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| JOB IDENTIFICATION |
| Job Title: Physiotherapy Assistant (Trauma & Surgery)  Responsible to :Team Lead or Clinical Lead Physiotherapist  Department: Physiotherapy  Directorate: East Ayrshire Health & Social Care Partnership  Job Reference:  No of Job Holders: 3  Last Update : 21.3.22 |

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| JOB PURPOSE |
| To assist Physiotherapy staff/department in the continuing care of selected patients, perform specific housekeeping duties relating to the department and equipment, and undertake certain administration duties. |

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| 1. **DIMENSIONS** |
| Assist the Physiotherapist with the moving and handling of patients, escort and prepare the patient for treatment by the Physiotherapist, and assist in the treatment of patients where more than one person is required.  Ensure the smooth running of the service by maintaining appropriate stock levels and by performing specific clerical and domestic duties.  Tasks will be delegated with clear directions and expected outcomes.  Post may be static or rotational. |

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| ORGANISATIONAL POSITION |
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| ROLE OF DEPARTMENT |
| The department provides Physiotherapy care to a diverse range of patients with a variety of clinical conditions across Ayrshire and Arran. This includes a 24-hour, year round emergency respiratory service, and weekend cover for agreed patients who have urgent rehabilitation needs in order to facilitate their discharge.  Physiotherapy is a health care profession concerned with human function and movement and maximising individuals’ potential within these. The physiotherapist will consider all aspects of the patients’ life roles and will co-ordinate with other health disciplines, community services, and carers in ensuring a seamless service.  Physiotherapists use physical approaches to promote, maintain, and restore physical, psychological and social wellbeing, taking account of variations in health status.  Physiotherapy is science-based and is committed to extending, applying, evaluating, and reviewing the evidence that underpins and informs its practice and delivery.  The exercise of clinical judgement and information interpretation are at its core. |

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| KEY RESULT AREAS |
| Complete an initial period of induction and on the job training to a satisfactory level of competence as deemed appropriate by your line manager to enable you to safely carry out delegated clinical and non- clinical tasks.  Plan your own personal development in consultation with your line manager tomaintain and develop skills required for the post**.** This will be achieved and evidenced via the personal development plan, staff appraisal process, and a continuous personal development portfolio.  Assist Physiotherapy staff with patient treatment in any area where patients require more than one person to minimise risk to staff and patients. If requested, continue a set programme with selected patients to allow more appropriate use of the Physiotherapist’s time. This may involve working on your own with a patient or assisting in a class situation.  Assume responsibility for your own health and safety and that of your patients and colleagues to comply with Organisational and departmental policies.  Maintain accurate patient treatment records to comply with departmental standards.  Provide patients with appropriate walking aids as instructed by the Physiotherapist, and educate in safe and correct technique for use to free up the Physiotherapist’s time.  Assist in the smooth running of the department by ensuring relevant equipment is clean and ready for use and maintaining physiotherapy stock and laundry at appropriate levels: ordering if required.  Perform administrative duties which can include telephone duties, filing, photocopying, collecting specified data, patient registration, deal with appointment system, and reception duties, all of which allows more appropriate use of physiotherapy time.  Have the knowledge to recognise and take appropriate steps to deal with an emergency situation until assistance arrives. |

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| 7a EQUIPMENT AND MACHINERY |
| The following pieces of equipment may be used by the post holder if confident to do so following training and instruction by a Chartered Physiotherapist:   * Walking aids to promote safe mobility - including pulpit frames, walking frames, elbow crutches, sticks, and specialist walking aids. * Manual handling equipment to ensure safe patient transfers - including hoists, stand aids, sliding boards, and sliding sheets. * Electrical equipment to contribute to treatment programmes - including ultrasound, shortwave diathermy, interferential therapy, transcutaneous electrical nerve stimulation machine, and continuous passive movement machines. This will always be done with supervision close by. * Supports to optimise functional status – a range of appliances. * Rehabilitation equipment to contribute to treatment programmes - including exercise bikes, weights, balanceboards, gymnastic balls, theraband, treadmills, steppers, tilt tables, standing frames and hydrotherapy equipment. * Thermal equipment to assist in pain management and the healing process - including heat and ice. * Information technology equipment, e.g. computers and printers |
| **7b. SYSTEMS** |
| Systems contributed to may include:   * Patient treatment records – to keep a record of treatment interventions carried out. * Statistical information relating to numbers of patients treated and discharged on a monthly basis within the department. * Monthly expense forms – to note overtime and travel expenses as appropriate. * Estates and maintenance reporting. * Procurement system to maintain stock levels * Make appointments or onward referral to other physiotherapy specialty * DATIX incidents reporting * TURAS performance appraisal and development |

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| ASSIGNMENT AND REVIEW OF WORK |
| All patient referrals will be directly from a Chartered Physiotherapist; Technical Instructors may delegate non-clinical tasks.  The post holder will work with direct supervision or this will be easily accessible.  Work will be reviewed on a daily basis by the Physiotherapist who allocated it.  Any changes in the patient’s condition should be noted to the Physiotherapist. This may involve suspending treatment at that time.  The post holder is directly accountable to the senior physiotherapist in the clinical area.  An annual appraisal will be carried out. |

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| 1. **DECISIONS AND JUDGEMENTS** |
| Although supervision will be available this post may involve working independently with patients. This means striving to ensure the safety of yourself and patients at all times.  Typical judgements made in the job include:   * Has the patient’s condition changed? * Do I feel competent to complete this task? * Should I seek assistance from a Chartered Physiotherapist? * How do I prioritise my tasks? * Do I have enough time to do this? * Do we need more stock? * What are the potential dangers? |

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| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Limited control because tasks are delegated.  Day has to be structured around the demands of a variety of people that can lead to frequent interruptions and changing prioritising of tasks.  Undertaking a mentally and physically demanding job while at the same time taking care to safeguard your health and safety, as well as that of colleagues and patients. |

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| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| Communication can be face to face, by telephone, letter or e-mail.  **Patients, families, and carers:**  Effectively utilise both verbal and non-verbal communication techniques at all times in order to gain consent for treatment and optimise treatment outcomes. This may include patients with communication or cognitive impairments or those who lack the capacity to give consent.  Reassure, support, encourage, and motivate to achieve the best possible outcome from treatment. The pain or fear that patients may experience during treatment often complicates this.  Be aware of cultural diversity and its impact on treatment, and alter communication as appropriate. Physiotherapy colleagues: Seek advice from senior staff.  Share information with colleagues regarding transfer of patients within the hospital.  Seek clarification of delegated tasks.  Feedback on patient’s condition and progress they have made. Other groups: Procurement department to discuss supplies and ordering.  Nurses and other allied health professionals – to update on patient progress and to check any changes in condition.  Facilities to report and discuss estates requests.  Porters to request movement of equipment and patients. |

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| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Working conditions and physical tasks are continually risk-assessed with reasonable preventative steps taken. However, it is recognised that risk cannot be entirely eliminated.  **PHYSICAL EFFORT/SKILLS:**  Therapeutic handling of patients without lifting equipment, frequently throughout the working day. This may include assisting patients with significant physical, cognitive or behavioural impairment who may be reluctant to co-operate, immobile, obese or unconscious. Patients may be assisted or facilitated when being positioned in bed or chair, moving from lying to sitting, sitting to standing, transferring from bed to chair, and when mobilising. This can all happen during one treatment session.  Frequent use and moving of hoists, wheelchairs, walking aids, or other physiotherapy equipment throughout the working day.  The unpredictability of patients can result in a sudden effort being required, for example to prevent a loss of balance/fall.  Frequent kneeling, sitting, bending, crouching, and working in confined space at patients’ bedsides and in treatment areas throughout the working day.  Standing and walking for the majority of the working day.  **MENTAL EFFORT/SKILLS:**  Occasional interruptions throughout the day, which will require a change to task being undertaken.  Co-ordination of tasks that may be delegated by more than one person.  Occasional use of computers.  **EMOTIONAL EFFORT/SKILLS:**  The job may involve working with critically or terminally ill patients, those with chronic degenerative disorders, those who exhibit challenging behaviour, those who are angry or depressed. These patients can be from any age group.  Reinforcing information that the Chartered Physiotherapist has given and that is contrary to the patients expectations requires good communication skills and this can add to the emotional effort of the job.  **WORKING ENVIRONMENT:** Frequent daily exposure to unpleasant working conditions which may involve direct contact with bodily fluids and occasionally parasites. Occasional subjection to verbal and/or physical abuse.  Daily exposure to transmittable disease and infection.  If working in hydrotherapy, having to handle chemical substances that fall under the control of substances hazardous to health regulations (C.O.S.H.H.). |

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| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Essential Criteria Understanding of the role of the Physiotherapy Assistant Education to Standard Grade or equivalentWillingness to learn, as the job requires theoretical and practical trainingRelevant experience of caring for or assisting individuals to regain physical function Well-developed written and verbal communication skills. Basic computer literacy skills with Microsoft Office programmes Excellent house-keeping, administrative and organisational skills  Basic knowledge of health & safety awareness |
| **Desirable criteria** Health or social care related SVQ or recognised fitness industry qualificationHNC / HNDExperience working as a physiotherapy assistantExperience of working in an acute healthcare setting or rehabilitation settingUnderstanding of the ageing process and common orthopaedic and older adult health conditions Knowledge of rehabilitation aids e.g. walking aids, standing aids  Qualification / knowledge / experience relating to dementia / delirium  Mandatory training requirements  Cardiopulmonary resuscitation  Moving & handling  Violence and Aggression Awareness or Breakaway techniques as appropriate  Fire safety  eLearning modules as per NHS Ayrshire & Arran mandatory training policy  Healthcare Support Workers Induction Standards |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |