##### JOB DESCRIPTION

**JOB TITLE:** Physiotherapist Manager

**RESPONSIBLE TO:** Head of Nursing and Clinical Services

**ACCOUNTABLE TO:** Head of Nursing and Clinical Services

## **JOB SUMMARY**

To provide an effective and professional Physiotherapy service to patients using the treatment centre. To ensure that all Physiotherapy care being provided meets the agreed clinical protocols and reflects best practice within the field of Orthopaedics. Work as a key member of the multi-disciplinary team within the Outpatient Department, Ward and Day Surgery areas. To ensure patients and carers receive all the required information and educational programmes to ensure patient compliance with set clinical protocols.

To undertake the role of Physiotherapy Manager, attend meetings and lead the physiotherapy team. Ensure CQC compliance and work with the Head of Nursing and other heads of department to ensure safety and required care of patients.

To be able to evidence compliance to the standards of proficiency for physiotherapists as identified by the Health and Care Professions Council and be aware of the quality standards laid down by the Chartered Society of Physiotherapists.

### Principal Duties and Responsibilities

The role has managerial, clinical, educational and professional development responsibilities.

**Managerial**

* To ensure that all physiotherapy tasks are delegated to members of the team on a daily basis.
* To organise and plan the staffing rota to ensure that 7-day working is covered in the unit.
* To recognise any potential staffing shortages and liaise with permanent and bank staff whilst informing the Head of Nursing of any issues that may affect the availability of the physiotherapy service.
* To ensure that all physiotherapists are registered with the Health and Care Professions Council (HCPC).
* To ensure that all members of the physiotherapy team are working within their scope of practice and given the opportunity to increase their knowledge of the practices undertaken in the unit, and further afield within the discipline of healthcare.
* To provide leadership and support for all members of the physiotherapy team.
* To manage own workload during pre-assessment clinics, pre-surgical treatments and all peri-operative care.
* To participate in clinical audit as required
* To regularly inspect all equipment used and report any defects.

**Clinical/Professional**

* To be able to undertake and record a thorough, sensitive and detailed assessment, using appropriate techniques and equipment
* To be able to analyse and evaluate the information collected
* To be able to use research, evidence based practice, reasoning and problem solving skills to determine appropriate actions
* To recognise the need to discuss and be able to explain the rationale for the use of Physiotherapy interventions
* To be able to form a diagnosis on the basis of a Physiotherapy assessment
* To be responsible to the efficient assessment, treatment and management of own patient workload to a high professional standard
* To work closely with the surgeons, nurses and all the multi-disciplinary team to ensure that all patient physical therapy needs are assessed and care plans directly reflect their individual needs
* To develop new working practices and keep abreast of new developments, techniques and treatments in the field of Musculoskeletal Physiotherapy
* To be responsible for the keeping of accurate and confidential records
* To be willing to work on weekends including bank holidays as deemed essential to meet the targets of the treatment centre
* To undertake ordering and demonstration and of the use of mobility and home aids, in the education of patients prior to surgery
* To participate in the education of patients who are undergoing orthopaedic procedures and their carers
* To always practice within the legal and ethical boundaries of the profession
* To work within the Physiotherapy team to implement best practice within Practice Plus Group Physiotherapy protocols

**Education and Training**

* To ensure that all staff receive an annual performance review against personal objectives which may be linked to Practice Plus Group business objectives. Ensure that staff training needs are identified and implemented, empowering staff to develop their full potential
* To adhere at all times to the relevant regulatory bodies framework and guidance
* To take responsibility for planning self and professional development, identifying personal objectives for discussion at individual performance review
* To be responsible for attending mandatory training sessions and to ensure that all policies and procedures are adhered to
* To have active participation in staff induction and training of all team members
* To be prepared to undertake any training required.

**Quality Issues**

* Promote clinical excellence and best evidence practice reflecting Practice Plus Group philosophy.
* Participate in annual review of protocols and evidence based documentation.
* Participate in clinical audit strategy.
* Act responsibly as an employee to maintain a safe and healthy environment for service users, visitors and staff.
* Reporting any incidents as per local guidelines.
* Advocate for patients where feedback has been received.

**Integrated Governance**

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit, based against clinical relevant standards.

**Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, HPC).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group. Further guidance on confidentiality, including how to report breaches and incidents is contained within Practice Plus Group Information Security Management System (ISMS).

**Conflict of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Disclosure and Barring Service (DBS)**

It is a requirement of this position that a DBS disclosure at the enhanced level is undertaken.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation. 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 authorized persons or organizations as instructed.

**Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

**Philosophy of Care**

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the centre is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

**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 treatment centre, 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.

**Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by 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 …………………………………...

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| **Person Specification – Physiotherapist** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Degree or diploma in Physiotherapy * HCPC Registered | * Post graduate training/qualification in the management of musculoskeletal disorders * CSP membership |
| **Experience** | * Recent experience in the field of musculoskeletal disorders * Previous experience within an acute hospital environment especially with orthopaedics | * Experience working in a private setting * Experience in developing other staff |
| **Skills and Knowledge** | * Able to motivate others * Able to work independently and as part of a team * Computer literate * Able to problem solve * Excellent communication skills * Understanding and use of evidence based practice * Evidence of ability to work in a multidisciplinary team * Ability to plan and prioritise own workload when under pressure * Intermediate life support skills * Safe manual handling skills | * Knowledge of UK Physiotherapy protocols within Orthopaedics * Leadership skills |
| Other Factors | * A keen interest in MSK and orthopaedics * Polite, friendly and approachable manner * Willing to learn new skills and gain new or additional competencies * Able to undertake mandatory training * Motivation to provide a high standard of service * Calm under pressure * Satisfactory pre employment checks |  |