

JOB DESCRIPTION

JOB DETAILS

Job Title: Advanced Physiotherapy Practitioner
Pay Band: 7
Department: Physiotherapy

ORGANISATIONAL ARRANGEMENTS

Accountable to: Physiotherapy Service Leader & Head of Physiotherapy
Responsible For: Junior staff and support workers as delegated.

JOB SUMMARY / PURPOSE

The post holder will provide specialist physiotherapy intervention and expert clinical leadership.

The post holder will work as an advanced, autonomous, expert practitioner managing a caseload of patients with highly complex needs, using evidence based/patient centred principles to assess, diagnose, plan, implement and evaluate interventions across all areas of the pathway.

The post holder will ensure appropriate pathways of care and communication via liaison and referral to other agencies as required e.g. medical staff.

The post is intended to provide improved outcomes by, improving timeliness and consistency of care within the service.

The post holder will;

- develop and maintain clinical standards across the Health Board
- undertake critical analysis, appraisal and synthesis of current research outcomes and/or relevant literature in order to maintain expert levels of knowledge and practice within specialty.
- participate in clinical networks & audit, research and evaluation.
- assess & manage risk and proactively challenge others

The post holder will lead and participate in CPD and other development issues with staff, including being responsible for the supervision, mentoring, appraisal, training and educational packages for relevant staff across the Health Board and Social Care. This will include staff from various professions e.g. GPs.

This role will primarily be within one county of Hywel Dda however the post holder will be part of a Health Board team and therefore may also be occasionally required to undertake duties within the other counties.

The post holder may be required to participate in the provision of a flexible 7 day service, based on service need. This may include evening and weekend outpatient clinics.

MAIN DUTIES AND RESPONSIBILITIES

These are designed around the guidance as outlined in the Framework for Advanced Nursing, Midwifery & Allied Health Professional Practice in Wales 2012 (FANMAHPPW) and Hywel Dda EAGLE Governance Framework for Advanced practice 2010.

Clinical Practice

Provide a quality service by practicing as a highly specialist autonomous practitioner for patients. This involves autonomously managing a caseload where the post holder is required to plan, modify and carry out complex assessment, diagnosis and intervention, demonstrating autonomous clinical judgments where expert opinion differs. Interventions undertaken will include referral for appropriate management e.g. physiotherapy intervention, surgical/non-surgical opinion, lifestyle interventions.

Define a differential diagnosis on the basis of evidence from comprehensive assessments, including request and interpretation of diagnostic procedures and physical signs and symptoms.

Synthesise complex assessment data to structure clear care plans based on best practice, while continuously evaluating the effectiveness of individual patient intervention in relation to planned patient outcome and updates care plan based on progress.

Assess, develop, implement and modify highly specialist treatment programmes to meet the needs of patients underpinned by specialist training, evidence based practice and national/ international guidance. This will include advising medical colleagues on the need for further intervention.

Convey expected prognosis and recommend best course of intervention.

Formulate and apply relevant therapeutic exercise, manual therapy and where relevant prescribing & injection therapy. Identify and analyse potential risk in work activities and make judgments about the best course of action to minimize risk.

Review patients referred by colleagues and decide appropriate further management including referral to specialist care and/or provide advanced treatment techniques.

Assess and initiate advice regarding the issue of specialist equipment and prescribe therapeutic supports where appropriate.

Formulate and present accurate reports to others. This will include discharge summaries to referring agent including advice on future management and possible further interventions to be initiated.

Design and modify group programmes to address defined clinical needs.

Continually evaluate effectiveness of individual interventions in relation to planned goals and outcomes and updates interventions based on evaluations.

Operate within the clinical network for their specialty e.g. All Wales Network.

Retains and demonstrates expert, advanced knowledge of current understanding of the philosophy and theory underpinning interventions.

Provide expert clinical opinion in the review and implementation of clinical service models for specialist area across Hywel Dda.

Take an active lead in the formulation of annual audits, research and evaluation strategies.

Travel to and work at other sites across the Health Board as required.

Where relevant undertakes prescribing in line with legislation as relevant to service area.

Clinical Leadership

Demonstrate leadership and managerial skills in the development and implementation of specialist service.

Lead in standard setting and implementation for practitioners in Hywel Dda Health Board regarding specialist management of patients.

Lead in the critical analysis, appraisal and synthesis of current research outcomes and or relevant literature in order to maintain expert levels of clinical knowledge and practice.

Lead in the development and utilization of effective relevant clinical assessment tools and outcome measures.

Lead elements of the work of the clinical practice group within service as delegated.

Lead the development and design of relevant standardised patient information

Work collaboratively with relevant practitioners both within Hywel Dda and external agencies.

Influence the care provided by other Health and Social Care professions through provision of specialist guidance and involvement in formal teaching

Service Management

Maintain personal and team standards with regard to clinical documentation ensuring this is in line with Health & Care Professions Council (HCPC) and the organization Standards of Practice.

Demonstrate effective leadership to create an environment where all stakeholders are treated with respect & dignity and there are high levels of trust and empowerment underpinned by effective communication, collaboration & partnership working.

Contribute to strengthening the multidisciplinary team building and policy/ service development where appropriate, including the negotiation of collaborative working arrangements.

Represent the service in service planning when related specifically to this clinical area.

Takes an active role in local & national working groups/ networks.

Ensures co-ordination of clinical area & oversee cover arrangements including clinical prioritization based on clinical risk. The post holder will inform the senior manager regarding issues relating to clinical risk.

Demonstrate leadership and managerial skills in the development and implementation of innovations in practice as well as day-to-day management of a clinical load.

Provide accurate workload and statistical data for clinical area in relation to producing annual evaluation reports, business plans, workforce planning and professional development. This will include collating evidence to demonstrate impact of service.

In conjunction with other clinical advanced practitioners, ensure the cost effective use of all resources.

Service Improvement

Work with professional line manager and relevant multidisciplinary colleagues to identify opportunities for improvement of service, practice, products and systems in line with current national guidelines e.g. NICE, and ensure adherence to those guidelines.

Develop care pathways that span primary and secondary care, local clinical standards, guidelines and protocols informed by evidence in collaboration with other services.

Take the delegated lead on development of a particular team objective or project in liaison with peers and assumes delegated responsibilities within project framework e.g. compiling reports.

Demonstrates negotiation skills and management of conflict. Investigate low level complaints and support the development of complaint responses. Ensure when appropriate lessons are learnt from complaints and adjustments made to working patterns as a result.

Organise and manage the administrative tasks relating to the referral, treatment and discharge of patients. This includes collection and collation of statistical data.

Lead on developing links and partnership working with the voluntary sector to improve support for patients and their carers/ families.

Demonstrate awareness and adherence to service objectives / plan.

Communication

Communicates highly complex, sensitive information from assessment to patients, carers/ families and multidisciplinary/agency team members/other professionals.

Negotiates with patients, families/carers and colleagues to ensure common patient led goals and priorities of intervention, empowering patients and carers to make informed decisions about development and progress of the plan of intervention. When required demonstrating empathy, motivational & reassurance skills.

Work collaboratively as a member of a multi-professional team and communicate with other professionals and agencies involved in the delivery of care.

Represent the service in local and national forums providing feedback to service managers and colleagues as appropriate.

Plan and design agendas and produce notes/ minutes for local clinical interest groups or team meetings.

Cascade information as appropriate to team regarding clinical and service information.

Ensure effective communication systems are in place relating to the delegation of tasks to colleagues.

Deliver presentations regarding specialist services to a broad range of audiences both internal and external to the organisation.

Undertake local induction with staff.

Seeks opportunities for publication.

Provide a high standard of customer care and deal with complaints in a professional manner, in line with Health Board policy.

Finance and Resources

Identify own responsibility for effective use of time, staff resources and space.

Understands the need to manage time and resources to maximum effect, prioritising caseload, managing own time and working to deadlines.

Identify appropriate equipment needs within clinical area.

Accept payment and provide receipt for purchases of equipment.

Assessing for and initiating provision of equipment/services provided by other agencies

Ensure appropriate delegation of tasks to others, enforcing the national and professional delegation guidelines.

Assists service management in implementing systems to effectively monitor & control the use of appropriate resources.

Personal and People Development and People Management

Continue to develop advance own knowledge & understanding and develop new skills to a high level. This includes reflecting on practice both individually and with peers/mentors and identify own strengths and development needs.

Maintain a Personal development plan/professional portfolio developed within an appraisal framework. This will include independent learning & attendance at relevant training programmes as identified in personal development plan.

Facilitate the development of own & others knowledge & problem-solving/negotiation skills with structured peer review/ clinical supervision as identified in service framework. This will include teaching & development of a competency framework and complying with Hywel Dda governance framework for learning and development.

Manage and provide appraisal & support to nominated staff. This includes PADR process.

Responsibility for coordinating placements within own team as delegated

Provide expert opinion on the development of undergraduate and postgraduate competencies for the specialty.

Contributes to the identification of training needs within the team.

Responsible for actions delegated to nominated staff.

Plans and provides specialist training and presentations. This may include presentations at regional conferences.

Participate in teaching patient group / support sessions on a frequent basis.

Develop relevant health promotion activities within Health Board including patient/ carer education materials

Assist in recruitment and retention of junior staff.

Assist in building capacity through role redesign of the workforce.

Supports others during times of change & works collaboratively to overcome barriers.

Information Processing

Ensure own and staff compliance with standards and policies in relation to data management and confidentiality.

Ensure own and staff compliance with clinical data collection systems including daily activity and service performance management tools.

Undertake analysis of data / service trends and provide advice regarding opportunities for service improvement and efficiency measures.

Regular involvement in research projects, audit & service evaluation, including patient feedback. Implementing findings into practice.

Provide information to support clinical bids and service modernisation proposals.

Quality

Adheres to service supervision guidance (professional, clinical & managerial) as an individual and supporting other staff as agreed within service framework.

Formulates intervention within agreed national, local and professional guidance and standards, acknowledging current evidence

Develop reliable outcome measurements, using validated tools where possible.

Initiates, implements and monitors research/audit particularly in the area of expertise, based on agreed national standards/ current evidence.

Facilitate a proactive approach to challenge and question established treatment methods and approaches that is not evidence based, being able to critically appraise information and translate into current practice.

Demonstrates clinical governance principles as an intrinsic component of practice.

Lead in the development of written core competencies for practice in the specialty, acknowledging the need to practice at different levels for different grades. This will include annual review of these competencies.

Demonstrate an understanding of national trends relevant to assessment and intervention within the specialty.

Instigate and participate in activities that lead to effective patient involvement in service evaluation and design/ redesign. This will include questionnaires and patient stories.

Incorporates critical reflection in daily activity.

Equality and Diversity

Ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Ensure all service users are treated with dignity and respect and are treated as an equal partner.

Effort & Environmental

Lifting, pushing, pulling patients limbs

Bending over clients for assessment & therapeutic techniques

Occasionally working in cramped conditions to carry out therapeutic techniques

Inputting at a keyboard booking patient appointment, outcome measures, reports

Checking detailed clinical records

Analysing research and audit reports

Carrying out complex calculations for treatment techniques

Examining or assessing patients - significant clinical caseload

Interruptions during clinical interventions

Imparting unwelcome news e.g. conservative management of long term conditions

Dealing with difficult family situations during complex client interventions

Dealing with people with severely challenging behavior during client interventions

Direct exposure to dirt, dust, smell, noise - Client hygiene

Frequent requirement to use road transportation for community/ primary care clinics

Personal Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualification and Knowledge	<p>Professional registration as recognised by HCPC.</p> <p>Significant accredited post registration development in relevant specialist courses. This advanced training will be at Masters level.</p> <p>Willingness to undertake further Masters level education upto post graduate diploma level.</p>	<p>Post-registration qualification up to post grad diploma level in relevant area</p> <p>Non medical prescribing qualification</p> <p>Injection therapy qualification</p> <p>Clinical Education Training Course.</p> <p>Member of the CSP</p> <p>Relevant Masters qualification</p> <p>Leadership courses/ qualifications</p>	<p>Certificates</p> <p>Portfolio</p>
Experience	<p>Significant post-registration experience in specialist field.</p> <p>Managing a complex caseload using an advanced clinical reasoning process</p> <p>Significant experience working as an autonomous expert practitioner</p> <p>Significant experience in multi agency team working within specialist area</p> <p>Therapeutic handling and risk assessments</p> <p>Demonstrating advanced communication skills during interactions with patients/ carers.</p>	<p>Team management.</p> <p>Service development across professional boundaries</p> <p>Undertaking risk assessments</p> <p>Health promotion</p> <p>Referring for & analysing investigations results</p> <p>Teaching & educational assessment</p> <p>Using relevant PGDs</p>	<p>Application</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>

	<p>Supporting service compliance with clinical governance requirements</p> <p>Leadership of clinical networks/ clinical practice groups</p> <p>Assisting in service developments</p> <p>Staff development including supervision</p> <p>Presenting within clinical area</p>		
Aptitude and abilities	<p>Proven advanced clinical assessment/ reasoning/ problem solving skills in the management of complex cases</p> <p>Possess highly developed visual acuity, perceptual and physical skills</p> <p>Demonstrate situations where effective leadership & management skills have been used to improve care.</p> <p>Plan and prioritise both own and others workload</p> <p>Work effectively within a team and independently</p> <p>Possess excellent communication & organizational skills</p> <p>Critical appraisal/ research/ audit skills</p> <p>Assimilate national clinical guidance & contribution toward developing clinical practice.</p> <p>Maintain accurate clinical records</p> <p>Skilled in unpredictable</p>	<p>Fluent in both Welsh & English.</p> <p>Extensive knowledge of research methodology</p> <p>Understanding of the working arrangements & principles of practice of other professional groups.</p> <p>Member of special interest group.</p>	<p>Application Interview</p> <p>References</p>

	<p>situations</p> <p>Possess motivational & reassurance skills</p> <p>Possess teaching skills & ability to present to large audiences</p> <p>Possess knowledge of current health and social care policies and application in clinical area.</p> <p>Knowledge of interrelationship of physiotherapy and other services.</p> <p>Understands and acknowledges the principles of patient empowerment to achieve optimum clinical outcomes.</p> <p>I.T. Skills</p> <p>Management and application of Health and Safety at Work Act</p> <p>Professional confidence, commitment & attitude to work</p> <p>Be able to adapt work patterns when the situation is unpredictable</p> <p>Shows respect to team members</p> <p>Ability to cope well under pressure</p>		
<p>Circumstances</p>	<p>Fit and healthy to meet demands of the post to comply with Disability Discrimination Act.</p> <p>Prepared to work flexibly based on work pressures.</p> <p>Car driver/owner with driving license and</p>		<p>Application Interview References</p>

	prepared to work in a variety of sites across Health Board Prepared to work flexibly to meet service needs		
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GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

** For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

** For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

** For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service,