidance.

	<ul style="list-style-type: none"> • Receive and provide routine information to staff, public, and patients using a variety of methods such as electronic media, letters and telephone. • Manage and prioritise clinical caseload and non-clinical duties as delegated by supervising Physiotherapist. Ensure unfinished or incomplete work is brought to the attention of the supervising Physiotherapist for reallocation and to seek advice when necessary • To work outside core working hours (including weekends and Bank Holidays) and be available for flexible working arrangements • Work in line with the trust Code of Conduct. • Adhere to national and local documentation standards for patient records. • Collect relevant data and information. • Report any risks and complaints to designated manager, reporting incidents on Datix, if required. • Maintains health and safety in the workplace ensuring safe practice for self and others. • Ensure own actions support equality, diversity and individuals rights. • Assist in the development of knowledge, ideas and work practice within the service and work area. • Attend all mandatory training as required. • Identify personal training and development needs and achieve annual personal and departmental objectives through SDR process and provide evidence. • Participate in and log all CPD activities. • Follow the Trust’s hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare- associated infections. • Performs the correct hand hygiene procedures (as described in HIC14), when entering and leaving clinical areas. • It is imperative that the post holder is a team player, but will also be expected to work under their own initiative. • To be actively involved in the clinical supervision process. • To work in a coordinated, multidisciplinary manner • To be involved in health promotion initiatives • To monitor the health and well being of people with complex and changing needs across the service, assisting in protecting individuals and groups whose health and well being may be at risk.
Management and Leadership Responsibilities	<ul style="list-style-type: none"> • Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement. • To be responsible for day to day clinical supervision of the Physiotherapy Assistants • To seek advice from more senior Physiotherapists when necessary • To ensure own actions support equality, diversity and rights

	<ul style="list-style-type: none"> To plan and prioritise own workload with an appreciation of impact on other team members and of the unpredictable nature of the job
Policy and Service Development	<ul style="list-style-type: none"> Champion and lead quality improvement initiatives across your immediate team and within your service. To contribute to the shaping of services in line with policy changes Work in a professional manner, adhering to local policies and procedures Propose and contribute to the development of clinical and non-clinical policies Work within the legislation, policies, and procedures relevant to work area To participate in local and regional special interest groups as indicated
Research and Audit Responsibilities	<ul style="list-style-type: none"> To be involved in and support registered physiotherapists with clinical audit and outcome measures to interpret and analyse clinical and non-clinical facts to modify treatments accordingly. To contribute to service development in light of research, audit and outcome measures
Managing Resources Responsibilities	<ul style="list-style-type: none"> To be aware of the relevant aspects of resource management To be responsible for stock levels of Physiotherapy equipment To be responsible for the safe and competent use of all equipment, patient appliances and aids by patients and ensure own competency prior to use.
Education and Training	<ul style="list-style-type: none"> To meet the minimum standards for continuous professional development and provision of evidence To promote and maintain health and safety in the workplace and attend all mandatory training To contribute to service and people development of the team There is a requirement to organise a rolling programme of CPD activities relevant to the speciality Deliver the departmental induction package to newly appointed staff, students and agency staff. To deliver elements of the Assistant training programme to Band 2 and 3 clinical staff Develop and deliver clinical training in particular area of speciality to Assistants and qualified staff members as directed by the Senior Specialist
<p><i>The job description and duties may be subject to future review as the needs of the service change.</i></p>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Evidence of MDT working Good understanding of the structure, policies, priorities and format of the NHS Fluent in written and verbal English Practical and theoretical knowledge of patient conditions and treatment within relevant specialty. Basic moving and handling skills Ability to demonstrate good judgement skills in determining the best course of action when problem solving Ability to demonstrate initiative to respond appropriately to changing situations Ability to made decisions about patient care to agreed professional standards using protocols where appropriate Ability to work independently but also under supervision Basic IT skills 	<ul style="list-style-type: none"> Knowledge of relevant national guidelines and standards Experience at educating and training assistants and qualified therapists within clinical area of expertise 	<p>Scenario questions at interview</p> <p>Application</p> <p>Portfolio</p>
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Minimum English and Maths GCSE Level C (or equivalent) Foundation Degree in Health and Social Care 		<p>Application</p> <p>Certificates</p> <p>CPD portfolio</p>

EXPERIENCE		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Evidence of MDT working Good understanding of the structure, policies, priorities and format of the NHS Experience working within the NHS Substantial previous experience of working as AHP Band 2/3 in the NHS Evidence of achieving the KSF exit competencies of Band 2/3 AHP Assistant or equivalent experience. 	<ul style="list-style-type: none"> Experience within a variety of clinical areas at band 2/3 level. Substantial physiotherapy assistant experience 	<p>Scenario questions at interview</p> <p>Application</p> <p>Portfolio</p>
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<p>Ability to work as a team player</p> <p>Ability to work under their own initiative</p> <p>Committed to excellent patient care</p> <p>Self-motivated</p>	<p>Ability to respond to unpredictable work patterns on a frequent basis e.g. working to deadlines, interruptions</p> <p>Ability to efficiently prioritise a complex workload/time management</p> <p>Ability to work across professional boundaries</p> <p>Ability to act appropriately in distressing or emotional circumstances</p>	<p>Scenario questions at interview</p> <p>Application</p> <p>Portfolio</p>

General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust

safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

HR Use OnlyJob Reference No:

**South Tees Hospitals**
NHS Foundation Trust**APPENDIX 2****PROFILE SUPPLEMENT**

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	x				x	Clinical care, manual handling
Lifting weights/objectives above 15 kilos	x			x		Clinical Care, manual handling
Using equipment to lift, push or pull patients/objects	x				x	Clinical Care, manual handling, rehabilitation
Lifting heavy containers or equipment	x		x			Some physiotherapy equipment
Running in an emergency	x		x			Acute patient deterioration
Driving alone/with passengers/with goods		x				
Invasive surgical procedures		x				
Working at height or in a confined space	x		x			May have to assist patients and staff in situations where space will be limited e.g. toilets
Concentration to assess patients/analyse information	x				x	Daily clinical care and assessment/treatment
Response to emergency situations	x		x			Acute patient deterioration, cardiac arrest
To change plans and appointments/meetings depending on the needs of this role	x			x		Managing time between clinical demand and non-clinical activity and prioritising accordingly
Clinical interventions	x				x	Daily clinical care and assessment/treatment
Informing patients/family/carers of unwelcome news	x			x		Discussing treatment outcomes, physiotherapy prognosis

Caring for terminally ill patients	x			x		Reviewing patients and supporting care for those at end of life
Dealing with difficult family situations	x			x		Safeguarding incidents, complex discharge situations
Caring for/working with patients with severely challenging behaviour	x			x		Clinical care for patients with learning disabilities and dementia
Typing up of formal minutes/case conferences		x				
Clinical/hands on patient/client care	x				x	Daily clinical care and assessment/treatment
Contacts with uncontained blood/bodily fluids	x			x		In patient ward work reviewing patients with wounds, catheters, drains.
Exposure to verbal aggression	x			x		Reviewing patients with delirium, dementia, distressed families
Exposure to physical aggression	x		x			Reviewing patients with delirium, dementia
Exposure to unpleasant working conditions dust/dirt/fleas	x		x			Reviewing patients who have poor hygiene or entering patient homes
Exposure to harmful chemicals/radiation	x		x			Sometimes x-rays taken in ward areas
Attending the scene of an emergency	x		x			Acute patient deterioration, cardiac arrest
Food preparation and handling		x				
Working on a computer for majority of work	x			x		Audit work, preceptorship training, Teams meetings
Use of road transport		x				

