

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION

<b>JOB TITLE</b>	Senior Physiotherapist
<b>GRADE</b>	Band 6a
<b>HOURS OF DUTY</b>	Part-time 22.5 hours
<b>REPORTS TO</b>	Therapies Manager
<b>KEY RELATIONSHIPS</b>	The Therapies Team, community team, hospice Ward, the hospice multi-professional team, all staff paid and voluntary, people in our care and their loved ones and primary care teams.
<b>RESPONSIBLE FOR</b>	Physiotherapy students when on placement.

### JOB SUMMARY

- To undertake specialist physiotherapy assessment and design management programs for individuals presenting with complex problems in the field of palliative care, maintaining records as an autonomous practitioner.
- To support and participate in the planning and ongoing service development of the physiotherapy service, working with the Therapies Manager.
- To promote the key values of specialist palliative care for people in our care and their loved ones, ensuring equitable access to the physiotherapy service.
- To act as a resource for palliative care physiotherapy and to provide advice, education and support to the other members of the Therapies Team, wider multi-professional hospice team and other health care professionals.
- To keep up to date with developments in palliative care physiotherapy and maintain clinical practice and procedures in line with current best practice and the latest research outcomes, and monitor standards of care as outlined by the Therapies Manager.
- To contribute to local, regional and national networks & forums for specialist palliative care physiotherapy as indicated.
- To deputise for Therapies Manager as required.

### MAIN DUTIES AND RESPONSIBILITIES

#### KEY TASKS:

- Clinical responsibilities
- Physiotherapy practice

- Liaison
- Education
- Quality Assurance.
- Participation in hospice functioning

### **CLINICAL RESPONSIBILITIES**

1. To be professionally and legally responsible and accountable for all aspects of your work including the management of people in your care.
2. To develop and maintain communication with people about difficult matters and/or in difficult situations.
3. To have an understanding of the importance of multi-professional team-working and the ability to promote it within the organisation.
4. To have an understanding of the process and importance of sensitive change management.
5. To support the Therapies Manager to ensure a cohesive, balanced and efficient service delivery.
6. To contribute to the improvement of the physiotherapy service.
7. To participate effectively in multi-professional meetings and exchange of information.
8. To take responsibility for own personal and professional development which will be monitored in management supervision sessions and through the annual appraisal system.
9. To represent the physiotherapy service, as appropriate, both internally & externally.
10. To contribute to local, regional and national networks/ forums for specialist palliative care as required.
11. To maintain hospice information systems as required by the organisation.
12. To take on extra responsibilities and duties, where appropriate, when the Therapies Manager is unavailable.
13. To support and actively participate as a member of the physiotherapy team by attending team meetings, training and supervision of other team members as appropriate.

### **PHYSIOTHERAPY PRACTICE**

1. To be responsible for caseload/workload and be an active participant in the physiotherapy team.
2. To organise and manage self & caseload within the hours specified.
3. To plan, deliver and evaluate physiotherapy care to address the complex health and wellbeing needs people in our care.
4. To develop, monitor and review relevant treatment plans.
5. To plan, deliver and evaluate interventions and/or treatments appropriate to people with palliative care needs.
6. To discuss progress and treatment with the loved ones of people in our care, and teach them therapy techniques if appropriate.
7. To keep clear records within the multi-disciplinary notes and on iCare.
8. To ensure physiotherapy input at the Hospice Ward and community team meetings and facilitate the clinical discussion of people in our care.
9. To support other members of the physiotherapy team as required
10. To participate in audit, outcome and quality measuring of the physiotherapy service as required.
11. To be responsible for the maintenance and safety of all physiotherapy equipment.

### **COMMUNICATION**

1. Work proactively to maintain effective communication networks with all the department within the hospice to maintain a seamless delivery of physiotherapy services.

2. Will liaise with other professionals on behalf of the physiotherapy team.
3. Will liaise with primary care teams to improve palliative care for people or individuals who access our services in the community.
4. Will liaise with other services to ensure continuity of care.

### **PARTICIPATION IN HOSPICE FUNCTIONING**

1. Act as an ambassador for the hospice at functions as required
2. To participate in the life of the hospice
3. To assist in tasks that affect the whole hospice, for example reviewing/designing new information booklets.

### **EDUCATION**

1. Act as a resource for members of other hospice teams.
2. Participate in the hospice in-house educational programmes and the in-service induction and training of other professionals and volunteers as required.
3. Participate in the hospice educational programmes for external participants as required.
4. To provide effective placements for physiotherapy students undertaking their professional training.
5. To participate in the mandatory training program.

### **QUALITY ASSURANCE**

1. Ensure the continued high quality service of the physiotherapy department by appropriate audit and standards
2. Participate in research, audit and evaluation.
3. Support the Therapies Manager in quality management issues as they arise.

### **PROFESSIONAL RESPONSIBILITIES**

1. To act within the Codes of Practice as set by the Chartered Society of Physiotherapy, and Healthcare Professionals Council.
2. To adhere to the policies and conditions of service of Saint Francis Hospice relating to sickness and absence, conduct, Health and Safety, Data Protection and any others that are relevant.
3. To support equality and value diversity.
4. To take responsibility for own professional and personal development which will be monitored in management supervision sessions and in the yearly appraisal.
5. To keep up-to-date with the developments within physiotherapy and in particular in the field of palliative care.

### **ADDITIONAL RESPONSIBILITIES**

1. Some information received or supplied during the course of duty will be of a confidential nature – confidentiality is not to be breached and is a disciplinary matter.
2. Ensure that computerised data is managed within the requirements of the Data Protection Act.

3. Report accidents/incidents or potential hazards and to work in accordance with the Hospice's Health and Safety at Work Policy.

## ADDITIONAL REQUIREMENTS OF POSTHOLDER

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice, you should expect that it is likely that you will come into contact with individuals who access our services, their loved ones and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to individuals who access our services, staff and other hospice matters during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

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

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

### **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

## PERSON SPECIFICATION

### **BAND 6 SENIOR PHYSIOTHERAPIST**

E = ESSENTIAL		D = DESIRABLE	
Demonstrating the Hospice Values – Compassionate, Collaborative Creative			
Compassionate – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.		E	
Collaborative – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.		E	
Creative – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.		E	
Inclusion			
Be able to show a high level of empathy, understanding and appreciation of others with ability to respect different values and beliefs. To be mindful of the wellbeing of self and others. To be able to work effectively across teams, with a positive can do approach.		E	
Leadership skills.			
Ability to lead with honesty, integrity and care. Be able to develop, empower and delegate effectively to achieve change and generate a positive, inclusive, workplace. Be accountable for actions and bring creativity and innovative to inspire and motivate others. Be active in the creation and delivery of the Hospice strategy for the benefit of individuals who access our services, staff and our local community.		E	

<b>Education &amp; Training</b>	
Diploma/degree in physiotherapy	<b>E</b>
Registered with the Healthcare Professionals Council	<b>E</b>
Evidence of relevant Continued Professional Development (CPD)	<b>E</b>
Registered Member of Chartered Society of Physiotherapy	<b>D</b>

<b>Skills/Abilities/Knowledge</b>	
An understanding of the importance of multi-professional team-working and the ability to promote it within the organisation	<b>E</b>
To be innovative, motivated and enthusiastic	<b>E</b>
To be flexible and adaptable	<b>E</b>
Has experience of working in a specialist palliative care team and awareness of current issues within palliative care physiotherapy	<b>D</b>

Ability to provide clinical supervision to physiotherapy students	<b>D</b>
Ability to operate computer systems	<b>E</b>
<b>Experience</b>	
Broad physiotherapy experience at a band 6 level	<b>E</b>
Demonstrates experience in management of complex individuals who access our services	<b>E</b>
Effective communication skills both written and verbal	<b>E</b>
Demonstrates appropriate working knowledge of confidentiality issues	<b>E</b>
Understands the role of physiotherapy in a palliative care setting	<b>E</b>
Knowledge of risk management and clinical governance issues	<b>E</b>
Awareness of own competency level and how to seek appropriate help	<b>E</b>
Experience of community physiotherapy	<b>D</b>
Experience of teaching/facilitating others	<b>D</b>
<b>Other</b>	
Demonstrates insight into own stressors and coping mechanisms	<b>E</b>
The post holder will be required to travel throughout an operational area. Where this is undertaken by car, the post holder must hold a current, valid driving licence with insurance cover for business purposes	<b>E</b>