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**NHS GREATER GLASGOW AND CLYDE**

**JOB DESCRIPTION**

**1. JOB DESCRIPTION**

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| **Job Title:** | Specialist Physiotherapist |
| **Band:** | Band 6 |
| **Responsible to: (Insert job title)** | Team Leader Hospital at Home Service |
| **Departments:** | Hospital at Home  |
| **Directorate:** | Glasgow City HSCP Older Peoples Service |

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| **2. JOB PURPOSE**The Hospital at Home Service aims to augment clinical and social provision, the objective being to reduce the requirement for hospital admission and where appropriate reduce the length of stay in hospital.The service will focus on patients where their acute medical conditions can be managed safely and effectively at home.Within the Hospital at Home Service the post holder, by reason of their highly developed specialist knowledge, underpinned by theory, practice and experience, will deliver a high quality specialist service, providing expert clinical intervention, education and support to patients and their carers. The post holder will provide expert specialist, patient assessment, case coordination, treatment and planned discharge for adults with complex rehabilitation needs.The post holder will work autonomously taking on, in addition to the professional clinical role, case co-ordination, health promotion, audit projects, staff / student supervision / induction and the provision of expert advice on Professional interventions.The post holder will manage a complex clinical caseload within the service, applying expert, specialist knowledge and skills relating to their professional role and working as an effective and efficient partner in the interdisciplinary team. This includes;* The provision of specialist direct clinical care, encompassing professional assessment, treatment and management of patients referred to the Service.
* Working together with other professionals in health, education and social care to provide the most effective care to adults with a diverse range of clinical conditions.
* To provide supervision of less experienced related professionals as well as support workers and students. Advise members within the interdisciplinary team and other agencies regarding their professional intervention.
* To work autonomously to manage a delegated caseload of patients to assess, develop, implement and evaluate interventions
* To assist in the support of patients discharged from hospital and prevention of inappropriate readmissions to hospital.
* Assist in the assessment and maintenance of patients within the community and prevent inappropriate admissions to hospital.
* Work according to the needs of the Service which will include varying shift patterns and weekend working rotas.
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| **3. ROLE OF THE DEPARTMENT**Glasgow City HSCP has a diverse population of approximately 588,470 people and employs around 5300 WTE staff and has approximately 560 independent contractors. Services managed include, Health Visitors, District Nurses, Allied Health Professionals, Addiction, Learning Disability Services, Palliative Care, Local Adult and Older Mental Health Services.The Hospital at Home Service delivers interventions that enable patients to maximise their health and independence through a coordinated approach. The broad aims of the service will be:-* Provide advanced clinical assessment, plan, implement and evaluate treatment plans
* Promote health, manage and maintain patients at home with varying levels of need, complexity and vulnerability
* Support a reduction in hospital admission or earlier discharge through delivering acute care at home.
* Utilise the skills of the team to best meet the needs of the patients
* Provide high quality advanced clinical interventions in a safe, efficient and effective manner
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| 1. **ORGANISATIONAL POSITION**

Service ManagerProfessional LeadsTeam LeaderPhysiotherapist Band 6NursingBand 6AdminHealth Care Support WorkerBand 4NursingBand 5Occupational Therapist Band 6APNsBand 7**The Post Holder is managerially responsible to the Team Leader, but has professional accountability to a Designated Professional Lead.** |

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|  **5. SCOPE AND RANGE**1. 1. The post holder will work within the Glasgow City Health and Social Care
2. Partnership Hospital at Home Service

 1. 2. Will work as part of a multi-disciplinary service contributing to patient care, communicating and.

 Delivering condition related information to patients with complex and non complex conditions as agreed with line manager. Delivering sensitive diagnostic, prognostic and therapeutic treatment to a designated patient/patient group keeping within the regulations of their professional body and professional code of conduct.3. Work within a speciality as an autonomous professional, taking full responsibility for an identified complex caseload to assess, develop, implement and evaluate, agreed long and short term goals to facilitate optimum level of independence enabling safe and effective discharge from the service. 4. Completes allocation of interdisciplinary assessments within the service to identify issues to enable access to the service and clinical prioritisation for service and professional interventions.5. All decisions and judgements will be set against the parameters of the overall strategy of the organisation, its transformational themes, its policies, procedures and guidelines as well as professional and clinical standards.  6. Deputise for Team Leader in their absence taking responsibility for operational issues. In conjunction with team leader, be responsible for the setting, implementation and evaluation of standards of Professional Practice. |
| **6. MAIN DUTIES AND RESPONSIBILITIES** **Clinical**1. Undertake a comprehensive assessment of patients (including screening and multi-professional baseline assessments) with a complex presentation using investigative skills, analysing clinical and non clinical information (i.e. social information, environmental) and to provide a functional diagnosis for individual patients to determine their need for Physiotherapy intervention, using formal assessment tools as appropriate.
2. Following assessment, act autonomously to assess, develop, implement and evaluate Physiotherapy interventions for a range of patients. This will include patients who have highly complex presentations and those with multi-factorial health and social needs, requiring multi-service/multi-agency input. Incorporate risk assessment to maximise functional independence and rehabilitation potential within a specialist area.
3. Provide specialist interventions based on a problem solving and advanced clinical reasoning approach. Deliver specialist interventions using a wide range of treatment techniques. Monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.I.e. Neuro developmental, therapeutic handling techniques, functional rehabilitation, adaptation, specialist equipment provision and use, education and health improvement. Monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention
4. Undertake a case coordination role taking responsibility for coordinating the interdisciplinary goal planning and discharge planning process. Liaise and work collaboratively with other agencies e.g. initiating referrals, sharing of information, recommending appropriate service delivery, attendance at case conferences and discharge planning. Balance the needs of a clinical caseload alongside case coordination duties in the management of service waiting times.
5. Assess for a range of equipment, e.g. orthotics and walking aids, providing appropriate equipment and referral onto other specialist services when required, e.g. Orthotics, Community OT, Equipu, Westmarc and Housing Dept. To be responsible for the care, advice regarding maintenance and issue of equipment.
6. Autonomously manage a professional caseload within the interdisciplinary service through efficient workload management and adjustment of service provision to meet changing priorities and ensure individual patients receive intervention timeously and appropriately.
7. Be professionally and legally accountable and responsible for all aspects of own work including direct and indirect patient care, complying with HCPC guidelines, national and local policies.
8. Maintain patient documentation records and accurate statistical information (including computerised systems) to reflect care provided and ensure this meets HCPC professional and service standards.
9. Apply a high level of understanding of the effect of disability and provide advice and support to both patients and their families/carers on lifestyle changes and adaptations to the patients’ social and physical environment taking into consideration the lifestyle, gender and cultural background.
10. Provide specialist advice and teaching to other members of the multidisciplinary team, external agencies e.g. social work, clients, carers and families regarding client management to ensure consistent approach to client care.

**Managerial/Supervision**1. Take a coordinating role and be responsible for the day to day management and delivery of the Physiotherapy services in conjunction with the interdisciplinary service, as agreed with the Team Leader. Undertake delegated managerial tasks on an infrequent basis as directed.
2. Delegate appropriate caseload, tasks and supervise less experienced staff, Health Care Support Worker and students to achieve successful management of their assigned caseload. Participate in, and implement the service Supervision Policy, e-KSF and Personal Development Plan to promote personal and service developments. Participate in the induction of new staff and students.
3. Complete accurate activity information to reflect care provided. Contribute to the ongoing development of a robust framework to monitor and evaluate standards of care and clinical outcomes.

Actively lead identified areas within clinical effectiveness (such as audits, journal clubs, peer review and projects) to support the Physiotherapy health care governance agenda. Assist / cooperate in all matters necessary for the efficient management and development of the Rehabilitation Service in accordance with Service Policy.Induct rotational Physiotherapy staff and students and participate in the induction of new team members.Assist the Team Lead in recruitment and selection processes ensuring appropriate appointments to the service and retention of staff.1. Ensure the Health & Safety Policy is adhered to, to maintain a safe working environment for patients and staff.

**Educational and Research** 1. Contribute to Physiotherapy in-service training and provide specialist input to the Service in-service programme to promote continued personal and professional development of self and other staff.
2. Provide specialist advice, teaching or training to other members of the multi-disciplinary service, patients, carers and other agencies, (e.g. other health staff, voluntary sector, social work, employment and educational establishments). Provide formal and informal teaching sessions for less experienced Physiotherapy staff, Health Care Support Workers and a range of students from other disciplines within the service, e.g. patient medical conditions, clinical approaches
3. Responsible for the clinical training, supervision and formal assessment of undergraduate and post graduate students while on clinical placement.
4. Responsible for own continued professional development which should include mandatory training and maintain a professional portfolio. Actively participate in supervision which includes Knowledge and Skills Framework and Personal Development Plan review. Incorporate current available evidence into interventions to promote best practice and as a requirement of ongoing HCPC registration.
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| **7a EQUIPMENT & MACHINERY*** Understand and ensure safe assembly and use of Physiotherapy equipment as provided to or applied to patients including electrotherapy, exercise prescription and equipment, orthotics/appliances, prosthetics and walking aids.
* Understand and ensure safe use of assistive technology - Any item, piece of equipment, or system, whether acquired commercially, modified or customised, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities, e.g. specialist beds, stand aids, sliding sheets and wheelchairs.
* Monitor and review equipment issued by physiotherapists in liaison with Team and Governance Standards.
* Instruct and advise clients and carers regarding equipment which has been provided and which has been prescribed by Physiotherapists, to ensure that the maintenance checks on equipment provided are completed to ensure security, safe transportation, and delivery and are compliant with infection control measures.

 * Order a range of equipment through the on-line web EQUIPU IT system.
* Use of a range of equipment e.g.

Goniometer, Dynamometer, Tape measure, Chest monitoring/treatment equipment, Stethoscope, Suction machines, Pulse oximeters BP monitors.* Daily use of a car e.g. for transportation of equipment is essential.
* Daily uses of office equipment e.g. VDU, keyboard, photocopier, phone, printer, answering machines, scanner

**7b Systems*** Required to contribute patient and professional activity data collection for the service data system, Care first, Clinical Portal, Trak Care,EMIS etc.
* Demonstrate a working knowledge of relevant IT systems and software packages e.g. Physiotools (exercise programme package),
* Daily use of computer hardware and software e.g. email, word processing, Power Point inter/ intranet, electronic ordering systems EQUIPU.
* Provide individual performance data to the Team Leader on a monthly basis to manage workload allocation and waiting lists.
* Liaise with and refer to other agencies
* Adhere and contribute to the formulation of all departmental, organisational, operational and professional policies and procedures e.g. Lone Working Policy, Safe Handling of Information, etc.
* Patient documentation is recorded manually/electronically in accordance with departmental and Physiotherapy governing body standards, HCPC, Local guidelines and legal frameworks.
* Compliance with Data Protection Act in relation to all systems.
* Operate within the staff supervision and appraisal system, e-KSF.
1. **DECISIONS AND JUDGEMENTS**
2. Act as an autonomous practitioner making clinical judgements and decisions within the scope of professional practice, for patients with highly complex needs. This requires analysis and comparison of clinical facts, which requires consideration of a range of options.

 2. Decide the appropriateness of own professional specific interventions and make the clinical judgement to refer on to other agencies or disciplines within the Service for the most effective service provision. 3. Decide on the appropriate length of clinical interventions and when to discharge patients from the profession and the interdisciplinary service.  4. Manage waiting lists using professional judgement to prioritise resources to meet service demands.  5. Interpret agreed guidelines on clinical practice in relation to the role of the profession within an interdisciplinary service and decide how best to apply new clinical guidelines and protocols. 6. Use clinical judgement to recognise the priority of intervention and when an immediate rapid response is required. 1. Act as a source of guidance for less experiences staff when making judgements on complex clinical issues.
2. Judge the appropriate level of responsibility and competence of less experienced staff and health care support workers and delegate tasks where appropriate.
3. Accountable for the planning and undertaking of clinical interventions and support for a patient group covering a wide range of conditions.
4. Have a working knowledge of Adults with Incapacity (Scotland) Act 2000, and the importance in the identification of patient’s capacity to give consent to treatment, of verbal, educational and invasive nature.
5. Understand and conform to the Adult Support and Protection (Scotland )act 2009
6. Accountable for the assessment of clinical/environmental risk and decide how these risks should be managed.
7. Decide when to seek advice from more experienced or other colleagues/peers and clinical leads as required on complex issues.
8. Contribute to Triaging referrals and determining appropriateness for the service.
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| **9. COMMUNICATIONS AND RELATIONSHIPS*** Communicates complex, sensitive or contentious information where persuasive, motivational, negotiating, training or reassurance skills are required e.g. related to diagnosis, treatment and prognosis, effectively and appropriately, using an empathetic and sensitive approach to patients and carers. Acknowledging that there may be barriers to understanding and utilising a range of verbal, non verbal, written and presentation skills.
* Assess the patient’s ability to give informed consent, and consent for the sharing of information across agencies and their participation in clinical intervention.
* Receive unpleasant information and be exposed to stressful situations whilst in a range of settings e.g. bereavement issues, rapid clinical deterioration, pain, emotional relatives, distressed patients, difficult social/relationship issues.
* Engage in decision making that could be contentious requiring a high degree of motivation and negotiation skills e.g. agreeing clinical interventions with non-compliant patients.
* Use highly developed interpersonal skills to encourage and motivate individuals and break down barriers e.g. agree clinical interventions with patients who have unrealistic expectations.
* Work as part of an interdisciplinary service to ensure effective communication, by attending and reporting in clinical review meetings, case conferences, ensuring co-ordination of patient care.
* Ensure all patients have optimum understanding with accessible information and a means of communicating their needs, e.g. Patients where language may be a barrier, sensory impairment, learning disability, cognitive impairment, communication difficulties or cultural barriers.
* Maintain effective cross agency communication pathways to ensure a consistent approach to care e.g. formal/informal communication with GPs, social work colleagues, the 3rd and 4th sector, housing, education, care agencies and relevant staff within the acute services.
* Provide specialist expertise and advice to multi/interdisciplinary professional colleagues at local, regional and national level.
* Participate in the training of a wide range of audiences e.g. delivering student tutorials, involvement in inter-service training and development sessions.
* Receive verbal complaints directly from patients/carers/other agencies and respond appropriately to these events and assist the Team Leader in response to formal complaints
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL**  **DEMANDS OF THE JOB**

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| **DEMAND** | **FREQUENCY** |
| **Physical -**  |  |
| Driving - Driving - to multiple sites within the service catchment area.Transporting equipment between units within the service catchment area.Transporting equipment between units and patient homes.Transporting patients as required to and from the unit.Delivery of equipment to patient homes as required. | Frequently |
| Working in confined spaces | Frequently |
| Moving and handling of patients and/or equipment of varying weights and mobility using specialist equipment. | Frequently |
| Use of IT equipment: includes Keyboard skills VDU monitor.  | Frequently |
| Climbing Stairs | Frequently |
| Assembling/adjusting specialist equipment for patient use.  | Frequently |
| **Mental -** |  |
| Driving | Frequently |
| Concentration when dealing with patients with complex needs. | Frequently |
| Negotiating long term treatment compliance. | Frequently |
| Dealing with verbally/physically abusive/aggressive patients/carers.  | Occasionally |
| Workload Prioritisation | Frequently |
| Loan working | Frequently |
| **Emotional -** |  |
| Dealing with people with Behavioural problems e.g., (Addiction, chronic degenerative/deteriorating conditions). | Frequently |
| Dealing with distressing/emotional situations, bereavement, pain patients/relatives. | Frequently |
| Dealing with complex family dynamics. | Frequently |
| **Working Conditions -** |  |
| Driving in adverse weather | Occasionally |
| Un cleanliness of a patient’s home, e.g. fleas, foul smells | Frequently |
| Unpredictable/dangerous pets | Occasionally |
| Variable temperatures | Frequently |
| Variable lighting | Frequently |
| Lone working | Frequently |
| Exposure to bodily fluids, e.g. urine, faeces, blood or vomit | Frequently |
| No Mobile phone signal  | Occasionally |

 **GUIDE:****N**ever : Never**O**ccasionally: up to 1/3 of the time**F**requently: up to 2/3 of the time**C**onstantly : more than 2/3 of the time |

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| **11. Most Challenging/Difficult Parts of the Job*** Balancing professional standards, needs and priorities of both clinical and managerial workload; with sometimes conflicting service requirements of the Hospital At Home Service.
* The need to undertake a mentally and physically demanding job, while at the same time taking care to safeguard own health and safety as well as that of colleagues and patients.
* Due to the rapid response and admission avoidance nature of the service the post holder must adapt their workload frequently to deal with these demands**.**
* Working with patients with chronic degenerative conditions, maintaining motivation to address health and social care issues, which may involve palliative or terminal care.
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

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| The post holder will hold a Degree/Diploma or equivalent in Physiotherapy | Essential |
| The post holder will be registered with the relevant Health Professions Council e.g. HCPC | Essential |
| Minimum of at least 3-5 years post graduate level experience which should include relevant experience working within any or all of the following areas: Adult Rehabilitation, Neurology, Orthopaedics, Respiratory, Medicine or Care of the Elderly Specialities. | Desirable |
| Excellent communication skills. | Essential |
| Should hold a current full driving licence. | Essential |
| Ability to work independently | Desirable |
| Experience of working within a multi disciplinary community based team | Desirable |
| Leadership skills | Desirable |
| Knowledge of IT systems. | Desirable |
| Evidence of Continuous Professional Development | Desirable |

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| **13. JOB DESCRIPTION AGREEMENT****Job Holder’s Signature Date****Head of Department Signature Date** |