

JOB DESCRIPTION

Job Title: Band 6 Hand Therapist (either Occupational Therapist or Physiotherapist)

Reporting To: Susan Fullen, General Therapy Manager

Department(s)/Location: Inpatient Therapies Department

Job Reference number (coded):

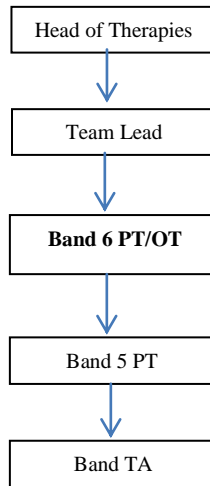
1. JOB PURPOSE

To be an Occupational Therapist or Physiotherapist with specialist hand therapy skills/experience responsible for providing a high standard of assessment, advice, treatment and evaluation of patients referred to hand therapy from our Trauma and Orthopaedic service and from health professional colleagues in the wider community. This may include patients with diverse presentations and complex physical and psychological conditions.

To build on previous experience to further develop clinical and managerial competencies.

To work as an autonomous professional according to the Royal College of Occupational Therapists (RCOT) or the Chartered Society of Physiotherapy(CSP) code of conduct, and the Health and Care Professions Council’s (HCPC) regulations.

2. ORGANISATIONAL POSITION



3. SCOPE & RANGE

The post holder will be required to:

Continue to develop specialist hand therapy clinical skills, knowledge and experience through practice in hand therapy working with a caseload of mainly acute trauma and orthopaedic patients.

Further personal development as identified in Personal Review and Development Plan.

JOB DESCRIPTION

Maintain personal professional status by ensuring that the requirements laid down by their relevant professional body for periodic registration to maintain personal professional licence are complied with.

Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and The Princess Alexandra Hospital NHS Trust.

Regularly assist in the planning & delivery of departmental training and education sessions, to further professional and personal development for staff, working with the guidance and support of more senior members of staff if required.

Maintain effective communication links with patients, carers and all other members of the MDT regarding patient's condition, including the completion of accurate clinical records in line with the trust and professional body codes of practice.

Supervise Band 5 therapist on rotation and assist in maintaining therapy assistant's competency.

Be responsible for the clinical education and practice of Occupational Therapy/Physiotherapy Undergraduates accepted on clinical placement.

Actively participate in service improvement initiatives such as in planned research and audit.

Work as part of the multidisciplinary team (MDT) in the provision of a high standard of care to those patients referred to the hand therapy service, to ensure the continuation of therapy on transfer or discharge as necessary.

Work without direct supervision, to hold responsibility for own caseload of hand therapy. Supervision may take the form of regular formal training and clinical reasoning sessions, peer review or case presentations / discussions. Access to advice and support from a more senior therapist is available if required, with clinical work not routinely evaluated by others.

Assist the specialty Team Lead for hand therapy, in the further development and the co-ordination of the provision of hand therapy services.

Be an advocate of patient safety and excellent patient experience while working in the trust.

4. MAIN DUTIES/RESPONSIBILITIES**Clinical Duties**

As part of your day to day role you will be expected to:

Manage a caseload of adults and children with acute, chronic or congenital hand conditions.

Undertake a comprehensive assessment and formulate a diagnosis of patients who may have complex conditions including multiple pathologies. Use well developed clinical reasoning to select appropriate assessment techniques that lead you to determine a clinical diagnosis of the patient's needs. This will involve seeking and sharing personal and potentially sensitive information with the patient.

JOB DESCRIPTION

Analyse the information gained from the assessment to formulate an accurate prognosis for the patient and then discuss and agree goals and outcomes for treatment with them. To set realistic timescales for achieving these

Ensure the patient understands and agrees to the treatment plan giving consent to it. This will involve negotiation and motivation skills.

Select appropriate treatment techniques from a wide range of specialist skills available and past experience. This could include patient education and advice, exercise prescription, wound, scar and oedema management, fitting of custom-made static, dynamic and neoprene splints, fitting off-the shelf splints, electrotherapy, education and exercise groups, use of appliances, etc.

Demonstrate the physical ability to carry out hand therapy assessment and interventions, including manual therapy techniques, therapeutic handling and the use of specialist equipment.

Be personally responsible for all aspects of safety relating to equipment used. To be responsible for checking and/or teaching competence of more junior therapists and non-qualified staff in using appliances/equipment.

Produce clear written information and treatment programmes for patients to follow at home or when not with a therapist.

Use developed clinical reasoning skills to review and evaluate patient progress and their current condition at each treatment session and to amend the treatment programme as appropriate to achieve agreed goals.

Plan and undertake discharge of patients from Hand Therapy when agreed goals have been reached or treatment is no longer appropriate (e.g. the patient has reached a plateau or there is a change in their medical circumstances). To be able to negotiate this with patients who wish to continue treatment on an ongoing basis.

Be able to correctly identify inappropriate referrals to Hand Therapy and have the confidence to refer on or back as required.

Produce timely and accurate patient records and reports in accordance with HCPC, RCOT or CSP regulations and local guidelines.

Work autonomously without direct supervision and as a lone practitioner in the hand therapy department.

Professional Skills

The therapist is expected to:

Take a holistic view of the patient and their well-being considering all factors and not purely focus on a specific medical condition, sign or symptom.

Be professionally and legally accountable for all aspects of own work including the management of patients in your care.

Maintain a safe and healthy environment for patients, visitor and staff.

JOB DESCRIPTION

Participate in the day-to-day management of the hand therapy department.

Deputise for more senior therapy staff and delegate duties in a competent and safe way to junior therapists and non-qualified staff.

Take a lead for specific projects within own area of work to enhance patient care and service delivery (e.g. develop patient information leaflets).

Exhibit and maintain a high personal standard of professional expertise, attitude and behaviour at all times in accordance with RCOT/CSP and local Trust and service policies.

Be a pro-active member of the therapy team recognising own responsibilities and to respect other team members (both within your immediate work group and the service as a whole).

Delegate tasks appropriately to junior therapists, assistants, carers and other professionals considering the complexity of the task and the skills and competence of that person.

Fully understand systems and procedures in place in your area of work to be able to implement them to contribute to the continuity and smooth running of the service. This may be in the absence of a more senior member of staff.

Efficiently manage and prioritise a challenging caseload, demonstrating flexibility with varying levels of staff, varying complexity of patients and fluctuating numbers of patients on the caseload and to meet other commitments in the day e.g. meetings.

Assist other staff to prioritise their workload and adjust own/team's plans to accommodate changes in demand.

Recognise the limitations of their own practice and seek the advice of others as appropriate.

Be able to work effectively without direct supervision from more senior therapists.

Comply with local policies for positive reporting including booking annual and study leave, sickness and absence reporting.

Maintain an awareness of resources available as part of clinical reasoning and decision making.

5. SYSTEMS & EQUIPMENT

The post holder is required to:

Have basic IT skills (Word, email and internet) and to undertake training in the use of local software packages.

Participate in training in the use of therapeutic modalities and equipment if required.

Produce timely and accurate patient records and reports in accordance with HCPC, RCOT or CSP regulations and local guidelines.

Keep accurate statistics of patient activity in line with the service policy.

Ensure equipment used in the assessment and treatment of patients is fit for purpose and notify the appropriate personnel of any faults that require repair or attention.

JOB DESCRIPTION**6. DECISIONS & JUDGEMENTS**

To be professionally and legally accountable for all aspects of own work including the management of patients in your care.

To exhibit and maintain a high personal standard of professional expertise, attitude and behaviour at all times in accordance with policies of the RCOT/CSP and the Princess Alexandra Hospital NHS Trust. To be an advocate for the therapy profession and the therapy services at Princess Alexandra Hospital.

To be a mentor for junior members of staff and occupational therapy/physiotherapy students on placement.

7. COMMUNICATIONS & RELATIONSHIPS

The therapist must use a variety of verbal, non-verbal and written communication tools; ensure that patients and carers (if appropriate within the scope of patient confidentiality) have an understanding of their condition and the role and aims of therapy in relation to this. The therapist must be able to persuade, motivate and negotiate, as well as demonstrate empathy and reassurance. The therapist must effectively amend their communication techniques according to individual needs of the patient. The therapist must be able to determine the patient's understanding of the therapy intervention in order to gain valid, informed consent and be able to work within a legal framework with patients who lack capacity to consent to treatment.

If it is in the best interests of the patient, to objectively present clinical information regarding patients to colleagues in order to contribute to a high standard of care e.g. handover to another therapist, update medical colleagues on a patient's condition, and liaise with other Allied Health Professionals.

To be confident in their own diagnosis and be able to communicate that effectively to others (including medical doctors and other AHPs).

To share information in a timely manner with a more senior therapist if there are concerns about a patient's safety, condition or progress.

To urgently report and take appropriate action if there are any concerns about staff and/or patient safety to more senior therapy staff.

To represent the therapy service in meetings with other professionals with an aim of accurately contributing and reporting back relevant information to their line manager.

8. PHYSICAL DEMANDS OF THE JOB

Working with patients may involve working in awkward positions.

Repetitive movements will be required when using manual therapy techniques.

The post may involve working with patients with infections and may involve exposure to bodily fluids e.g. sputum.

JOB DESCRIPTION

Strict compliance to the national and Trust local health and safety policy and procedures must be observed at all times.

9. KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

The post-holder is expected:

To have at least 18 months' post graduate Occupational Therapy/Physiotherapy experience including experience in Out-patients, Hand Therapy or MSK rotations.

To take responsibility for booking and attending mandatory training as specified in Trust policies and take action as required in the work place (e.g. basic life support, fire, manual handling).

To continue to develop specialist Occupational Therapy/Physiotherapy skills appropriate to the diverse presentations seen in hand therapy.

To actively review the service you provide with an aim of promoting better patient care using audit, research, case studies and reflective practice.

To be responsible for own competence to practice by ongoing continuing professional development (CPD) and the recording of it in a reflective diary/portfolio. To maximise the learning opportunities available in order to support evidence based practice and influence clinical practice. Such CPD should include: Active participation by attending and presenting at departmental in-service-training, participating in supervision sessions with more senior therapist, valuing experiential learning and formally reflecting on it and using a variety of information resources to support and facilitate evidence based practice e.g. library, Internet, external courses.

To be aware of own development needs and take appropriate action.

To keep updated of evidence based practice and government policies related to care.

Act as an effective role model at all times.

To familiarise themselves with service and trust policies and procedures and bring them to the attention of all staff working in the clinical area.

To undertake such training as is necessary to perform the duties allocated.

To exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and The Princess Alexandra Hospital NHS Trust.

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs. It is trust policy to review the knowledge and skills of its staff and identify training opportunities if required. It is the line manager's responsibility to carry out Performance Review and Development Plans (PRDP) on all staff under their line management/supervision.

To be an active participant in the appraisal (PRDP) process. This includes prior preparation and being able to identify own learning needs and objectives. As a staff member it is essential that you take part in your annual PRDP meeting and are aware when your next one is due.

JOB DESCRIPTION

PERSON SPECIFICATION:

Factors	Essential	Desirable
Education	<ul style="list-style-type: none"> • Diploma/degree in Occupational Therapy or Physiotherapy • Health and Care Professions Council registration as an Occupational Therapist or Physiotherapist • Evidence of CPD 	<ul style="list-style-type: none"> • Member of the RCOT or CSP(or equivalent) • Member of British Association of Hand Therapists • Fieldwork educator training
Knowledge/ Experience	<ul style="list-style-type: none"> • 18 months experience working as a Band 5 Occupational Therapist or Physiotherapist in varied settings • Experience in either hand therapy or MSK out-patient setting • An understanding of current NHS changes and challenges and the impact on therapy services • Evidence of advanced clinical reasoning skills 	<ul style="list-style-type: none"> • IT skills (Word, email, internet) • Inpatient and outpatient band 5 experience • Experience in supporting assistants/admin staff and students • Training courses relevant to hand therapy • Advanced clinical reasoning skills including specialist knowledge of hand therapy assessment and treatment • Experience /evidence of audit and service development • Ability to assess for and fabricate splints • Experience as a qualified Band 6 therapist in hand therapy
Skills And Aptitudes	<ul style="list-style-type: none"> • Clear, concise English verbal communication • Ability to write concisely and clearly in English • Ability to organise and prioritise work • Able to work alone and as part of a team • Enthusiastic and have the ability to motivate self and others • Able to accept responsibilities and use initiative • Show evidence of ability to prioritise/effective time management. • Willing to perform other duties as may be required from time to time. 	<ul style="list-style-type: none"> • Ability to deputise for team leader

JOB DESCRIPTION

Personal Attributes	<ul style="list-style-type: none"> Professional attitude To understand and work to Trust's values of Respectful, Caring, Responsible and Committed 	
----------------------------	--	--

10. TRUST VALUES

The Princess Alexandra Promise to our patients as identified by our 4 values which will contribute to improving our patient experiences:

Respectful – Be welcoming, Be polite and Maintain patients' dignity

Caring – Be kind and compassionate, Show empathy and Listen and Respond

Responsible – Deliver Cleanliness, Be professional and Work as a team

Committed – Speak up, Treat others as individuals and strive for excellence

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.

10. DUTY OF CANDOUR

The Princess Alexandra Hospital NHS Trust fully endorses the principles of being open and embraces the Duty of Candour. The Trust is committed to an open and fair culture and the overall approach expected within the organisation is one of help and support rather than blame and recrimination. All staff are expected to follow this approach.

11. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: