

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Outpatient Physiotherapist
Responsible To: Physiotherapy Manager
Accountable To: Chief Executive
2. Job Summary (A brief description of the main purpose of the post)
<p>To provide Physiotherapeutic assessment, prognosis and advice to patients who attend the Physiotherapy department for an outpatient appointment.</p> <p>To work as part of a multi-disciplinary team – showing flexibility of shared tasks to ensure that we provide the best quality service in a pleasant environment for both staff and patients.</p>
3. Role of the Department (The function of the department in which the post holder works)
<p>To provide qualified and competent staff delivering consistent standards of service and support within the hospital every day of the year.</p> <p>As a team, we are fully committed to providing an efficient, evidence based physiotherapy service to both inpatients and outpatients and we aim to maintain the highest standards of individualised patient care in a safe and friendly environment following chartered Society of Physiotherapy Core and Service Standards.</p>
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
<ul style="list-style-type: none">• Patients, their relatives and carers• Medical and nursing staff within New Victoria Hospital• Other Allied Health Professionals within Hospital and community setting• Administrative and clerical staff• General Practitioners• Medical Secretaries• Domestic staff• Maintenance staff

5. Duties and Responsibilities of the Post

Clinical

- Ensure practice is in accordance with the HCPC and CSP codes of professional conduct and work within limits of competence
- To provide physiotherapeutic assessment, treatment, prognosis and advice to patients who attend the Physiotherapy department for an outpatient appointment.
- To acknowledge your limitations and seek advice and support as required.
- To assess interpret information and identify problems which maybe complex, in partnership with the patient and set agreed and realistic outcomes with patients to achieve an anticipated result.
- Coordinate and monitor the progress of patients within their treatment plan and promptly and effectively communicate relevant changes in patient status to the referring source with patient consent.
- Check operation notes in detail to ensure correct protocol followed and correct advice and exercises given. If in doubt to liaise with the allocated consultant.
- Contribute to the development of outpatient Physiotherapy practice based on published research and audit data.
- To work accurately to maintain a high standard of physiotherapy and to keep patient waiting time to a minimum in order to comply with standards of quality
- To work in clinical settings as an independent practitioner without immediate support of colleagues.
- To be prepared to train and work in the various speciality areas of the department including temporary ward cover if appropriate and assist with fitting of equipment.
- Provide the highest quality of patient care at all times, understanding and complying with all departmental policies, procedures and protocols.
- Participate in 'out of hours' duties, being prepared to cover shifts at short notice.

Management

- Contribute to the education of other healthcare professionals, colleagues and students on Physiotherapy.
- To appropriately manage the unplanned and frequent interruptions to the clinic schedule from third parties
- To be responsible and accountable for the actions and quality of own work.
- Ensure that all staff adheres to hospital policies and the principles of their professional body.
- To assist in ensuring all equipment is checked on a regular basis and assist in the care of all equipment within the department ensuring that cleanliness is maintained and that all equipment faults are reported immediately to a supervisory person.
- Ensure the promotion of the safety of patients, staff and visitors and identify and address potential risks.
- Support the manager in providing a comprehensive service, using initiative to meet and organise the demands of the service.
- Participate in the investigation of complaints, adverse events and patient feedback pertinent to the service.
- To create and maintain good working relationships with all members of the Physiotherapy Department, working positively to develop a cohesive team.
- To promote good relations with referring clinicians, other hospital departments and outside organisations to ensure that the reputation of The Physiotherapy Department and New Victoria Hospital is upheld.

- To be fully conversant with the physiotherapy Management System, and to work flexible hours if required to accommodate changing workload patterns including in-patients.
- To assist in the orientating of new staff (either permanent, bank or agency) to the department, providing help and support.
- To undertake to do any tasks as designated by the Physiotherapy manager.

Administrative

- Ensure that clinical records and documentation are maintained accurately and comply with standards of notation according to the Chartered Society of Physiotherapy.
- Contribute to the evaluation of care delivery and implement improvements in patient care in conjunction with the department.
- Ensure clinical incidents and near misses are accurately reported and acted upon in a timely manner and action is taken to minimise risks.
- Attend and participate in meetings as required.
- Support the manager in the review and development of policies, protocols and guidelines.
- Maintain knowledge of and use the appointment system.

Education

- Actively participate in multidisciplinary research, audit activity and surveys within the clinical area as required.
- Communicate research developments to all colleagues ensuring the findings are incorporated into clinical practice where appropriate
- Ensure practice is up to date and evidence based, demonstrating knowledge of current, relevant research and professional issues.
- Undertake further post-registration training and course of study relevant to the clinical area.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio to complete the level of Professional Development stipulated by the Health professions Council, or equivalent and document on CPD forms provided.
- To participate in the departmental training programmes

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital

- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

10. Equality and Diversity

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

13. Disclosure and Barring Service Check

This post requires the disclosure of all criminal record information including details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Service check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability.

PERSON SPECIFICATION

Factor	Essential	Desirable
Knowledge, Education, Qualifications and Training	<ul style="list-style-type: none"> Diploma / BSc Degree in Physiotherapy. HCPC / CSP Registered. Minimum 3 years post-graduate 	<ul style="list-style-type: none"> Recently updated appropriate post-graduate course attendance.
Experience and Achievement	<ul style="list-style-type: none"> Significant post qualification clinical experience in musculoskeletal techniques. Evidence of post graduate study. 	<ul style="list-style-type: none"> Involvement in audit research and understanding quality issues.
Skills, abilities and competencies, Including organisational, planning & special skills, e.g. physical verbal, driving written	<ul style="list-style-type: none"> Remain updated with professional practice and new research and demonstrate a desire for self-development clinically. Able to present information, written and orally, in a clear, concise and logical manner. Ability to organise, priorities and delegate Ability to work as a team member. Good interpersonal skills and ability to deal sensitively with patients and liaise effectively with medical and other staff. The ability to remain calm and detached under pressure. A readiness to become involved with demands and needs outside routine requirements. The ability to accept, support and manage change. The ability to generate and put forward new ideas for service improvements and / or developments. Understanding clinical governance and its implications for services, including experience of quality issues and audit. Competent IT skills 	
Personal circumstances	<ul style="list-style-type: none"> Mature and flexible attitude to responsibilities To have a professional attitude at all times. Innovative and problem solving approach. 	