#### Form JE 5



**JOB DESCRIPTION TEMPLATE**

|  |  |
| --- | --- |
| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | |  |  | | Job Title: | Advanced Physiotherapy Practitioner/ Clinical Lead, Trauma & Orthopaedics | | Responsible to: | Head of Occupational Therapy and Physiotherapy, DH&SCP | | Department(s): | Physiotherapy/ Trauma and Orthopaedics | | Directorate: | Allied Health Professions | | Operating Division: |  | | Job Reference: | **Sc06-419(rev25)** | | No of Job Holders: | 1 | | |
| 2. JOB PURPOSE | |
| * Undertake the clinical lead role in day-to-day management of specialist service area, AP clinics, including monitoring, auditing and evaluating practice and service delivery, making recommendations to line manager/head of service/consultant. * Autonomously provide highly developed specialist assessment, diagnosis, treatment, discharge and onward referral of patients referred to specialist service. * Critically appraise the knowledge base and apply relevant high-quality evidence to change practice. * Provide highly developed specialist expertise, education and advice in specialist area to patients, relatives/carers, occupational therapists, physiotherapists, nursing staff, GPs, consultants and other multi-agency staff. * Responsibility for the screening of referrals received specialist secondary care service, prioritizing referrals into routine soon or urgent for appointment scheduling for self, AHP team and consultants. | |
| 3. ORGANISATIONAL POSITION | |
|  | |
| 4. ROLE OF DEPARTMENT | |
| The Physiotherapy Service sits within the Dundee Health and Social Care Partnership.  Key responsibilities of the service are: -   * Provision of physiotherapy care to a diverse range of clinical conditions and patient types in a variety of environments across acute and community settings. * Service management, planning and development within a defined budget and a multidisciplinary framework. * Development, implementation and management of a Clinical Governance Strategy. | |
| 5. KEY RESULT AREAS (MAIN DUTIES) | |
| **Clinical**   1. Professional and legal accountability for all aspects of work as an independent practitioner working beyond the scope and range of a qualified healthcare professional. 2. Undertake highly developed specialized assessment of patients including those with diverse or highly complex presentations/multi pathologies; interpret and analyse clinical and non-clinical data, use advanced clinical reasoning skills and manual assessment techniques. 3. Act independently to formulate, implement, evaluate and deliver an individual person-centred treatment plan based on advanced knowledge of evidence-based practice and treatment options. 4. Use highly developed specialist clinical skills necessary for the assessment and manual treatment of patients. 5. Maintain patient documentation, records and accurate mandatory statistical information to meet professional and local standards. 6. Responsibility for determining patient journey through the specialist service using evidence-based practice, advanced clinical reasoning and professional expertise. 7. Evaluate patient progress, reassess and adapt treatment programmes as required. 8. Identify and manage clinical risk within own patient caseload and monitor others i.e. less experienced clinical staff such as physiotherapists. 9. Provide qualitative and quantitative patient related findings to multi-agency staff to optimize patient care e.g. discharge planning with consultant, case conferences, facilitating hospital admission. 10. Request and interpret complex medical information and investigations and alter treatment programme accordingly e.g. – x-rays and blood gases. 11. Advise, teach or instruct other health professionals and social agencies, patients, relatives and carers. 12. Provide highly developed specialist advice on area of specialty to other multi-disciplinary colleagues. 13. Undertake any other duties of a similar nature delegated by senior staff or Service Manager.   **Professional**   1. Maintain highly developed specialist competency through Continuing Professional Development, training, maintenance of portfolio and reflective practice. 2. Adhere to the national, professional and local policies and guidelines as directed by registration body e.g. Health and Care Professions Council and NHS Tayside. 3. Lead and formulate engagement and consultation programmes for development of pathways in specialist area. This includes organizing and participating in meetings; lead, organize and participate in in-service training programmes with colleagues, healthcare staff and other agencies. 4. Participate in appraisal programme as an appraisee, contributing to Professional Development Planning. 5. Undertake evaluation of own work using outcome measures, evidence-based practice and departmental/service wide audit programmes. 6. Write legal reports providing accurate and detailed information regarding patient’s diagnosis, treatment and expected outcome, acting in an advisory capacity for less experienced staff. 7. Demonstrate understanding and participation in all aspects of Clinical, Care and Professional Governance, leading activity in specialist area. 8. Participate in regional/national fora, cascade information from this and lead the implementation of improvements to patient care into local practice. 9. Assess patient understanding of treatment proposals, ensure consent has been given and to understand the legal framework e.g. for patients who lack capacity to consent to treatment. 10. Apply increasingly complex skills and knowledge to maintain professional competence and fitness to practice e.g. as an advanced practice practitioner. 11. Participate in research being undertaken within service area. 12. Lead audit into specific areas of clinical pathways, clinical practice and service delivery.   **Managerial**   * 1. Responsible for organizing, planning and prioritizing own caseload to meet service and patient needs. Readjusting plans as situations change or arise.   2. Represent profession and/or specialist service at local and national clinical and strategic planning meetings.   3. Initiate and lead in ongoing service review, to ensure that organizational and clinical standards are being met, proposing service changes where appropriate.   4. Keep work area tidy, clean equipment daily and ensure faulty equipment is withdrawn from use.   5. Shared responsibility with other professionals for driving the implementation of local and national guidelines within clinical specialism.   6. Deal with complaints and take appropriate level of action i.e. investigate and report to Manager and/or respond to complainant.   To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes*.*  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 6. SYSTEM, EQUIPMENT AND MACHINERY | |
| * Responsible for safe and competent use and security of equipment, patient appliances, electrotherapy equipment, hydrotherapy etc. in accordance with departmental guidelines. * Assess for specialist equipment e.g. manual handling, orthoses, standing frames, TENS units. * Understand, apply and teach safe use and care of specialist equipment to patients, carers, other healthcare and multi-agency staff. * Competent in the use of relevant IT systems and software packages e.g. Physio tools (exercise programme), Datix, Trakcare. * Competent in the use of clinical and professional record keeping and contribute to the development of multi-agency care plans. * Communicate with appropriate member(s) of the multi-agency team, national networks and key stakeholders locally and nationally. * Responsible for auditing the process and effectiveness of requests for x-rays and bloods. * Responsible for auditing the process and effectiveness of clinical pathways | |
| 7. ASSIGNMENT AND REVIEW OF WORK | |
| * Conduct specialist clinics in partnership with consultant medical staff, influencing the experience and the waiting times of patients referred to secondary care. * Undertake comprehensive examinations of patients referred to the trauma & orthopaedic service and make complex clinical decisions to determine appropriate pathway e.g. diagnostics, therapy. * Carry out duties beyond the normal scope and range of a qualified practitioner e.g. reviewing post trauma, postoperative and patients referred into the trauma & orthopaedic service otherwise seen by consultants, ordering and interpreting x-rays, blood tests, removal K-wires * Perform highly developed specialist assessment of patients with diverse presentations and complex physical and psychological conditions, to provide a diagnosis and develop and deliver an individualized treatment programme. * Train, supervise, advise and support less experienced clinical staff e.g. AHPs, nursing and medical staff. * Undertake all aspects of clinical duties as an autonomous practitioner. * Provide advice and guidance on health promotion, health management and prevention strategies to patients, carers and other healthcare staff. * Clinical leadership in the management of highly complex conditions. * Responsible for the ongoing development and audit of the effectiveness of Tayside Pathways of Care for Orthopaedic/MSK conditions * Responsible for developing an enhanced and efficient patient pathway by streamlining orthopaedic pathways and protocols. Develop and streamline appropriate MSK/Orthopaedic pathways. * Provide leadership for the trauma and orthopaedic physiotherapy and occupational therapy inpatient and outpatient teams. | |
| **8. DECISIONS AND JUDGEMENTS** | |
| * Complete discretion over own specialist patient caseload, including prioritization and balancing other patient related and professional demands to aim to meet service and patient related targets e.g. waiting times. * Work autonomously making complex clinical decisions within a highly developed clinical specialist area. * Make patient management decisions in partnership with other members of multidisciplinary team e.g. liaise with consultant regarding surgery and postoperative interventions. * Accept, assess, plan, undertake and complete and/or discontinue physiotherapy interventions as per presenting clinical condition or refer on to other agencies. * Need to use own initiative and ability to react timeously and appropriately to crises. * Work collaboratively with colleagues and stakeholders on a national basis in the development and audit of evidence based clinical pathways * Work collaboratively with colleagues and stakeholders locally in the development and audit of Tayside clinical pathways for a number of Orthopaedic conditions e.g. soft tissue knee, young hip. * Recognise the boundaries of extended practice role within specialist area and manage the associated clinical risk at all times. | |
| 9. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB | |
| * Consistently high levels of advanced clinical reasoning skills and concentration levels necessary to carry out a highly specialized programmes of care on an ongoing daily basis. * Assessing highly complex patients whose clinical presentation may mimic benign disease e.g. presentation of low back pain and investigations reveal spinal tumour. * Identify and deal sensitively with patients whose symptoms are both psychological as well as physical in nature. * Undertake role which demonstrates independence of practice, considers and includes emergent and established evidence base and has an in-depth understanding of the pathway development process | |
| **10. COMMUNICATIONS AND RELATIONSHIPS** | |
| * Communicate effectively with patients, families and carers some of whom may have barriers to understanding (e.g. sensory impairment, learning difficulties, language barriers and confusion), using verbal/non-verbal, written and presentation skills as required. For example, challenge patient expectations and belief systems. * Work closely with consultants, general practitioners and nurse practitioners to provide an integrated management of patients who are referred to specialist outpatient clinics or directly to the postholder. * Convey comprehensive detail of care/ treatment in a manner appropriate for every individual, emphasizing and reiterating points to ensure a full understanding. This information may be highly complex, sensitive or contradictory to patient and carer expectations. * Develop effective working relationships with all members of specialist team. * Instruct, reassure, encourage and guide patients, carers and multi-agency staff throughout the treatment programme. * Develop a rapport with patients and carers to encourage their interest and engagement in an activity therefore maximizing its therapeutic benefits. * Communicate assessment, treatment results and decisions regarding patient journey to the appropriate disciplines verbally and/or in the form of reports and letters. * Represent profession/specialist service and/or individual patients at multi-agency team meetings or national meetings e.g. reporting on patient progress, clinical pathways development. * Explain the role of profession and/or specialist service to a range of professionals and the public; clarify appropriateness of referral, interventions and continuation/discontinuation of treatment. * Give presentations to large audiences using audiovisual and multi-media equipment at local and national events on a regular basis. * Diffuse potentially hostile and antagonistic situations with staff, patients and carers, using highly developed negotiation and interpersonal skills. * Ensure and enhance links between practice, professional bodies and academic institutions. * Develop service links with external NHS, voluntary and specialty related organizations to ensure evidence based and best practice. | |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**: repeated regularly on a daily basis   * Manual handling of patients with or without handling equipment for purposes of rehabilitation and therapeutic positioning. This may include assisting the very immobile, obese, unwilling and challenging patients from lying to sitting, sitting to standing and back in one treatment session (approximately half an hour per patient), for example repeated passive lifting of lower limb for assessment purposes. * Use of highly specialist manual therapy techniques including facilitation of movement and manipulation techniques. A specialist level of dexterity, sensory, co-ordination skills and precision are essential in treatment techniques e.g. manual therapy, acupuncture needling, injection therapy. * Work with patients whose medical condition may make manual/therapeutic handling challenging e.g. dementia, anxiety, pain, limited mobility and patients with alcohol/drug dependency. * Requirement to maintain static postures for therapeutic purposes ie kneeling and standing for prolonged lengths of time. * Significant element of walking, climbing stairs, standing and working within confined and awkward spaces. * Move heavy and awkward objects ie gym equipment. * Assist patients during treatment e.g. walking and stair practice. This may include sudden and unpredictable changes in direction or movement, faints and falls.   Occasionally -   * Work with patients who exhibit physically challenging behaviour.   **Mental**: repeated regularly on a daily basis   * Alert to unexpected changes in patient’s condition, respond using initiative and clinical reasoning skills to adapt patient management. * Respond to diverse demands and interruptions, balancing pressures of clinical caseload and responsibilities associated with team and service. * Prioritise own throughout the day. * Periods of particular concentration especially with new, postoperative and complex patients who may have communication difficulties. * Motivate, encourage and persuade patients to take an active role in their rehabilitation to facilitate optimal outcome. * Interruptions during working day from other staff, patients and carers/relatives e.g. telephone calls, pagers, direct contact.   Occasionally **-**   * Deal with abusive and aggressive situations which may involve patients, carers or other staff.   **Emotional**: repeated regularly on a daily basis   * Deal with patients (and their families) who have long term chronic illness, debility and pain. * Undertake assessment and treatment which may increase pain levels. * Convey information of a sensitive and emotive nature when it is contradictory to patient and carer expectations and desires.   Frequently –   * Deal with information which may be of an emotional and distressing nature e.g. domestic abuse history and child protection issues. * Undertake distressing treatment modalities.   Occasionally –   * Deal with death and bereavement * Deal with patients with terminal or life limiting conditions.   **Environmental**:  Daily –   * Exposed to bodily fluids (urine, faeces, blood, saliva, vomit, sputum) and infections e.g. MRSA. * Exposed to body odours, fleas and lice.   Occasionally –   * Deal and cope with threat and occurrence of violence, aggression and unpredictable behaviours. | |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * Honours degree level or equivalent in Physiotherapy or Occupational Therapy. * Current relevant registered body registration e.g. Health and Care Professions Council registration * Evidence of significant postgraduate experience in specialist area of practice. * Clinical knowledge and experience at a Masters level or equivalent * Evidence of Continuing Professional Development including nationally accredited advanced assessment, diagnostic and treatment courses in specialist area * Certificated evidence of leadership skill development e.g. Leading an Empowered Organisation course * Evidence of audit or research experience * Evidence of clinical pathway development and audit experience. | |
| **13. 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:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |