

Insert job title

JOB DESCRIPTION

JOB DETAILS

Directorate	Borough Wide
Service	Wheelchair Service
Post Title	Wheelchair Service Therapist
Staff Group	AHP
Band	Band 6
Reports to	Service Lead and Clinical Lead
Accountable to	Service Lead and Clinical Lead
Number of Direct Reports	
Overall Headcount Responsibility	
Budget Responsibility (£)	

KEY RELATIONSHIPS

Internal:

- Service and clinical lead
- Staff working at the Princess Royal University Hospital and other referring hospitals
- Other community clinical staff
- Social care staff

External:

- General Practice staff
- Other health and social care providers
- Equipment manufacturers and suppliers
- Nursing Homes
- Special Schools

JOB SUMMARY

- To act as a Senior Therapist within the Wheelchair Service with responsibility for the provision of therapy services to patients in a range of domiciliary and residential settings, and assessments for wheelchairs and seating in clinics and the home environment.
- To work as part of the multi-disciplinary Wheelchair Service Team in a variety of settings, assessing, planning and prescribing wheelchairs and posture management systems for clients of all ages with a variety of clinical conditions.
- On an ad hoc basis to be responsible for the day to day management and clinical supervision of junior staff and therapy students including appraisal.
- To act as a source of expertise and advice, including own specialist knowledge and expertise, for the team and other healthcare and social care professionals e.g. OT's,

PT's, SALT's, GP's, Community Matrons, DN's, Care Managers and other members of the multi-disciplinary team.

The Wheelchair and Special Seating Assessment Service provides wheeled mobility solutions and postural management to clients registered with a Bromley GP or funded by Bromley Clinical Commissioning Group.

Our aim is to provide appropriate wheelchairs and seating to enhance function, provide postural support and pressure relief to clients with a long term disability or terminal illness.

We are a small multi-disciplinary service made up of Physiotherapists, Occupational Therapists, Rehabilitation Engineers and technicians.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Objectives.

1. To establish and maintain a high level of clinical physiotherapy/occupational therapy practice in order to provide and contribute to an effective clinical service.
2. To have a sound knowledge and treatment expertise of the relevant conditions referred into the services including:
Musculo-skeletal, respiratory, orthopaedic, elderly fallers and neurological to enable informed treatment, management and interventions.
3. To manage and prioritise a caseload of clients with complex needs.
4. To prescribe equipment consistent with the best available evidence, transferring and applying knowledge and skills in order to improve health outcomes for patients taking into consideration medical as well as social needs.
5. To confer, as appropriate, and work with the other members of the multidisciplinary team, including GP's and or hospital physicians to ensure there is robust communication around clinical care as indicated.
6. To set and develop patient orientated goals and treatment plans in liaison with the Multidisciplinary Team/other health care professionals.
7. To keep up to date with clinical developments and refine treatments in line with evidence-based practice and clinical effectiveness.
8. To fulfil all legal requirements and demonstrate clinical reasoning within documentation.
9. To plan and organise ordering and delivery of a broad range of equipment; and provide correct advice, instruction and training for carers/clients in the use of this equipment.
10. To participate in health promotion programmes as required, including the co-ordination, preparation and delivery of service specific training.
11. To manage own emotional responses and remain objective, calm and professional with patients in high emotional and physical distress.

12. To offer assessment, advice and recommendations to patients, carers and/or other professionals regarding specialist equipment for the promotion of independence and safety. To instruct patients and their carers in the safe use of the equipment and advise on private purchase.

Communication.

1. To represent effectively the unique Physiotherapy or Occupational Therapy perspective on assessment and treatment within the multidisciplinary team.
2. To have good communication skills with other members of the MDT.
3. To build effective links and to strengthen working relationships, with health and social care service professionals as well as private and voluntary agencies.
4. To attend and actively participate in team meetings and other professional meetings as required.
5. To communicate highly sensitive clinical information to patients and carers, some of whom will have impaired communication skills due to their disability or emotional situation.
6. To ensure availability of accessible information for patients, their carers and/or families.
7. To give accurate and concise feed back regarding individual patient's progress in clinical meetings and discussions, so that appropriate and consistent treatment, aims and objectives can be agreed.
8. To utilise formal and informal reporting mechanisms, including electronic and handwritten reporting to ensure effective internal and external communications. To ensure all documentation is accurate and professional.
9. To take the opportunity to educate, both formally and informally, other professionals, including doctors, nurses, Allied Health Professionals and students in own area of clinical expertise.
10. To maintain confidentiality consistent with Organisational and Service policies. Specifically, to be aware and act accordingly when:
 - providing or receiving any information that is complex, sensitive or may be contentious, within an environment that may be highly emotive or antagonistic.
 - establishing and maintaining professional relationships with members of the multidisciplinary team; staff, clients, carers and families, neighbouring and national wheelchair services, equipment manufacturers and their representatives and healthcare professionals in neighbouring Trusts.

- maintaining client records linked to the aims and objectives of the clients and their families in accordance with Trust and own professional body's policy and procedure. This includes adverse incident reporting to the MHRA and assisting in any follow-up that may be required.
- attending and contributing to departmental meetings.

Management.

1. To be responsible for the professional and clinical supervision of Assistants and Technicians.
2. To assist with the day to day caseload management and support of junior staff and assistants/technicians on an ad hoc basis.
3. To participate in the induction of staff as required.
4. To contribute to and influence multi disciplinary service development issues.
5. To ensure that all clinical documentation is kept up to date and meets local and professional standards.
6. To collect and monitor clinical statistics and report service fluctuations and trends to line manager when required or necessary.
7. To assist the development and implementation of training for Rehabilitation Assistants, Technicians and Generic Support Workers.
8. To keep abreast of government initiatives and incorporate these changes to ensure the effective and efficient running of the service, and service development.
9. To ensure cover is available for own locality during planned absences and to provide cover for colleagues in other localities during holiday periods and staff sickness.
10. To manage effectively own time, prioritising workload demands and demonstrating flexibility according to current resources.

Professional Development and Training.

1. To maintain own professional development by keeping abreast of new trends, through attending courses, reading, meetings and special interest groups and incorporating them into work within the requirements of Health Professions Council
2. To be responsible for the maintenance and development of own Continuing Professional Development, including participating in relevant courses.
3. To demonstrate skills in accessing the relevant library and information databases and promote the use of these resources to support professional practice.
4. To proactively use supervision and the Trust appraisal system, including

performance development plans

5. To be an active member of the in service training programme and attend clinical education days.

Research and Audit.

1. To participate in and encourage clinical research and audit.
2. To assist in the development of, and update, outcome measures as appropriate.
3. To be aware of, and be able to demonstrate, sound evidence based practice.
4. Dealing sensitively with distressing or emotional circumstances regarding client care, eg; news of poor prognosis, long term disability or long term need for wheelchairs.
5. The work requires high levels of concentration due to unpredictable interruptions within the working environment.
6. Initiative & flexibility is needed on a daily basis for urgent acute and emergency referrals which need to be fitted into the therapists pre- existing case load
7. Lone working in the patient's home environment with no medical cover means the therapists may need to make important judgements if the patient becomes acutely unwell, and act accordingly.
8. Driving and access to a car on a daily basis is an essential component of the job.
9. Good IT skills to manage the inputting of data onto the Trust database (RIO/EMIS) and Wheelchair Service dedicated database (BEST).

Infection Prevention and Control Responsibilities.

Employees must ensure that they adhere to Bromley Healthcare's Infection Control Policy and all Bromley Healthcare Infection Control Procedures and Guidelines. They must also practice strict hand hygiene at all times while carrying out clinical duties, which is in line with the responsibilities placed on them by The Health Act 2006: Code of Practice for the Prevention and Control of Health Care Associated Infections. The prevention and control of healthcare associated infections must be embedded into everyday clinical practice and applied consistently to ensure prevention or containment of infections.

It is the responsibility of all clinical staff to ensure that they have sound working knowledge of standard infection control precautions. They must ensure that no act or omission on their part or within their sphere of responsibility is detrimental to the interests or safety of patients or clients.

They must also keep their infection control knowledge and skills up to date by attending the Bromley Healthcare statutory infection control training as required in Bromley Healthcare's Training Guide to enhance infection control practice and to maintain a safe environment for patients, visitors and colleagues.

Health and Safety.

To comply with the duties placed on employees by Bromley Healthcare's Health and Safety Policy related procedures. To act in accordance with all instruction, information and training required in relation to those duties.

Training and Development.

Bromley Healthcare is firmly committed to the continuous development of all its staff and to promoting lifelong learning throughout the organisation.

Bromley Healthcare is also committed to Continuous Professional Development for all staff groups so that staff keep their professional knowledge up-to-date and ensure that best practice is delivered to our clients.

Development needs are assessed in a number of ways including the Bromley Healthcare's appraisal process. It is a key responsibility of managers to ensure that appraisals are conducted for all staff and Personal Development Plans are developed and agreed with individuals. Development needs are met through a wide range of learning opportunities which are publicised through the training prospectus.

All staff have specific personal responsibility for their own development which includes their involvement in:

- Identification of individual training needs
- Pre-course discussions to identify objectives
- Post-course reviews to establish if objectives are achieved
- Transfer of knowledge into the workplace
- Evaluation of individual training

Data Protection.

The occupant of this post may, in the course of normal duties, acquire knowledge of confidential matters, including personal information about staff and clients. All information is to be regarded as strictly confidential, whether it appears important or otherwise. Any breach of the rules of confidentiality will be regarded as a serious disciplinary matter and may lead to dismissal. The only exception to this is when confidentiality is appropriately breached as a result of a genuine concern being raised under the terms of Bromley Healthcare's Whistle blowing Policy and Procedure.

The Data Protection Act 1998 gives individuals a right to find out what information, including personnel information, is held about them on computer and in some manual records. There is also a right to have inaccurate data corrected, blocked, erased or destroyed.

To access your Personnel records you will need to complete a "Subject Access Request Form" which is available from Bromley Healthcare's Data Protection Co-ordinator and then make an appointment with the Personnel Manager. Some information is exempt from the provisions of the Act, for example confidential information such as employment references.

Further information on Data Protection and confidentiality (including the contact details of the Data Protection Coordinator) is contained in the "Staff Notice: Personal Information - Data

Protection” which you will be asked to sign when you join Bromley Healthcare. You must also ensure that information is kept securely at all times.

Safeguarding.

All staff must be familiar with and adhere to Bromley Healthcare’s child/adult protection procedures and guidelines, in conjunction with the multi-agency policies and procedures of the Bromley Safeguarding Children Board, London Safeguarding Children Board and of the Bromley Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children/vulnerable adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children’s Act 1989 and 2004 and DoH “No Secrets” Guidance 2000.

Staff are required to attend child/adult protection awareness training relevant to their position and required for their role.

Other.

This job description reflects the immediate requirements and objectives of the post. To reflect changing needs and priorities, some elements of this post may be subject to change but not without prior negotiation and discussion with the post-holder.

Please provide the main duties and responsibilities of the job here as bullet points

MANDATORY REQUIREMENTS FOR ALL ROLES

The post holder is expected to demonstrate the values of Bromley Healthcare including;

- Constantly improve our services
- Treat others as we would like to be treated
- Hit our targets

The post holder is expected to work within the requirements of the 6 C’s – Care, Compassion, Competence, Communication, Courage and Commitment.

The post holder is expected to comply with all Bromley Healthcare’s relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Wheelchair Therapist
PERSON SPECIFICATION

ESSENTIAL AND DESIRABLE CRITERIA

	Essential	Desirable	Mode of Testing
Qualifications	<ul style="list-style-type: none"> • Diploma/degree in Physiotherapy or Occupational Therapy • Health Professions Council registered • Current driving licence 	Previous attendance at wheelchair prescriber's course	
Professional Registration	<ul style="list-style-type: none"> • Health Professions Council registered 		
Specific Skills	<ul style="list-style-type: none"> • Knowledge of primary and secondary rehabilitation • Knowledge and application of Physiotherapy/OT assessments and intervention relevant to patient group • Able to work autonomously and set own priorities • Able to analyse professional and ethical issues • Report writing skills • Interpersonal and leadership skills • Understanding of clinical governance • Knowledge of relevant legislation in relation to current practice • IT 	<ul style="list-style-type: none"> • Evidence of contributing to Audit and evaluation 	
Experience	<ul style="list-style-type: none"> • Minimum 18 months post graduate experience. • Evidence of clinical experience in the assessment and treatment of musculo-skeletal, neurological, 	Evidence of some experience in wheelchair assessment and prescription	

	orthopaedic and respiratory patients. <ul style="list-style-type: none"> • Experience of multi-professional working. • Documented evidence of Continuing Professional Development • Experience in a Community Setting • NHS experience 		
Personal Qualities	<ul style="list-style-type: none"> • Well developed communication skills • Able to work as part of a team. • Good organisational skills. • Ability to prioritise and Multi-task. • Flexible • Car owner/driver • Knowledge of our Business. • Committed to improving services • Committed to hitting targets. • Treats other as would like to be treated. • Committed to 6 C's. • Good Interpersonal Skills. • Able to work individually and as part of a team. • Flexible approach to meeting service & client needs. • Time management skills and ability to prioritise. 		

Details of person completing job description and person specification

JD and PS completed by (job title):	
For an existing JD and PS – date reviewed:	
For a new JD and PS – date completed:	