

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Team Leader for Inpatient Physiotherapy
Responsible to:	Director of Therapy Services
Accountable to:	Director of Therapy Services
Key working relationships:	Ward Managers, Therapy Team, Ward teams

1. JOB SUMMARY

As the Inpatient Physiotherapy Team Leader, the post holder will use their experience to drive the delivery of high-quality and holistic models of care.

Responsible for the day-to-day operational management and co-ordination of the inpatient physiotherapy team, the postholder will ensure the service delivery meets the needs of our patients and is aligned to best practice guidance.

The postholder will be expected to provide clinical advice and expertise to the team, other professional and clinical colleagues in addition to patients and their families. In addition, the Lead will be responsible for ensuring the team have the necessary skills and competence when assessing patients' needs, planning the patient's goals and delivering therapeutic interventions.

As a role model the postholder will always act as a hospital ambassador whether on or off duty. Ensuring the reputation of Holy Cross Hospital is synonymous with highly skilled and knowledgeable therapists in the field of complex neuro disability.

As part of the post holder's leadership, they will have specific clinical responsibilities delivering exceptional care whilst acting as a role model and mentor for the inpatient team and student physiotherapists.

2. MAIN DUTIES AND RESPONSIBILITIES

The postholder will be responsible for:

- 2.1.1. The recruitment, retention and development of physiotherapists within the inpatient setting. Working with the Director of Therapy Services the post holder will provide leadership to members of the inpatient physiotherapy team.
- 2.1.2. The day-to-day management and administration of the inpatient physiotherapy team including supporting the team and ensuring their wellbeing. In practice this will be authorising all leave ensuring

there is sufficient cover for wards and department, managing planned and unplanned sickness and absence. As part of managing sickness and absence across the department the post holder will be responsible for identifying trends and take appropriate action because of information provided by team members during return to work interviews.

- 2.1.3. Setting the team's individual objectives, monitoring progress throughout the year and thereafter conducting formal biannual appraisals ensuring individual members of the team have constructive feedback on their performance. Where necessary to manage staff performance and implement the performance management process with the support of the HR team.
- 2.1.4. Ensuring there is a collaborative approach to the development of the inpatient physiotherapy team. The postholder will work with the Director of Therapies, the Human Resources Manager (HRM) and the Learning and Development Co-ordinator to develop in-house training programmes, having identified individual and team educational needs. This is in addition to monitoring mandatory and statutory training compliance across the team.
- 2.1.5. To work with the Director of Therapy Services and the Director of Operations in reviewing Clinical risks, completing department risk assessments and implementing the necessary actions to mitigate any identified risks.
- 2.1.6 To develop and implement physiotherapy standards ensuring the team work as an integrated unit to achieve these standards, auditing against recognised national, local and hospital policy and procedure. With the Director of Therapy Services embed a department improvement plan if necessary.
- 2.1.7. Work with and support the Lead for Infection, Prevention and Control (IPC) in the implementation of the annual IPC program, audit and quality improvement plan. With the Director of Therapy Services ensure the physiotherapy teams use the results of audit and quality initiatives to change and improve clinical practice.

2.2. Clinical and Professional Focus will include but is not limited to:

- 2.2.1. Always acting within the scope of practice, ensuring you are accountable professionally and legally responsible for your own patient portfolio.
- 2.2.2 Undertaking comprehensive assessments of patients including those with diverse or complex presentations, using clinical reasoning skills and a variety of assessment techniques to provide an accurate analysis of their condition.
- 2.2.3 Planning and delivering evidence-based physiotherapy treatments and modalities designed to meet the patient's needs.
- 2.2.4 Working with the multidisciplinary team to ensure the delivery of patients' plans are goal centric and measurable.

- 2.2.5. Maintaining accurate, comprehensive and contemporaneous clinical records in line with professional, department and hospital standards of practice.
- 2.2.6. Ensuring effective communication across the multidisciplinary team members and all other in all key-stakeholders always focusing on patient safety. Effective communications include but are not limited to written and verbal information.
- 2.2.7 Acting as the patient's advocate, building trust with both the patient and their family. Using your skill, knowledge and emotional intelligence be able to motivate patients to work towards achieving their treatment goals. Educating patients and families on the purpose of treatment programmes and goals to ensure patient input is aligned to their physical limitations.
- 2.2.8. Ensuring safe systems across the inpatient physiotherapy department including being responsible for safe use of all equipment used in course of work including equipment/appliances used by patients.
- 2.2.9 Being actively involved in preadmission assessment outside of the hospital and complex discharge planning in advance of all discharges.
- 2.2.8. Representing Holy Cross Hospital Physiotherapy Inpatient Services where required.

2.3. LEGISLATIVE REQUIREMENTS

To ensure Holy Cross Hospital remains regulatory compliant.

3. PERSONAL DEVELOPMENT

- 4.1 Participate in the annual hospital appraisal scheme
- 4.2. Take responsibility for own personal development actively seeking learning opportunities as appropriate
- 4.3. Be committed to further development of own skills and knowledge

5. HEALTH AND SAFETY

- 5.1. Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.
- 5.2. Maintain and protect the safety, confidentiality and dignity of patients and families.
- 5.3. Manage and maintain a clean, safe and tidy environment.
Take an active role in the prevention and control of infection.

6. GENERAL

- 6.1. Attention to detail, including in terms of presentation and adherence to the hospital uniform policy, punctuality and supporting the maintenance of a safe and welcoming environment for all

- 6.2 Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment
- 6.3. Act in accordance with the hospital's Data Protection Policy
- 6.4. Be aware of personal compliance with work practice legislation.

7. SAFEGUARDING

The postholder has a personal and a professional responsibility to identify and report abuse. A patient or fellow colleague may disclose information of being abused or suspected abuse. A colleague may also witness abuse or simply have concerns of abuse taking place. Should any member of the team suspect abuse then it is vital that the Holy Cross Hospital Safeguarding policy and procedure is immediately implemented.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

Person Specification:

		ESSENTIAL (E)	DESIRABLE (D)
Qualification	HPCPC Registration	E	
Certifications and Membership	Diploma in Physiotherapy	E	
	Educated to postgraduate level or equivalent		D
	Knowledge and skills in quality improvement methods.	E	
	Evidence of continuous development and postgraduate courses relevant to the field	E	
	Membership of a special Interest Group e.g. ACPIN		D
	Member of Chartered Society of Physiotherapy		D
Skills	Strong Leadership skills with evidence of motivating individuals	E	
	The ability to facilitate group work	E	
	Manage own workload and determine priorities	E	

	<p>Excellent communication skills and strong interpersonal skills</p> <p>The ability to reflect and critically appraise own performance</p> <p>Ability to participate in on call Rota.</p> <p>Evidence of teaching and supervision skills.</p> <p>Problem solving skills</p> <p>Evidence of student or physiotherapy assistant supervision</p> <p>Involvement in audit, research and understanding of quality issues</p> <p>Presentation skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
Experience and Knowledge	<p>Experience of developing a High Reliability Framework in a hospital setting</p> <p>Experience in hospital setting of developing, supporting, facilitating, monitoring and implementing quality improvement and or safer care programs</p> <p>Experience of working on patient and family/carer engagement / initiatives</p> <p>Experience of analysing data and presenting information effectively in report form.</p> <p>Experience of leadership or coaching individuals or team</p> <p>Knowledge of research and audit</p> <p>Care Quality Commission Framework and its application to practice</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>

Languages	Ability to speak fluently and write in English	E	
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This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

Signature:..... Print name:.....
Post holder

Date:

Signature: Print name:.....
Director of Therapies

Date:.....