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| JOB DESCRIPTION Bank - Physiotherapy Assistant |

RESPONSIBLE TO: Hospital Director

ACCOUNTABLE TO: Physiotherapy Manager

**JOB SUMMARY:**

* To assist physiotherapists in the treatment of patients, ensuring appropriate pathways of care and communication.
* To carry out a range of appropriate non-clinical duties e.g. clerical, cleaning of equipment.
* To treat patients delegated by a qualified physiotherapist and be responsible for own caseload working with supervision (within present parameters), monitoring, progressing and altering patient treatment plans as appropriate.
* To liaise with other disciplines/ agencies as appropriate e.g. community team.

**Principal Duties and Responsibilities**

**Clinical**

* To work with guidance and supervision, as required from a qualified physiotherapist, being legally responsible and accountable for all aspects of own work.
* (a) To assist in the implementation of agreed treatment plans with support from qualified physiotherapists. This will include the treatment of patients in a manner that respects people’s choice, privacy, dignity and individuality.

1. To deliver individual treatment plans, progressing and altering the treatment plan as required, reporting back patient progress and informing the physiotherapist of any problems.
2. To evaluate the effectiveness of treatment in discussion with qualified physiotherapists.
3. To maintain accurate, comprehensive and up to date documentation, in line with legal and departmental requirements.

* To obtain information relevant to patient care prior to their treatment to assess and determine appropriate/ best course of action i.e. to establish whether patient’s condition has deteriorated since the physiotherapist delegated the task.
* To accept delegated responsibility for a designated caseload of patients, seeking advice as required to organise this efficiently and effectively with regards to clinical priorities and use of time in liaison with qualified physiotherapists.
* To undertake highly skilled support work e.g. car transfers.
* To ensure effective internal and external two-way communication with patient’s carers and all other health, educational and social care professionals regarding some aspects of patient care, providing advice and support as appropriate, to meet the patient or service needs. This involves working with other colleagues in a professional manner in order to provide the optimum service possible.
* To provide treatment which demonstrate dexterity, hand eye co-ordination, moving and handling skills with patients and equipment e.g. machines, wheelchairs etc.
* To provide spontaneous or planned advice, support, teaching and instruction to patients, relatives, carers and other professionals, including trainees, in response to patient need. This requires empathy, motivation, persuasion and reassurance. Communication skills will be required where there are barriers to understanding, resistance or compliance e.g. where English is the second language, patients who are dysphasic, blind or deaf.

**Non-Clinical**

Using your initiative you will be expected to undertake the following:

* To keep the department/ treatment areas clean and tidy.
* To clean the physiotherapy equipment regularly and ensure that no damaged or problem equipment is used, reporting faults to the appropriate member of staff.
* To maintain the stock of equipment and notify the lead when equipment is running low.
* To prepare treatment areas prior to patient treatment considering the health and safety of patients and other staff.
* To undertake administrative duties e.g. data collection, photocopying etc.

**Clinical Governance**

* To comply with health and safety policies of Practice Plus Group including undertaking risk assessments and mandatory training e.g. manual handling.
* To comply with and contribute to the development of protocols, procedures and guidelines both clinical and departmental.
* To ensure that any equipment, furniture or building in need of repair is taken out of use and reported to the department responsible.
* To be responsible for the issue and safe use of equipment used in carrying out physiotherapy duties and adhere to departmental policies.
* To participate in clinical governance initiatives, undertaking surveys or audits as necessary.
* To comply with the Data Protection Act and Caldicott recommendations.
* To collect data as required for the service, both manually and computerised.

**Training and Development**

* To attend relevant training courses and disseminate information as required. Incorporate acquired knowledge into working practice as appropriate and following discussion with qualified physiotherapists.
* To assist in the induction of new assistants and work experience employees.
* To participate in clinical supervision and peer review and maintain an up to date CPD portfolio including evidence of experiential learning, reflective practice and any relevant training or experience. This should demonstrate responsibility for maintaining own competency.
* To give advice, teaching and training to patients, carers and other health education and social care professionals, as appropriate, to ensure provision of good patient care. This should be done with advice from qualified physiotherapists.

**Health and Safety**

As an employee of Practice Plus Group the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………...

Date …………………………………...