

Delivering care through collaboration

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

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[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Occupational Health Physiotherapist**

**HOURS: 22.5 hours per week**

**SALARY: £35,522 to £43,286 per annum pro rata**

**CLOSING DATE: 21st April 2023**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard

Senior Recruitment Advisor

## **NHS Golden Jubilee**

### **General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
  - Job Description/Person Specification
  - Terms and Conditions of Service
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

## Person Specification



<b>JOB TITLE:</b>	<b>Band 6 Physiotherapist – Occupational Health</b>
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Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Diploma / Degree in Physiotherapy</li> <li>HCPC Registration</li> <li>Evidence of relevant post graduate training within MSK and o, surgical and orthopaedic services</li> </ul>	AF  AF AF/SP	<ul style="list-style-type: none"> <li>Leading in service improvement</li> <li>Member of professional body (CSP)</li> </ul>	SP  AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive post graduate experience working within MSK outpatients</li> <li>Evidence of development of clinical knowledge and expertise</li> </ul>	AF  AF/SP	<ul style="list-style-type: none"> <li>Student mentoring and education</li> <li>Occupational Health and or orthopaedic experience</li> </ul>	AF  AF/SP
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of common MSK conditions both acute and chronic</li> <li>Evidence of highly developed clinical assessment skills and implementation of appropriate treatment plans</li> <li>Evidence of ability to work as an autonomous practitioner with highly</li> </ul>	AF/SP  SP  AF/SP		

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
	<p>evolved clinical reasoning skills.</p> <ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills</li> <li>• Excellent organisational and time management skills to manage flexible and unpredictable workload</li> <li>• Experience of service improvement</li> </ul>	<p>AF/SP</p> <p>SP</p> <p>AF/SP</p>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Able to work well within multiprofessional teams</li> <li>• Committed to personal, service and team development</li> <li>• Flexible with working hours.</li> </ul>	<p>SP</p> <p>SP</p> <p>SP</p> <p>SP</p>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Competent with common IT systems. Excel, Word</li> </ul>	<p>AF</p>		

**Job Description**

**NHS GOLDEN JUBILEE (NHS GJ)**

**1. JOB IDENTIFICATION**

**Job Title: Specialist Band 6 Physiotherapist in Occupational Health and Orthopaedics**

**Department(s): Rehabilitation**

**Job Holder Reference:**

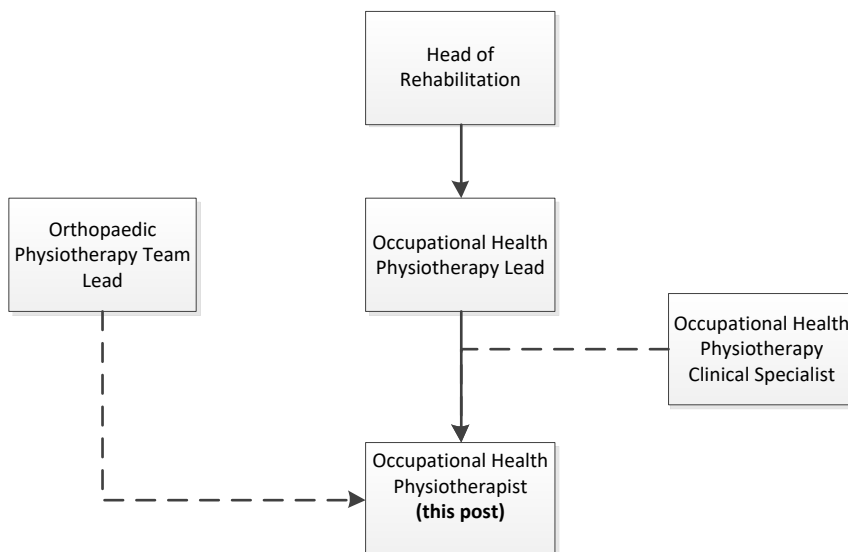
**No of Job Holders: 1**

**2. JOB PURPOSE**

To work as a member of the Rehabilitation Team, providing a high quality musculoskeletal (MSK) physiotherapy service in Occupational Health (OH). This includes triage, assessment and treatment of NHS Golden Jubilee employees, fitness for work assessments, workplace assessments and health promotion activities.

To support the Orthopaedic Physiotherapy team as required.

**3. ORGANISATIONAL POSITION**



Organisational Position – Band 6 Occupational Health Physiotherapist

#### **4. SCOPE AND RANGE**

- Work as a specialist Physiotherapist in the Occupational Health field, carrying a complex clinical caseload
- Provide specialist advice to, and work in close liaison with, General Practitioners, OH Physicians, HR advisors, OH Nurses and Line Managers regarding individuals' fitness to work and return to work. This includes involvement in multidisciplinary case conferences, performing Workplace Assessments and providing Manager Reports, Health and Work Reports / Fit notes.
- Participate in activities regarding Health promotion and Health improvement within NHSGJ.
- Highlight and manage areas of MSK risk within the board through work site assessment and risk reducing recommendations to support NHSGJ policies
- Report to the Highly Specialist OH Physiotherapist
- There is a scope of this role dedicated to supporting the Orthopaedic service by;
  - providing specialist MSK training and advice to Orthopaedic / Rehabilitation staff.
  - supporting MSK out patient clinics where required eg. upper limb splinting, and may be required to contribute to vetting of orthopaedic referrals.
  - providing specialist orthopaedic outpatient Physiotherapy to NHSGJ orthopaedic surgery patients referred in-house for post-operative Physiotherapy (rare).
  - liaising with Senior Orthopaedic Physiotherapy staff as necessary to ensure seamless delivery of care, including support for the Orthopaedic in-patient service in times of staff shortage / crisis . To maintain competence to support inpatient services may be required to work up to a maximum of 2 sessions per month in orthopaedics. Options to participate in weekend rota.

#### **5. MAIN DUTIES/RESPONSIBILITIES**

##### **Clinical:**

- Autonomously triage self-referral and manager-referral patients to the appropriate mode of management, such as physiotherapy; self-management; medical management; emergency care or other speciality
- Autonomously assess and evaluate patients with a wide range of complex MSK conditions providing a specialist clinical diagnosis and determine their need for intervention within OH Physiotherapy using a problem orientated and evidence based approach
- Formulate highly specialist treatment programmes in a timely way to provide a high quality patient service for NHSGJ staff members
- Provide manager reports containing return to work recommendations, progress summaries and fitness to work advice
- Attend multidisciplinary case reviews regarding staff attending the OH Physiotherapy service
- Lead / assist in OH Promotion activities and campaigns to minimise the impact of MSK sickness absence within the NHSGJ
- Discuss or request appropriate investigative procedures for staff members attending the OH Physiotherapy service
- Maintain in-patient orthopaedic competencies to provide assistance for orthopaedic in-patient ward cover in times of staff shortage / crisis
- Assist with the vetting of hip, knee and foot / ankle orthopaedic patients referred into NHS GJ, including flagging up urgent or inappropriate cases and requesting suitable radiological imaging
- To run the outpatient physiotherapy hand clinic for post-trapeziectomy and post-surgical dupuytren's patients and to lead training for members of staff to provide effective and safe cover
- To undertake any other appropriate duties as required by the Rehabilitation Manager

### **Managerial / Operational**

- Deputise in the absence of Highly Specialist OH Physiotherapist through delivering, monitoring and modifying the day-to-day running of the OH Physiotherapy service to improve efficiency, effectiveness and service continuity. This will involve a high level of clinical reasoning and professional autonomy within this field
- Maintain and process accurate/up-to-date electronic clinical records in accordance with professional, legal and departmental requirements
- Formulate properly formatted legal reports in accordance with HCPC and Chartered Society of Physiotherapy guidelines
- Adherence to Infection Control Policies
- To comply with NHSGJ Health & Safety policy and professional practice, ensuring safe delivery of healthcare to patients and maintain a safe working environment
- Actively participate and have a clear understanding of clinical and staff governance as per Departmental / Organisational policy
- Review and advise on OH physiotherapy policies and procedures. Discuss with the Highly Specialist OH Physiotherapist and recommend / introduce changes which could impact on the OH physiotherapy service

### **Educational**

- Provide patient education on a daily basis, including risk factor information, prognosis and condition management information and lifestyle advice relating to their MSK condition.
- Providing MSK education for Advanced Practice Nursing staff and Rehab staff as required
- Maintain up-to-date CPD and Turas and set / maintain competencies within the specialty area
- Involved in the induction of new staff and students and teaching of undergraduate and postgraduate students
- Responsibility to give advice and support to designated members of staff through regular discussion which will assist personal development and address any other workplace issues
- Develop and maintain good working relationship with other specialist Physiotherapists within NHSGJ and Nationally, sharing expert knowledge and skills for best practice
- Develop expertise and keep up to date with clinical practice through regular course attendance, supervision and peer review
- To continually promote the professional role of the Physiotherapist to maximise the effectiveness of the multi-professional team (MPT) for inpatient and outpatient treatment
- Actively participate in the In-Service Training for the Department

### **Research**

- Assist in the collection and analysis of qualitative and quantitative data to provide accurate statistical information to monitor development and provision of the OH physiotherapy service.

## **6. SYSTEMS AND EQUIPMENT**

### **EQUIPMENT:**

- Walking aids: elbow crutches, walking sticks, wheeled zimmer frames
- Manual Handling equipment: Mechanical Hoists, Standaids, Hoverjack
- Electrical Equipment: TENS units
- Supports: Full range of appliances and orthoses, including thermoplastic splints and orficast splints
- Clinical equipment: Taping / strapping, acupuncture needles and disposal boxes

- Rehabilitation Equipment: Treadmill, exercise bicycles, steppers, weights, plinths, parallel bars, balance boards, swiss balls, wobble cushions, blocks, stairs, full range of small exercise equipment, wallbars, slide boards
- Thermal Equipment: Splint bath and heat gun
- IT Equipment: Computer / Laptop / webcam / phone

#### **SYSTEMS:**

- eOPAS (electronic documentation for OHRecords); PACS VUE explorer; Clinical Portal; SCI store; Microsoft/ Excel / PDF; Powerpoint; Physio-tools online; NHS Nearme (Attend Anywhere)
- Email and internet: communication, gathering information and literature searches

### **7. DECISIONS AND JUDGEMENTS**

- Organise and be responsible for clinical management of own daily workload, including prioritising and planning of specialist assessment / treatment programmes for patients in OH
- Decisions and judgements relating to highly specialised and complex clinical diagnoses within specialist field, including application of advanced clinical reasoning skills
- Significant independent decision-making, which will guide future management of the patient (employee), including fitness-for-work decision-making and signing people fit or unfit to work.
- Troubleshooting and problem solving in the clinical environment including patient related problems or more sensitive and complex situations e.g. conflicting professional opinions.
- Determining how to effectively integrate best available evidence into clinical decision making to ensure effective clinical practice.
- To undertake risk assessments, making ergonomic decisions / recommendations within all work areas of NHSGJ in line with current legislation, which allows staff to remain in work or return to work from sick leave.
- Discuss / request / arrange onward referral or investigative procedures depending on the patient's symptoms or if serious pathology is suspected
- Planning for expeditious discharge of patients
- Orthopaedic role:
  - Planning post-op hand therapy for patients who have undergone surgery for thumb base OA or dupuytren's disease.
  - Orthopaedic vetting requiring specialised clinical reasoning and ability to determine patient's needs, level of urgency and ensure appropriate signposting to appropriate clinic or re-direction to other pathways of care.

### **8. COMMUNICATIONS AND RELATIONSHIPS**

#### **Verbal:**

- **Patients** – reassuring, motivating and negotiating with patients who may be in pain, reluctant to comply with treatment and require education regarding the complaint, and may have significant comorbidities including poor mental health. Frequently dealing with conflicting opinions on work readiness and appropriate MSK management pathways. Frequent use of highly skilled communication and counselling skills in difficult situations when conveying potentially unpleasant and sensitive information to support patients to accept changes in health status, or adjustment in social and vocational roles as a result of their MSK problem
- **Managers** – Negotiate issues, often acting as a main contributor, regarding recommendations to department managers / HR on an individual's fitness for work in line with national legislation (e.g. Equality Act, 2010) and NHSGJ policies (e.g. NHS Scotland Workforce Attendance Policy).
- **GP and healthcare professionals** advising on treatments provided and regarding the level of service, or requesting further review / management

- **NHSGJ OH Department** – Discuss caseload comprising NHSGJ staff. Discuss safe and expeditious return to work after absence through injury/illness. Identify and act on any developing trends in musculoskeletal health of employees
- **Other health boards** – to maintain and advance skills in splinting / hand therapy and to maintain best practice in OH.
- **Orthopaedic and other Consultants** – maintaining a close working relationship; combined discussion regarding treatment profiles, especially in relation to hand surgery

**Non-verbal:**

- **Managers** – Writing and providing detailed management reports, Health and Work Reports and progress reports
- **Lawyers** – responding in an appropriate and timeous manner to legal requests, while recognising responsibility of patient confidentiality and the General Data Protection Regulations.
- **MPT** – internally and externally regarding patient care, submitting or receiving sensitive and confidential information

**9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

**Physical demands**

- Handling difficult patients – moderate physical effort / demand; several periods of moderate physical effort treating patients; sustained effort when mobilising patients; working in confined space in patients' rooms; manoeuvring of patient handling equipment **Frequent**
- Assessment and treatment in clinical role – standing, sitting, kneeling, walking, climbing of stairs, manual therapy involving skilled dexterity and working occasionally in restricted space within treatment rooms. Manual handling and facilitation of correct movement in patients **Frequent**
- Palpation skills - highly specialised dexterity techniques required for assessment, mobilisations and manipulations **Frequent**
- Use of IT equipment and performing consultations in a seated position – requiring self-awareness of postures and positioning of display screen equipment. **Frequent**
- Expert moving and handling skills to enable demonstration and education of safety and compliance in relation to moving and handling procedures. **Frequent**

**Mental demands**

- Intense concentration required when assessing and diagnosing patients (often with complex musculoskeletal presentations) and devising / modifying the physiotherapy management plan **Frequent**
- Making high-level decisions regarding fitness to work in complex patients who can have significant underlying mental health issues that impact their MSK health and recovery. **Occasional**
- Intense concentration to produce detailed OH reports, often at short notice, which could affect decision making during absence management processes with staff. **Frequent**
- Demands on time management working with a full diary / busy clinic whilst ensuring effective / efficient patient care **Frequent**
- Managing busy caseload under the stress of frequent interruptions and distractions (telephone calls / drop-ins) **Frequent**
- Recognising remit as an OH Physiotherapist, the potential to recognise serious or non-MSK pathology and signposting urgently to appropriate care pathways. **Occasional**

**Emotional Demands**

- To display expertise in sensitively explaining the diagnosis and prognosis of MSK conditions to patients / employees **Frequent**

- To be able to diffuse potentially hostile and antagonistic situations with staff, patients and relatives using highly developed negotiation and interpersonal skills. **Rare**
- Dealing with:
  - Patients who have chronic and/or progressive conditions **Frequent**
  - Patients who are in pain (acute and chronic) **Frequent**
  - Anxious, distressed, emotionally labile patients **Frequent**
  - Patients who have mental health problems **Frequent**
  - Patients who have severe injury / loss of function **Infrequent**
  - Undertaking distressing examination assessment techniques and administering treatment, which may increase pain levels. **Frequent**

#### **Environmental Demands**

- Exposure to unpleasant body odours **Occasional**
- Direct exposure to body fluids e.g. urine, faeces, blood, sputum **Rare**
- Direct exposure to transmissible diseases and infections **Rare**
- Dealing with abusive patients or carers – this may be physical or verbal **Rare**

### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Reflective practice and sound clinical reasoning to ensure that treatment and management of a patient evolves and adapts to maximise recovery
- As practitioner in the OH / MSK field and working in a small department, keeping abreast of an evolving service, evidence-based practice updates and providing clinical specialist resource to rehabilitation staff.
- As an autonomous clinical specialist, making a clinical diagnosis and decision with limited information often provided by the patient alone.
- Planning and maintenance of service levels and care standards in an evolving and expanding Rehabilitation Department
- Changing referral sources and variable patient volumes leads to challenges with time allocation
- Managing the allocation of patient appointments and prioritising according to agreed criteria and timescales set within the department

### **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

#### **Essential**

- Degree / Diploma in Physiotherapy
- Extensive postgraduate experience with robust experience working in the musculoskeletal outpatient or OH field
- Health and Care Professions Council (HCPC) registration
- Extensive experience in Musculoskeletal outpatients and Orthopaedics
- Evidence of CPD (continuous professional development)
- Protecting Vulnerable Groups (PVG) scheme certificate
- Committed to personal and team development, able to work well within multiprofessional teams and strong leadership qualities.
- IT skills
- High level verbal and written skills in fluent English.

#### **Desirable**

- Member of the Association of Chartered Physiotherapists in OH and Ergonomics (ACPOHE)
- Experience in OH Physiotherapy practice

- Membership of the relevant Professional Body (CSP)
- Non-medical prescriber
- IRMER trained
- Evidence of attendance at relevant external courses in OH and orthopaedics

## 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

## **NHS Golden Jubilee Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

### **1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

### **2. Salary**

35,522 to £43,286 per annum pro rata

### **3. Grade**

This post is offered at Band 6

### **4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

### **5. Hours of Duty**

22.5 hours per week

### **6. Tenure of Employment**

This post is offered on a Permanent basis

### **7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **NHS Golden Jubilee Benefits**

### **NHS Superannuation scheme:**

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment  
37 days' annual leave after 5 years  
41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.