



**Specialist College Physiotherapist**  
**January 2019**  
**Employed**

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| <b>Job Type:</b>           | Fixed Term 12 months – with possibility to extend at 12 months   |
| <b>Working pattern:</b>    | 10 Hours/Week over 2 days<br>Term time only.   |
| <b>Hours of Work:</b>      | Flexible within the school day.  |
| <b>Days of work</b>        | Negotiable, tbc at interview.  |
| <b>Pay (Pro rata):</b>     | Band 7 or Band 6 (37.5 hours a week FTE)<br>Dependent on experience and meeting the criteria related to the job specification. |
| <b>Annual Leave:</b>       | Negotiable with a minimum of the statutory entitlement.  |
| <b>Specialty/Function:</b> | Community Paediatric/Young Adult Physiotherapist with additional knowledge and skills in neurology.                            |
| <b>Accountable to:</b>     | Senior Team and Director of Children's Neuro Physio  |

## **JOB PURPOSE:**

- To provide and be responsible for a high quality specialised physiotherapy service to children and young people and their families or carers at the point of need in a timely manner and within their college environment.
- To deliver Paediatric Physiotherapy assessment, treatment and management of students and to maintain associated records as an autonomous practitioner. To work as part of the college team with support from the director as required. Supervision should be largely self-driven. To act as a source of expertise to fellow clinicians, Healthcare Professionals, educational staff and other services internal and external to the company as required.
- To promote Children's Neuro Physio to other agencies and the general public and to educate the team working with the students including, but not exclusive to educational staff, care support workers and other therapists.
- To support training and development of clinical practice and service. To undertake clinical audits and evaluation of evidence-based practice as required.
- To keep accurate timesheets and ensure service provision is in line with the funding bodies contractual hours with the company.

## **JOB STATEMENT**

- To take an autonomous and independent lead role providing Paediatric Physiotherapy assessment and treatment of students with diverse presentations and complex physical and psychological conditions.
- To manage caseload, work priorities including physiotherapy provision, and the priorities of student, family, external agencies and other professionals.
- To be a source of expertise, to identify, analyse, evaluate and problem solve to enable the development and delivery of individualised physiotherapy intervention and treatment programmes.
- To provide a consultative role with family, care support workers, educational staff and external agencies, providing advice, recommendations, support, training and instruction as identified.
- To undertake all aspects of clinical duties as an autonomous practitioner, managing and prioritising own caseload and time.
- Maintain appropriate records and data inputting in line with GDPR both working from home and college.
- To deliver training to care support workers, educational staff and external agencies ensuring competence in performing duties within their agreed scope of practice.

- To undertake audit as required by the company to further own and company's clinical practice, development and business model, making recommendations for changes. Leading the implementation of specific changes to practice / contributing to service protocols, and company structure as appropriate.
- To comply with company and college policies.

## **DUTIES AND RESPONSIBILITIES:**

### **CLINICAL:**

- In conjunction with the company secretary under the instructions of the director to be responsible for the planning and prioritising clinical needs to provide an effective, and efficient service to the students and college.
- To be professionally and legally responsible and accountable for all aspects of practitioners professional activities. To be responsible, as an autonomous practitioner for the physiotherapeutic management of the young people in your care.
- To have responsibility for own professional actions, demonstrating knowledge and skills to manage a caseload including highly complex and specialist cases, evidencing problem-solving, reasoning skills and independent judgment.
- To apply a good level of understanding of the effect of disability and provide training and advice on equipment and the student's physical environment as required.
- To demonstrate developed clinical reasoning skills to undertake risk assessment for students, carers and the team working with the young person within the educational setting, which includes assessing both the student and carer's needs, identifying, evaluating and recommending physiotherapy provision and management, planning and continuing care in line with the students EHCP and college provision mapping.
- To establish and maintain a high standard of clinical expertise and care for the students under your management, and support the team working with the young person to do likewise.
- To demonstrate the ability to assess the student's understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with those who lack capacity to consent to therapeutic handling and treatment.

- To develop and undertake specialist clinical programmes, interventions, treatments and guidelines in line with the best available current evidence, CSP and national guidelines. This may involve assessment of physical, cognitive and perceptual ability, using standardised or non-standardised assessment tools.
- To educate and train educational staff, carers and the team working with the young person in the safe use of specialist equipment e.g. use of hoist to move students, transitional techniques. This involves handling and manoeuvring students and equipment sometimes in areas of limited space.
- To use developed specialist knowledge to respond to urgent requests from staff, referrers, other health care professionals and student's relatives.
- To undertake any other duties as may be deemed appropriate.

#### **COMMUNICATION AND DOCUMENTATION:**

- To communicate specialist assessment, treatment, advice, plans and outcomes to the appropriate disciplines, our referrers, and those who instruct us, in the form of IT systems, medical records, reports and letters only when requested and agreed by the director or senior team.
- Ensure that these are compliant with professional and Children's Neuro Physio standards, using Children's Neuro Physio templates and not disclosing until agreed by a member of the senior team or director.
- To not release any information about our clients without the consent of the director or senior team.
- To ensure that reports and summaries are completed and sent in accordance with college requirements.
- To generate regular reports for analysis of our service, and to make recommendations for change or improvement, if requested.
- To effectively communicate with students, carers, educational staff, health care professionals and all relevant agencies to maximise rehabilitation potential and to ensure understanding of the condition and therapeutic process.
- To demonstrate a high degree of empathy, reassurance and sensitivity when communicating, teaching and providing instruction to educational staff, relatives, care support workers, other professionals, and external agencies.
- To promote an increased awareness of the role of paediatric physiotherapists on a formal level (presentations, conferences, displays, awareness events) and informally by appropriate liaison and explanation of the role with other individuals and agencies, at a local level.

- To demonstrate excellent verbal and written communication skills, in particular when organising, leading and participating in multi-disciplinary meetings, case conferences, team around the young person, and other meetings.
- To demonstrate excellent interpersonal skills, maintaining effective communication structures and being able to express professional opinion and negotiate priorities with students, educational staff and external agencies as appropriate.

### **PROFESSIONAL ETHICS:**

- To be accountable for own professional behaviour adhering to the Professional Bodies Code of Ethics, the Professional Code of Conduct, the Health and Care Professions Council, standards of proficiency and Good Practice for Physiotherapy. To refrain from any behaviour or activity that may damage your profession or the college or company's reputation or undermine public confidence in Children's Neuro Physio or Physiotherapy.
- To apply ethical principles and anti-discriminatory practice, respecting diversity.
- To be professionally and legally responsible and accountable for all aspects of own work, including the management of students in your care ensuring and maintaining confidentiality of students, college staff, company operations, and colleagues at all times.

### **LEADERSHIP AND SUPERVISION:**

- To ensure good working practices and the delivery of an effective and efficient service, including organising duties to cover annual leave and study leave.
- To provide effective and professional leadership through the use of clinical expertise to offer advice, supervision and assistance to care support workers, educational staff and external agencies.
- To demonstrate excellent time management, punctuality and consistently reliable attendance acting as a role model within the company.
- To communicate, receive and understand complex and sensitive information with regards to student care and external staffing and family/ referrer issues, and apply effective strategies to manage positive outcomes.
- To promote a positive image, establishing appropriate professional networks, providing a high profile of Children's Neuro Physio within the industry, and with our referrers and other professionals.

## **TRAINING:**

- To assist in the identification of training needs for care support workers, educational staff and the team working with the student as requested by our referrers.
- To be proactively engaged in professional activities such as teaching and lecturing at a local level to members of relevant groups, and potential sources of referral such as LEA's, Special Schools, GP's, and Health Care Trusts.

## **CLINICAL GOVERNANCE, QUALITY, STANDARDS:**

- To assist in responding to complaints within the service when applicable, and adhering to college and Children's Neuro Physio policies.
- To take responsibility for developing and maintaining professional and clinical standards to a high level of expertise for self and others.
- To demonstrate a sound understanding of Clinical Governance and Risk Management and its application to the work situation.
- To contribute in the development of quality initiatives, including standards of student care, and delivery of physiotherapy services to the college.
- To be responsible for and actively record own personal professional development. To keep abreast in understanding and knowledge of all new developments, which are applicable to specific paediatric physiotherapy/young adult treatments.

## **HEALTH AND SAFETY:**

- To adhere to and promote college Health and Safety policies and procedures and those specific to area of work and responsibility.
- To adhere to all mandatory training requirements and duty to conduct self and undertake duties, in a safe manner so as not to endanger themselves and others around them, attending all mandatory training.
- To be aware of Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including prompt recording and reporting of accidents and incidents to line manager.
- To be responsible for ensuring the effective selection and use of all treatment resources available within your specialist area, including regular checking/testing of equipment prior to use and maintenance reporting to the college, as well as competence and safe use of equipment by others.

- To continually undertake risk assessments in all aspects of student care and adhere to college policies.

### **Infection control**

As an employee you will work to minimise any risk to students, the public and other staff from Healthcare Associated Infection including MRSA and *C difficile* by ensuring they are compliant with the Health Act 2006 – Code of Practice For The Prevention and Control of Healthcare Associated Infections (They Hygiene Code); and by ensuring you are familiar with college infection control polices.

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### **Confidentiality**

As an employee, you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding clients, employees or any other business relating to the company. Confidential information means any information which would, if disclosed to a competitor, damage the interests of the company, and accordingly shall include but shall not be limited to prices, client or customer names or information, margins, pricing and billing policies, price and cost data, internal personal and financial information, quoting procedures, medical records, special arrangements with suppliers, legal services, case managers, and General Practitioners, special arrangements with and requirements of particular clients, pricing strategy, sales and marketing strategy, details of PCT and County Council contracts, details of any confidential discussions in respect of possible future clients or referrals, research and development activities and plans for new products, sites or services. As the job may entail some work from home, the employee has a responsibility to ensure that all written records, computer records, photographs and video of clients are stored securely, in line with the GDPR (2018).

### **Health & Safety**

As an employee, you have a responsibility to abide by all of the safety practices and codes provided by the college and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others. All employees working at the college must comply with college Health & Safety Policy. All employees must attend Health & Safety and Manual Handling training as required or as directed by their line manager/the Director.





### **Quality Assurance**

As an employee of Children's Neuro Physio, you are a member of a company that endeavours to provide the highest quality of service to our clients and those that instruct us, contract and use our services. You are an ambassador of the company and, as such, are required to ensure that high standards are maintained at all times. As an employee you have a responsibility for data quality. All employees are accountable for the quality of data they input into company systems and/or document in paper-based records, and must ensure that it is accurate, complete, valid and timely at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including, but not exclusive to clients, patients, relatives and staff working with the student are treated fairly and equally.

### **Risk Management**

As an employee you have a responsibility for the identification of all risks which have a potential adverse effect on the ability of Children's Neuro Physio to maintain quality of care and the safety of patients, clients, staff and the team working with the child/young person, and for the taking of positive action to eliminate or reduce these risks. It is the duty of every employee to disclose any areas of concern that might affect the emotional or physical wellbeing of the student. All such concerns should be reported to the director or manager of Children's Neuro Physio who will then take the appropriate action.

### **Safeguarding**

Children's Neuro Physio has a responsibility to safeguarding and promoting the welfare of children, young people and vulnerable adults who use our services. Children's Neuro Physio expects all staff and associates to share this responsibility. As part of the selection process for this post you will be required to undergo an Enhanced Disclosure and Barring Service Check. If you are successfully appointed, you will receive confirmation of which checks and/or registration you are required to undertake. It is the duty of every employee to disclose any areas of concern that might affect the emotional or physical wellbeing of the client/child or young person. All such concerns should be reported to the director or manager of Children's Neuro Physio who will then take the appropriate action.

**The job description is subject to change and may be reviewed by the Director in conjunction with the employee.**