The Highland Council
Comhairle na Gàidhealtachd

Care and Learning Service
PHYSIOTHERAPY
Agenda for Change
NHS Job Evaluation Scheme

1. Job Identification:

Job title : Band 6 Specialist Paediatric Community Physiotherapist

Base: Birnie Centre, Raigmore Hospital, Old Perth Road, Inverness, IV2 3UJ

Reports to: Children's Services Physiotherapy Team Leader

The Highland Council, Care and Learning Service

No of Job Holders: 1

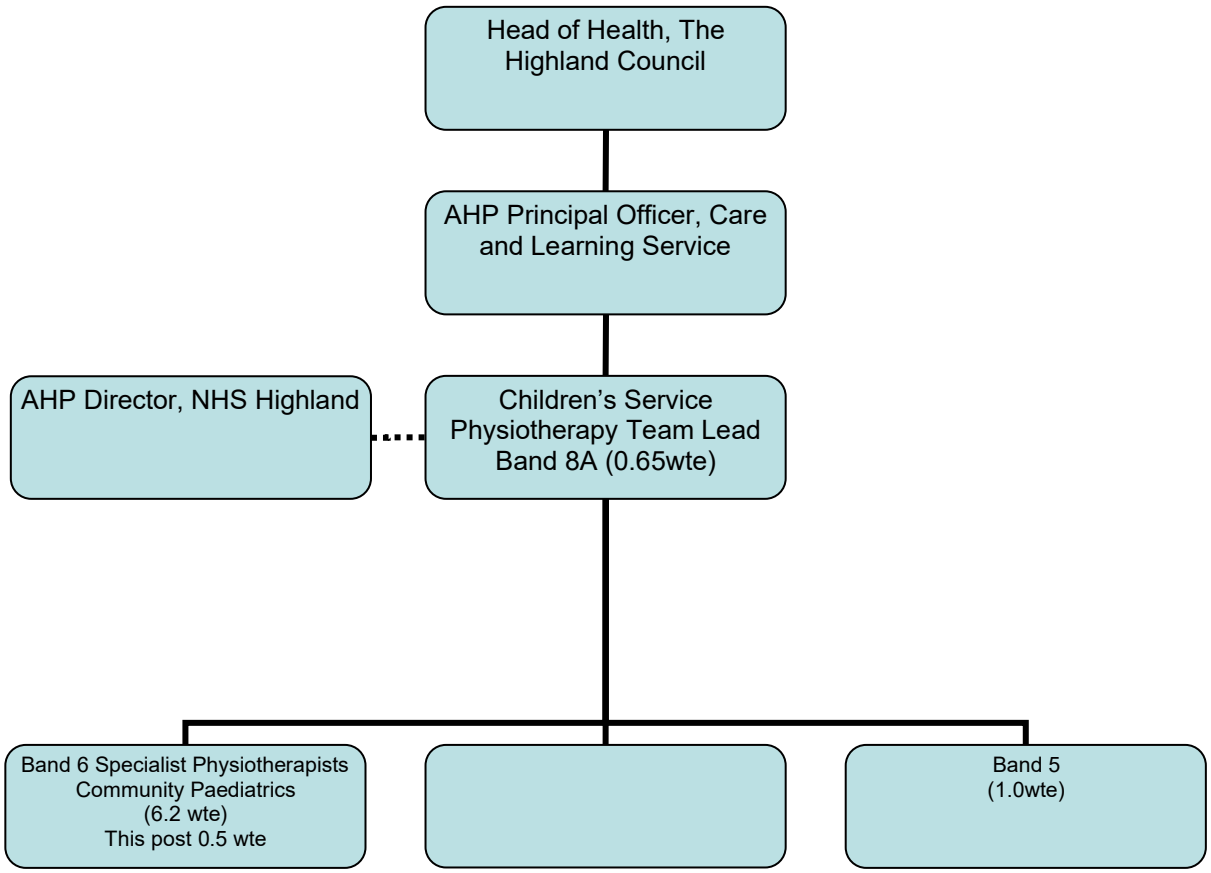
Last updated: 19/04/16

2. Job Purpose:

- To provide an efficient and effective physiotherapy service to children of all ages up to 19, if still in school, with primarily a neurodevelopmental disability, and may include complex physical disability, illness or injury within the geographical boundaries for which the postholder has responsibility.
- To establish and develop close links and working relationships with other members of the multi-disciplinary child health team, education and social services, ensuring the provision of high quality physiotherapy services.
- To assess, plan, implement and monitor specialist physiotherapy treatment/management programmes for this client group. To provide advice and training for this team around the child.

3. Dimensions:

Clinical caseload within Highland, with a high degree of professional isolation. No on-call commitment. Some flexibility required to accommodate urgent cases and particular geographical workload. The postholder may be required to travel through remote and rural areas. Mileage will depend upon base and clinical caseload of the postholder. The Children's Services Physiotherapy Team provides student clinical placements for RGU and QMUC.



5. Role of Department:

To provide an efficient and effective physiotherapy service to children of all ages up to 19, if still in school, with primarily a neurodevelopmental disability which may include complex physical disability, illness or injury within the Highland region.

The Paediatric physiotherapy team is part of the Highland Council, Care and Learning Service
The role of the department is to:

- Ensure an effective and equitable service is delivered across the Highlands.

The Paediatric team aims to promote independence, movement, function and as active a lifestyle as far as is possible for the child. This is delivered through working with the child, family, carers, health and educational staff in a variety of health service and community settings.
The paediatric physiotherapist is a key member of the multidisciplinary and interdisciplinary team around the child and family.

6. Main Tasks, Duties and Responsibilities

Clinical:

- To be professionally and legally accountable for all aspects of our own work including physiotherapeutic management of patients on caseload.

- To maintain The Highland Council and NHS Highland standards and the clinical standards for Physiotherapy.

- To work in a wide range of settings throughout the Highland region to provide an effective and efficient physiotherapy service within the available resources.

- To have a high level of specialist knowledge, skills and experience in identified specialist areas, acting as a lead for other team members.

- To plan evaluate and implement the direct delivery of a quality physiotherapy service in a wide variety of settings e.g. homes, nurseries, schools, hospital and other health settings as well as local community and leisure facilities. To use expert handling, positioning and manual techniques with a motivational approach for a variety of ages and conditions such as neonates, profound and multiple learning disabilities altered muscle tone, painful conditions and unpredictable behaviour. This involves moderate to strenuous effort on a daily basis.

- To use communications skills (verbal and non-verbal) to gain informed consent with patients and carers in order to deliver physical management programmes.

- To co-ordinate and train parents, educational and social services staff and others to assist in the delivery of treatment/programmes and develop their understanding of the child's needs.

- To act as practitioner/advisor for education, social services, other health agencies and the voluntary sector in order to provide them with a detailed assessment of the child's/families needs in regard to specialist equipment. Thus enabling the child to access the curriculum and wider social experiences and health, education and social services to carry out their statutory duties of provision. This includes the fitting, monitoring and ongoing advice regarding any specialist equipment assessed and appropriate training in its use as necessary.

- To demonstrate a sound understanding of risk management issues and clinical governance and apply these to work situations, carrying out and recording such assessments as appropriate.

- To work as a vital member of the multidisciplinary/multi-agency Team, attending case conferences and meetings as appropriate, ensuring effective communication and patient management is integrated into individual patient treatment plans and individual education plans. To provide legal reports and attendance in court as requested, acting as the specialist in the physical management of the child.

- Provide verbal and written information to health, social care and education departments, in accordance with legislation and national guidance on confidentiality and child protection, ensuring information is accurate and succinct using terminology appropriate for the recipient.

- To remain up to date and comply with the Highland Practice Model and Additional Support for Learning Act guidance.

- To attend regional and national specialist centres with the child and family as necessary

and/or provide reports to facilitate clinical decisions.

- To take the role of an informal advocate for the child and family when appropriate.

Non-Clinical:

- To be responsible for maintaining accurate and comprehensive patient records in line with CSP standards of practice and maintaining confidentiality in line with the Data Protection Act.

- To participate in the In Service Training Programme by attending internal training sessions, delivering presentations and sharing experiences with colleagues following attendance on external courses.

- To their take turn to deliver In Service Training to Multi Disciplinary and Multi Agency at local team meetings.

- To participate in team/staff meetings and be responsible for understanding and implementing current trust policies.

- To have an active role in evaluating services and implementing changes to service delivery according to national and regional guidelines or as a result of audit and research. To take a lead or active role on a specific development project contributing to departmental policies and protocols e.g. Children's Physiotherapy discharge policy, standing frame protocol.

- To identify and advise the Children's Services Physiotherapy Team Leader of any potential pressures, problems and developmental needs to ensure delivery of a quality service.

- To comply with other agencies/organisational procedures, e.g. Social Services, Housing, Education, Voluntary Sectors and local Council facilities.

- To be responsible for time management of self to effectively manage a complex community caseload spread over a wide geographical area of the Highlands.

- To be responsible for the ordering, provision and ongoing suitability of equipment required by the patients under the care of the department.

- To maintain confidentiality for all patient identifiable information in line with departmental and trust policies relating to the data protection act.

- To undertake relative administrative tasks that may be delegated which are appropriate to your level of experience and expertise.

- May contribute to and be involved in the interviewing and selection of staff to be employed within the team.

- Be responsible for the implementation of adequate health and safety procedures within the area of service.

- To undertake measurement and evaluation of own work and current practices through the use of audit and evidence based practice.

- To participate in the staff TURAS scheme and Personal Development Plan (PDP) and be responsible for complying with agreed personal development programmes to meet set knowledge and competencies.

7a. Equipment and Machinery

- To have in-depth knowledge of Paediatric adaptive/specialist equipment to promote good posture, function and movement. The postholder must be able to assess, fit and adjust the equipment. E.g. standing frames, seating, sleep systems, walking/mobility aids, wheelchairs, positioning equipment. This occurs on a daily basis.

- May be required to use oxygen therapy respiratory/cardiac monitoring equipment, suction units. An awareness of gastrostomies and naso-gastric feeding as required, depending on caseload.

- Moving and handling equipment, e.g. hoists slings etc for safe handling of patients. Used on a daily basis dependent on caseload.

- Gym systems including exercise bike, treadmill, gymball, wobble boards, rowing machine, progressive resisted weight systems, free weights etc to create appropriate exercise programmes. Used on a daily basis dependent on caseload.

- Hydrotherapy pool/swimming pool and floatation aids for water based programmes.

- Horses, saddles, supports for horseback riding, dependent on caseload.

- Computer for communication via email, accessing data bases accessing web sites for clinical information and research, discussion forums. Used on a daily basis.

- Specialist software packages for assessment and to create physiotherapy programmes, e.g. physio tools, Gross motor function measure. Used daily or as required dependent on caseload.

- VC, video and digital camera for assessment, analysis, programme development, recording and training. Used as required dependent on caseload.

- Power point, slide projector, overhead projector for presentations.

- Car usage to fulfil the requirement of the job, e.g. for remote geographical areas and for transporting equipment. Used on a daily basis.

7b. Systems

To be responsible for:

- Creation, updating and maintenance of patient records.
- Arranging own appointments and recording them in a diary.
- Completing monthly expense forms.
- Completing accommodation-booking forms for overnight stays.
- Completing monthly patient statistics forms and forwarding to the Information Technology department.
- Generating information to maintain and update computer databases for use in supporting service delivery e.g. caseloads, clinic lists.

- Keeping a record of hours worked to accommodate flexi and lieu time
- Completing leave, study leave and student forms and forwarding on to the team leader.
- Completion of forms for ordering, issue and return of equipment on loan to patients.
- Occasional requirement to create and format databases and spreadsheets for use by the physiotherapy team and child health team.
- Writing and implementation of local policies, procedures and protocols (e.g. Children's Physiotherapy Team Discharge Policy).
- Establishing standardised templates for report writing and assessments.
- Writing reports following patient assessment: for case conferences and to contribute to a child's plan document, coordinated support needs document etc.
- Caseload management including calculation of caseload weighting and prioritisation of caseload.
- Have an awareness of the CSP interactive web site, professional web-sites, search engines and web-sites for access to publications.
- Participating in e-KSF and PDP

8. Assignment and Review of Work

- The postholder has clinical autonomy and will work as a lone practitioner (in clinics, schools, nurseries, domicilliary settings and other community leisure facilities).

- Have day to day clinical autonomy working to Service and professional guidelines and core standards, which are used to assist in making diagnoses and setting treatment plans.

- Supervision is self-driven through attendance at case conferences and by seeking advice from consultants and/or peers.

- The Children's Services Physiotherapy Team Leader provides supervision. This is provided annually at the post holder's base and at monthly team meetings, the postholder can also request supervision.

- A buddy system is in place for clinical support with the postholder both providing and receiving support from other members of the paediatric physiotherapy team as required by the post-holder.

- The postholder will provide clinical and administrative supervision to junior staff and students (the latter occurs for 10- 15 weeks of the year).

- The post holder is answerable and accountable both clinically and administratively to the Children's Services Physiotherapy Team Leader and the Principal Officer AHP's.

- Clinical caseload generated by specific need with referrals from Consultants.

- Children's Services Physiotherapy Team Leader may delegate other non-clinical duties.

- Priorities are decided for own work area. Clinical supervision is in place.

- Staff appraisal/e-ksf is from Children's Services Physiotherapy Team Leader with an agreed personal development plan generated annually.

9. Decisions and Judgements.

- Using professional judgement and clinical experience the postholder will analyse the assessment findings to select from a wide range of treatment/ management approaches. The most appropriate treatment/ management programme will be planned with consideration of the current evidence based practice, the age, cultural, social, and educational needs of the child and family. The post holder will review and reflect on the understanding of the child and family of their problems, so that informed consent can be obtained. How to implement the treatment/ management programme will be negotiated with the child, family, carer and educational staff.

- The postholder will continually reassess the child's needs and evaluate treatment outcomes thus modifying the treatment/ management programmes and treatment goals as necessary to ensure their ongoing effectiveness.

- The postholder will seek peer and supervisor support as required.

- The postholder will support the child/ family/ carer with respect to the holistic management of the condition by liasing with and referring onto other agencies as appropriate.

- The postholder will act as practitioner/ advisor for education, social and voluntary services in order to provide them with a detailed assessment of the child's/ family's needs in regard to specialist equipment. This facilitates the child's access to the curriculum at school and to the wider social environment ensuring that these services provide their statuary duties. This includes assessment, fitting, training, monitoring and ongoing advice regarding any specialist positional equipment.

- The postholder is responsible for time management of self to effectively manage a complex/variable caseload spread over a wide remote and rural area of the Highlands.

10. Most Challenging/Difficult Parts of the Job

- Work within a multi-agency setting where all the agencies have separate policies, priorities and structures. This makes it challenging to work collaboratively for the overall needs of the child and family.

- Working with challenging and distressed patients and families (parents/child/carer). This includes working around sensitive issues such as uncertain diagnosis, denial and non-acceptance of diagnosis, degenerative and life threatening conditions and bereavement issues especially with a long-standing client/therapist relationship.

- Issues around lone working in remote areas where decisions are required immediately with limited access to colleagues for support.

- The need for adaptability when faced with variable and unpredictable demands clinically and managerially.

11. Communications and Relationships

- Communication of sensitive and complicated information often made up of several components e.g. information relating to patients with complex multiple problems (physical, social and psychological aspects involved) and how they impact on the physiotherapy treatment plans.

- Confidential information related to patients and/or family dynamics, could be highly sensitive issues e.g. child abuse or neglect. The occurrence of this will vary in frequency and depend on the caseload.

- Occasional contentious communication issues e.g.:
  - confidential long-term plans discussed with Consultants and other team members before patients/carers are aware
  - differing professional opinions
  - negotiating funding for equipment purchases

- Communication of expert clinical information and advice/discussions on treatment and outcomes with Paediatricians, Orthopaedic Consultants, Neurologists, GP's, Nursing Staff, Therapists, Orthotists and Wheelchair Services.

- Liaison with other Healthcare Professionals e.g. staff at specialist centres (Bobath, Craighalbert centre etc)

- Communication with all other agencies involved in care provision:
  - Education staff re *therapy aims and goal setting*
  - Social workers, OT's and Respite Carers re *service provision*
  - Voluntary Agencies and Leisure Services to *arrange appointments*
  - Medical/Equipment Reps to *discuss, demo, trial equipment*

- Communication may be direct verbal, written, telephone, email etc, or non-verbal e.g. sign language, body language, facial expression, gesture.

- Communication is used to negotiate, persuade, and gain co-operation, in many situations both clinically and managerially e.g. uncooperative patients, differing professional opinions, distribution of limited resources etc.

- Highly effective communication skills required to overcome diverse understanding barriers experienced by many patients with varying degrees of learning disability.

Communication with patients/parents/carers requires tact, empathy and diplomacy as well as reassurance and counseling skills.

12. Physical, Mental and Emotional Demands Of The Job

Physical

- Required to have a practical knowledge and understanding of moving and handling legislation, techniques and equipment.
- Frequently needs to transport equipment from base to community venues, involving lifting bulky items in and out of vehicles, carrying and manoeuvring them into places where there may be restricted access. E.g. transport standing frame or seating system from base to the child's home or school.
- Required carrying out manual treatments or moving patients and equipment daily. This is often in cramped, restricted locations where the use of moving and handling equipment may not be practical. Patients often also behave unpredictably due to learning difficulties or involuntary movements.
- Weekly need to participate in physically demanding activities, e.g. hydrotherapy/swimming, rebound therapy or riding for more than an hour at a time.

Mental Demands

- Requirement for intense concentration during assessments, treatment sessions and meetings for assessment/ analysis/ observation of what is occurring. Frequently there are competing demands for attention e.g. unpredictable behaviour, interruptions by visitors, other children and telephone calls. Intense concentration is also required when driving due to the nature of the roads being driven.
- The work pattern is unpredictable and the postholder needs to be versatile and adaptable to manage last minute changes and frequent interruptions.
- Required to prioritise and manage a wide range of demands on a daily basis, e.g. dealing with patient/carer concerns complaints and anxieties.
- Required to prepare for and present at training/teaching sessions for health professionals, other agencies and carers. Need to ensure that information is presented in an accessible and appropriate format for each, differing audience.
- Required to communicate effectively with people with very differing levels of understanding and background knowledge. Necessary to use terminology appropriate for the recipient.

Emotional Demands

- It is necessary to deal sensitively with children and their families/carers at all times as they may be experiencing high levels of anxiety/aggression/distress/frustration/loss caused by the permanence and severity of the child's condition.
- Necessary to sustain working in highly emotional circumstances on a regular basis. There are occasions when the postholder will have to cope with aggressive behaviour from children, parents or carers.
- Due to the nature of the children's conditions being treated, there is a need for long-term commitment to families with consequent emotional involvement. As there is a large element of lone working, immediate support in difficult situations is often not available.

- On occasion will need to give children and families unwelcome information in order to be realistic about the future for the child.

Environmental Demands

- Experiences unpleasant working conditions with exposure to body fluids, unsanitary environments, and bad weather on a weekly basis.

  - Required to drive alone for long distances on remote, single-track roads on an at least weekly basis. Adverse weather conditions, animals on the road and drivers inexperienced in local driving conditions are highly likely.

13. Knowledge, Training, And Experience Required To Do The Job		
Experience	**Essential**	Desirable
	Minimum 4 years post graduate experience including work in various specialties	• Experience at Band 6 level or experience in Paediatric Physiotherapy
Qualifications and Attainments	• B.Sc. or equivalent diploma in Physiotherapy • HCPC Registration • Clearance by the Scottish Crime Records Office • CPD portfolio demonstrating maintenance and updating of theoretical knowledge and clinical skills in line with research developments and evidence based practice	• Membership of The Chartered Society of Physiotherapy • Membership of Association of Paediatric Chartered Physiotherapists (APCP) • Experience of delivering undergraduate student supervision and clinical education
Knowledge, Skills and Aptitude	Good knowledge and experience of a wide range of therapeutic approaches to the management of neuro-rehabilitation demonstrated by advanced clinical reasoning, including: - All aspects of human movement/posture - Presentation skills - Normal child development	• Excellent knowledge and skills base • Relevant validated clinical courses • Evidence of relevant courses, e.g. Bobath, MOVE, Introduction to Paediatric Physiotherapy • Supervisory skills • Audit experience • Research/ quality improvement experience • Presentation skills • Critical appraisal skills • IT skills

	• Knowledge of policies and practices and procedures necessary for the job, including: - CSP Core Standards - CSP Service Standards - CSP Rules of Professional Conduct - HCPC Standards - Moving and Handling Training - Health and Safety Guidelines • Driving license • Excellent interpersonal skills • Good time management skills • Ability to pass on skills and knowledge in formal and informal environments • Self manager with good organisational skills • Ability to work independently • Forward thinking • Non-judgmental • Ability to be empathetic and to handle difficult or emotional situations • Ability to carry out moderate to intense physical effort throughout the working day and to carry out concurrent activities • Self directed learning • Able to work collaboratively within the multi-disciplinary team • Committed to personal and team development	- APCP Standards of Good Practice - Highland Child Protection Procedures - GIRFEC - Risk Assessment Training - The Promise - UNCRC

14. Job Description Agreement

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the time of signing.

Job Holder's Signature: **Date:**

Head of Department Signature: **Date:**