**Physiotherapy Assistant**

Peninsula NHS Treatment Centre

**Purpose of Role:**

* To provide specific skilled support work and assist in the provision of intensive therapeutic treatment programs for individuals and groups of patients alongside professional therapists.
* To work unsupervised in carrying out established planned treatment programmes with patients and be responsible for organising own patient caseload.
* To monitor response to intervention and communicate changes to the Physiotherapist involved.
* To measure patient progress and make alterations to progress treatment programmes within certain parameters.
* To maintain treatment records and statistics.
* To support the running of the Physiotherapy service through clerical and administration tasks, stock checks, ordering and maintenance of equipment.
* To manage work areas on a day to day basis and ensure Health & Safety standards are met.
* To work with members of the multi-disciplinary team to ensure high quality of care for all patients, enabling optimum potential to be achieved.

**Scope of role:**

The role has clinical, organisational, communication and professional aspects and responsibilities. This role supports the therapies teams achievement of targets by contributing to the rehabilitation programme and carrying out departmental duties to provide more effective use of time of physiotherapists.

**Clinical:**

* Work autonomously in supervising patients performing exercise rehabilitation programmes, which have been agreed and planned by the Physiotherapist. Gain patients consent to treatment.
* Progress rehabilitation programmes within guidelines set by the Physiotherapist.
* Be able to perform some manual therapy techniques such as massage, facilitated movement sequences, passive stretches etc. The competence for this will be gained through specific practical training sessions.
* To be competent in taking objective measurements, for example measuring range of movement with a goniometer. Analyse the results to allow progression of the treatment programme under agreed protocols.
* Treat patients individually or in a group session, in a variety of locations such as on the ward or in a clinic. This may frequently be without the direct supervision or presence of a Physiotherapist.
* To undertake highly skilled support work e.g. identifying patients equipment needs, liaising with suppliers in regards to supply/ installation/ cancellations/ extensions or need for additional equipment. This will take place in both Pre-assessment clinics and post-operatively.
* Highly skilled input into therapy activity through patient education. This will include running group sessions or one to one session without the presence of a Physiotherapist.
* Actively participate in a patient’s total wellbeing by making timely and organised follow up calls to all TKR/UKR and THR patients discharged from SMTC ward and then organising for further care, unicompartmental required by liaising with multidisciplinary team within the centre and community.
* To undertake support work with other orthopaedic surgeries conducted at EGTC/DTC and CTC as and when required e.g. liaising with the MDT and community in regards to patients rehab plan.
* Encourage patients and carers in a positive approach to regaining independence. This requires sensitivity and good interpersonal skills.
* Contribute to the overall running of the department or ward by attending relevant staff meetings and commenting on recommended changes to clinical care or service provision.
* To promote people’s equality, diversity and rights.
* Take appropriate precautions to maintain patient confidentiality and dignity and respect at all times.
* To actively involve patients in any decision about their own health care.
* To progress treatments within agreed protocols.
* To be able to recognise improvements or adverse developments in a patient’s condition and report to the Physiotherapist /MDT.
* Maintain a clean and safe working environment.
* The post-holder is expected to be able to analyse patient’s abilities. Demonstrate initiative to problem solve their difficulties (with supervision if required) and to provide an opinion on patient’s safety, ability to cope and response to treatment.

**ORGANISATIONAL:**

* Monitor, maintain, store and dispose of equipment in accordance with Health and Safety procedures and carrying out regular departmental equipment cleaning and checks as required by local policies and reporting any faults to medical electronics and line manager. Monitor repairs.
* To be competent in the use of relevant equipment or to seek training/advice when necessary to ensure competence. Be responsible for the safe use of equipment and aids during your interventions with patients.
* To partake in clerical and administration work as necessary, including answering the telephone, booking appointments, making referrals, ordering transport, filing, photocopying, storing documentation, logging in statistics.
* To be responsible for maintaining the cleanliness of the Physiotherapy areas, including regular linen changes.
* To be responsible for monitoring Physiotherapy supplies, ordering replacement stock when necessary and organising it’s storage.
* To be able to issue, and order aids for patients from direct mobility to maintain a regular stock of aids.
* To be responsible for own time management, organising own patient caseload and prioritising other tasks. Fluctuating needs in the department will require flexibility and adjustment of plans.
* Communicate relevant improvements or deteriorations in a patient’s condition or ability to comply with the rehabilitation programme to the Physiotherapist or members of the multidisciplinary team.
* To be able to deputise for the Physiotherapist at weekly case-conferences or at daily ward handovers, collecting and giving relevant information about the patient’s health, progress and ongoing plans. Participate in the clinical decision-making process within the MDT.
* Communicate effectively with patients to help them to understand their condition and the reasons for Physiotherapy intervention, to encourage motivation and compliance with rehabilitation. This will require expert verbal and non-verbal communication skills as patients will frequently demonstrate communication problems or barriers to understanding such as deafness, confusion, dysphasia and language.
* To be aware of emotional or stressful issues with patients and carers and handle any difficult situations with empathy.
* To be aware of confidentiality issues on the phone, with written information or verbal discussions, and abide by Care UK confidentiality policies and procedures.
* Is expected to be able to analyse patient’s abilities. Demonstrate initiative to problem solve their difficulties (with supervision if required) and to provide an opinion on patients safety, ability to cope and response to treatment.
* Maintain legible and accurate records.
* Be aware of the different forms of actual or potential abuse and report suspicions, concerns or complaints to the accountable officer.

**PROFESSIONAL:**

* To understand and implement relevant acts and policies and procedures e.g. data
* protection, basic life support.
* To be responsible for ensuring own treatment records are kept up to date following
* local guidelines. Record statistical information for self and others in paper and
* computerised format.
* To participate in the Physiotherapy service appraisal system and formulation of personal
* development plans.
* To take an active part in ongoing instruction, in-service training and external training
* courses.
* Organise own attendance at mandatory training sessions as required by Care UK.
* Understand the Health and Safety at Work Act (1974) and ensure that the policy is
* implemented.
* To participate in appropriate work-related research/evaluation projects.
* Be responsible for recording activity in unified records and patient’s notes when
* appropriate.
* A uniform will be provided.

This job description does not form part of the Contract of Employment, but indicates how the job should be performed.

It is the responsibility of all staff to be aware of their duties under the Health and Safety at Work Act (1974) and under specific local or Department of Health and Safety Policies.

**CONFIDENTIALITY/DATA PROTECTION**

Any matters of a confidential nature, including particular information relating to patients, their treatment and diagnosis: individual staff records, details of contract prices and terms must, under no circumstances be divulged or made available to unauthorised person(s).

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by Centre which might include dismissal. You should consult your line manager if you consider that there is a need to breech such confidentiality. You are advised that throughout your employment, the Centre will collate information to support Performance Management.

It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.