

Basildon and Thurrock University Hospital

MEDICINE DIRECTORATE

JOB DESCRIPTION

Job Title:	CARDIAC REHABILITATION PHYSIOTHERAPIST
Grade	BAND 6
Department	THERAPY SERVICES
Responsible to :	Head of Therapies
Reports to :	Therapy Lead Cardiorespiratory
Hours:	Flexible (to be discussed at interview)
Location:	Basildon Hospital

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is identified and lines of accountability.

JOB PURPOSE:

To provide assessment and advice to in patients following a cardiac event/surgery including assessment of risk factors and appropriate advice for discharge.

To provide a high quality and holistic service to patients undertaking a cardiac rehabilitation programme within the Essex Cardiothoracic Unit using specialised assessment, risk stratification and exercise prescription. To provide advice on lifestyle change and motivational counselling appropriate to individuals.

To work closely with cardiac rehabilitation nurses and other members of the MDT

To provide a safe and effective exercise programme in line with BACR and ACPIR guidelines.

Main Duties and Responsibilities

1. To undertake all aspects of clinical duties as an autonomous practitioner, accessing advice and guidance from a Senior Physiotherapist/rehabilitation nurses when required.
2. To undertake a comprehensive assessment of patients using relevant sources of information, including those with diverse or complex cardiac presentations/ multi pathologies; use advanced clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their conditions. To involve patients, relatives and carers as appropriate in the care planning process.

3. To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
4. Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity of consent to treatment.
5. To deputise for the Band 7 / Team Leader as required.
6. To undertake as directed, the collection of data for use in service audit and research projects. To participate in research into specific areas of clinical practice and service delivery, using a range of research methodologies as part of audit, and departmental research initiatives.
7. Work within Trust Guidelines and CSP Guidelines, and to have a good working knowledge of national and local standards, and monitor own and others' quality of practice as appropriate.
8. To identify opportunities to improve the Cardiac Rehabilitation Service in order to provide the highest standards of patient care within resources available.
9. Active participation at team meetings and specialist interest groups.
10. To participate in the weekend and on call therapy service as required and if competent to do so.

Knowledge and Skills

1. To undertake specialist clinical training including mandatory training and clinical educators training.
2. To supervise and train Band 5 Physiotherapists, Assistants and students as appropriate
3. To participate fully in the in-service training programme; staff appraisal scheme and clinical supervision scheme.
4. To be responsible for organising/ planning of own caseload and to assist others to manage their caseloads, in order to meet service and patient priorities. Re-adjusting plans as situations change/ arise.
5. To be responsible for the induction, supervision and co-ordination of Junior staff, students and Assistants as appropriate.
6. To ensure own Continued Professional Development by reviewing and evaluating practice, increasing theoretical knowledge and skills base, thus improving professional standards.
7. To liaise with other MDT members and Service providers to ensure effective communication and reporting, therefore improving patient care.
8. To use a wide range of verbal and non-verbal communication tools to communicate complex and sensitive information effectively with patients/ carers to progress rehabilitation and treatment programmes, including patients with difficulties in understanding or barriers to communicating.
10. To deliver an individual Physiotherapy treatment programme based on a sound knowledge of evidence based practice and treatment options, using clinical

assessment, reasoning skills and knowledge of treatment skills , patient education. To evaluate patient progress, re-assess and alter previous treatment progressions if required.

11. To manage clinical risk within own patient caseload.
13. To be responsible for the safe and competent use of all gym equipment including risk assessments
14. To keep high quality patient records in line with CSP and Trust Guidelines, to provide relevant statistical information both mandatory and at the request of the Head of the Physiotherapy Service and Senior Physiotherapy staff.

Effort and Environment

Physical Effort

The post-holder may be expected to work in cramped conditions, kneel, sit on heels, move inert limbs, make repetitive movements, support patients while walking, transfer patients, push wheelchairs and use hoists on a daily basis, depending upon the rotation.

Mental Effort

The post-holder will be expected to concentrate whilst assessing; diagnosing or treating a patient; teaching clinical or manual skills and also during record keeping. They may also be expected to carry a bleep / pager.

Emotional Effort

The post-holder may be required to treat patients with life threatening/ chronic degenerate illness. They may also have to occasionally deal with patients' carers who may have unrealistic expectations of their rehab or treatment. Requiring at times to respond to service needs at short notice.

Working Conditions

The post may involve infrequent exposure to unpleasant working conditions eg. unpleasant smells/ odours, bodily fluid.

EQUIPMENT

Ensure all equipment has been regularly maintained
Ensure all equipment is used in accordance with the instructions
Ensure any equipment found to be faulty / unsafe should be removed from use and reported to the appropriate authority.

COMPETENCY BASED APPRAISAL

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.

NOTES:

- I. The post-holder will have access to confidential data on staff and services within the Trust. Failure to maintain confidentiality may lead to disciplinary action which could ultimately lead to dismissal.
- II. You will be required to assess all risks to your systems, processes and environment and contribute towards the clinical and corporate governance agenda as appropriate.
- III. You will be expected to produce work to a high standard and to promote quality at all

times.

- IV. You will be expected to keep yourself updated on all matters relating to Trust policy. You must familiarise yourself with matters relating to health and safety management as they affect you personally and/or the Trust.
- V. You will be expected to participate in a Staff Appraisal Scheme for staff you manage.
- VI. The above Job Description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

DATA PROTECTION CLAUSE

Any matters of a confidential nature, including particular information to the diagnosis of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged or passed on to any unauthorised person or persons. Any breach of such confidentiality amounts to gross misconduct warranting dismissal without notice. It is also an offence under the Data Protection Act to disclose any personal data held on computer files and can in certain circumstances result in both criminal and civic proceedings. Your attention is also drawn to the Top Level IM&T Security Policy and those System Security Policies as may apply to you, it is your responsibility to ensure you are familiar with these documents and conform to their requirements.

HEALTH & SAFETY CLAUSES:

Managers

To be responsible for health and safety of staff and activities within your area of management and ensure that all Trust Departmental Health & Safety Policies are implemented, monitored and reviewed.

To ensure that all staff receive induction and relevant health and safety training/education.

Employees

To be responsible for working in a safe manner, in line with Departmental and Trust Health & Safety Policies, and for bringing any health and safety issues/hazards to the attention of your line manager.

NO SMOKING POLICY:

Basildon and Thurrock University Hospital is committed to a non- smoking policy.

EQUAL OPPORTUNITIES:

Basildon and Thurrock University Hospital operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

Basildon and Thurrock University Hospital is committed to the principles of 'Improving Working Life' and flexible working.

SAFE GUARDING ADULTS:

Everyone employed by the trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults . When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately . You have a responsibility to ensure you are familiar with the Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively , you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

INFECTION PREVENTION AND CONTROL

The postholder is required to make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

CHANGES TO THIS JOB DESCRIPTION:

You have the responsibility to discuss any job changes with your line managers at the time the change occurs and agree any permanent substantial change.

Date of Job Description:

Post-holder in receipt of job description: (date)

Signature:

Managers Signature:

Review D

Personal Specification

JOB TITLE: BAND 6 PHYSIOTHERAPIST
Cardiac Rehabilittaion

LOCATION: Basildon Hospital

	ESSENTIAL	DESIRABLE	Method of assessment A = application I = interview T = testing
Qualifications	<ul style="list-style-type: none"> • Diploma/Degree • State Registered Physiotherapist. 	<ul style="list-style-type: none"> • Member of Chartered Society of Physiotherapy. 	A
Experience and Knowledge	<ul style="list-style-type: none"> • Evidence of CPD. • Knowledge of clinical governance and evidence based practice. • Relevant band 5 experience including experience in cardiology/cardiac surgery in the NHS. • Knowledge of Health & Safety. • Knowledge of audit and research. 	<ul style="list-style-type: none"> • Experience of supervising other staff. • Awareness of Government Agenda for AHP's. • Experience in Cardiac rehabilitation 	A and I
Skills and abilities	<ul style="list-style-type: none"> • Effective organisation and time management skills. • Proven record keeping skills. • Use of evidence-based practice. • Good presentation skills. • Ability to work unsupervised. • Clinical reasoning skills. • Effective written/verbal communication skills. 	<ul style="list-style-type: none"> • Hydro skills. • IT skills. 	A, I and T.
Personal Qualities	<ul style="list-style-type: none"> • Flexible. • Honest. • Hardworking. • Reliable. • Enthusiastic. • Team worker. • Ability to travel effectively throughout south west Essex and 	<ul style="list-style-type: none"> • Empathy. 	A and I.

	surrounding area		
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SIGNED:

DATE :

To be completed by members of the short listing and/or interview panel and before a post is advertised. Advice on completion is available in Recruitment and Selection Procedures - Guidance Notes for Good Practice.

MEDICINE DIRECTORATE**JOB DESCRIPTION**

JOB TITLE: CARDIAC REHABILITATION PHYSIOTHERAPIST
GRADE: BAND 7
DEPARTMENT: THERAPY SERVICES
RESPONSIBLE TO: Therapy lead
REPORTS TO: Therapy Lead
Hours: Part time/Full time (to be discussed in interview)

JOB SUMMARY

.Assessing and advising patients on the ward following their cardiac event, including assessment of risk factors and appropriate advice on discharge on lifestyle change, and provision of information on any test or treatments that are planned, booking appropriate stress tests and Rehab. Programme. Assessment, risk stratification and appropriate exercise prescription for patients attending Rehab Programme. Provide a safe and effective exercise programme in line with the BACP and ACPICR Guidelines. Adaptation of exercise programme to suit each individual. Provide expert advice on activity, home exercise programmes, lifestyle change, medication, symptoms and discharge planning, including referral to Phase IV exercise programme. To provide a high quality and holistic service to patients undertaking the Cardiac Rehab Programme using specialized assessment, risk stratification and exercise prescription, advice on lifestyle change and motivational counselling appropriate to each individual, working closely with the Cardiac Rehab Nurses and other members of the Multidisciplinary Team.

MAIN DUTIES & RESPONSIBILITIES

1. To be professionally and legally responsible and accountable for all aspects of the practitioners professional activities.
2. To manage clinical risk within own caseload and that of designated team at all times.
3. To be responsible for maintenance of accurate and legible written records using POMR system for own clinical caseload.
4. To be responsible for ensuring that quality standards and effectiveness of patient care are continually improved.
5. To propose policy changes concerning the Physiotherapy management of patients within Cardiac Rehabilitation, and to guide the Physiotherapy team to provide an efficient and effective service in the clinical area.

6. To work with the Therapy Lead/ Cardiac Rehabilitation Service Manager in developing the strategic and operational management of the Cardiac Rehabilitation Service.
7. To contribute to the material matters of the directorate and department including development and implementation of departmental policies, which will impact on the Physiotherapy Service, and may influence other local services concerning management of patients.
8. To be responsible for competent use, repair and maintenance reporting of all equipment and patient appliances.
9. To ensure all equipment defects, accidents and complaints are reported to the Superintendent immediately and that appropriate action is taken by those concerned.
10. To comply with all Trust Policies and Procedures and Health and Safety at Work Act, including adherence to universal precaution and Infection Control measures, and ensure that staff are aware of their responsibilities.
11. To be responsible for the daily management, supervision and co-ordination of designated staff including staff appraisals, informal grievance, and act as a panel member in staff recruitment.
12. To be responsible for the provision of specialised Cardiac Rehabilitation teaching to peers and junior staff on a wide range of subjects; this may be to large groups.
13. To assist the Therapy Lead/ Cardiac Rehabilitation Service Manager, in conjunction with other senior staff, in the efficient day-to-day management of the department, including allocation of both staff and students to respective teams.
14. To be responsible for the operational management of the Cardiac Rehabilitation Physiotherapy team and to deputise for the Cardiac Rehabilitation Service Manager as required.
15. To be responsible for own personal, professional development and keep abreast of new clinical practices in the area of Cardiac Rehabilitation
16. To maintain a CPD portfolio reflecting personal professional development.
17. To participate in the trust appraisal scheme, both as an appraisee and as an appraiser.
18. To attend and be an active participant in departmental staff/team and peer group meetings.
19. To ensure that, as an individual practitioner, the post-holder advises the Team Manager and Superintendent of any changes to the service to ensure quality and effectiveness of care for their patients.
20. To be responsible for ensuring that all junior staff and students are maintaining the departmental standard in this clinical area.
21. To ensure that Physiotherapy Reports and Discharge Summaries are completed and sent in accordance with departmental policy in order to facilitate prompt access to information.
22. To ensure that the agreed Quality Standards of Service, based on Professional Guidelines and Standards from CSP Clinical Practice and national guidelines, are maintained and work with the Superintendent in this area.

23. To resolve informal complaints and to be well versed in the Trust's Formal Complaints Procedure.
24. To participate in on-going audit and appropriate work-related research/evaluation projects in areas relevant to Cardiac Rehabilitation.
25. To keep abreast of evidence based practice around Cardiac Rehabilitation by use of relevant reading, attendance at In-Service Training, external course and database searches.
26. To ensure good working knowledge of national and local standards, and monitor quality as appropriate.

KNOWLEDGE AND SKILLS

1. To undertake the specialist assessment of patients as an autonomous practitioner, including those with highly complex presentations, and using clinical reasoning skills, knowledge of evidence based practice and advanced expertise to determine appropriate care plan utilising. To recognise cardiac symptoms and take appropriate action.
2. To interpret and analyse clinical and non-clinical facts to form accurate diagnosis in a wide range of highly complex conditions.
3. To formulate accurate prognosis and recommend best course of intervention in developing comprehensive Discharge Plans.
4. To be responsible for own and team patient care plans and will be consulted frequently for specialist advice and guidance by junior team members, and other health care professionals, both within and outside the trust.
5. To continually re-assess Cardiac Rehabilitation patients in order to progress treatments effectively and advise patients, family carers and other agencies as appropriate.
6. To co-ordinate intervention which may include other disciplines; advises and educates patient/carers/relatives/other health professionals.
7. To use specialist knowledge to refer to other health disciplines as appropriate
8. To demonstrate physical ability to carry out Physiotherapy assessment and interventions including manual therapy techniques and therapeutic handling.
9. To demonstrate highly developed dexterity, co-ordination and palpatory sensory skills for assessment and manual treatment of patients.
10. To be highly competent in assessing a wide range of conditions based on advanced theoretical knowledge of anatomy, physiology and pathology, often in situations where conflicting evidence is present.
11. To supervise/monitor on the professional development of Physiotherapists on rotations through the clinical area as appropriate.
12. To be responsible for the training of Cardiac Rehabilitation Staff and students on placement within the clinical area. This includes In-Service Training at both undergraduate and postgraduate levels, which may be specialised.

13. To supervise undergraduate (and in some instances Masters level) Physiotherapy Students as required, and to liaise with academic institutions regarding student performance and placement.
14. To flexibly plan and organise own time for patient care, training, supervision and meetings.
15. To ensure smooth organisation of group classes, including content, class numbers and outcome evaluation where appropriate.
16. To achieve the effective daily management of a caseload of patients including responding to activities in accordance with departmental standards.
17. To monitor referrals and on-going treatments to ensure that appropriate decisions are made regarding patient care.
18. To be able to motivate and persuade staff/patients through advanced communication skills, with the benefit of verbal and non-verbal skills, using written and electronic information where needed.
19. To demonstrate the ability to communicate complex and sensitive information to patients, carers and other staff, where there may be barriers to communication i.e. non-English speaking.
20. To maintain close links, communication and liaison between all staff and people involved in patient care, student education, research or policy development, as appropriate, and promote good working relationships at all times.
21. To impact complex information to small groups of people, e.g. in class and training sessions, using a variety of methods of communication.
22. To clearly convey complex knowledge of techniques, biomechanics, anatomy and physiology to patients and staff.
23. To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner.
24. To attend meetings and seminars/case conferences as appropriate, and to liaise with and advise, other disciplines as appropriate, to achieve comprehensive, effective and confidential patient managements through to discharge.
25. To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field, and to ensure timely and effective communications in all professional matters.
26. To liaise with and advise other Physiotherapists, relevant medical staff, nursing staff, social workers and other health care professionals who may be in direct contact with the post-holder, with regard to patient care.
27. To communicate effectively with all other disciplines involved in the patients care, both in the hospital and in the community thus ensuring a multi-disciplinary approach and integrated service.
28. Ordering Exercise Stress Tests (EST) and blood tests where appropriate.
29. Interpretation of results of EST, blood tests, blood pressure and echocardiograms at an appropriate level and their relevance to appropriate exercise prescription.

30. Use of heart rate monitors in relation to ischaemic threshold and heart rate training zones.

31. Understanding of the use of pacemakers, internal defibrillators and left ventricular assist devices and their relevance to appropriate exercise prescription, including contraindications.

32. Appropriate knowledge of cardiac medication, uses and side effects, in order to advise patients appropriately and ensure they seek medical advice where necessary. Appropriate use of GTN.

33. Understanding of risk factors for cardiac patients including diet, cholesterol, smoking, blood pressure, activity, stress, family history and diabetes, in order to give advise on lifestyle change.

34. Completion of Phase IV referral forms

EQUIPMENT

- Ensure all equipment has been regularly maintained
- Ensure all equipment is used in accordance with the manufacturers instructions
- Ensure any equipment found to be faulty/unsafe should be removed from use and reported to the appropriate authority

COMPETENCY BASED APPRAISAL

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.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated

EQUAL OPPORTUNITIES

The Trust has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of age, gender, sexual orientation, marital status, disability, religion, creed, colour, race, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

NO SMOKING POLICY

This is a smokefree Trust. Smoking is not allowed in any of our hospital buildings or grounds at Basildon University Hospital, Orsett Hospital, and St Andrews Centre Billericay. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

QUALITY

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

DATA PROTECTION ACT 1998

To ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

INFECTION PREVENTION AND CONTROL

The postholder is required to:

Make themselves aware of their responsibilities for Infection Prevention and Control.

Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

This job description is an outline only and may be subject to change according to the needs of the service and in consultation with the post holder.

Review date - Yearly

Signed
Employee

Dated

Signed
Manager

Dated

PERSON SPECIFICATION

JOB TITLE: Band 7 Physiotherapist – Cardiorespiratory

LOCATION: Basildon Acute Hospital

	ESSENTIAL	DESIRABLE	Method of assessment A = application I = interview T = testing
Qualifications	<ul style="list-style-type: none"> • Diploma/degree. • State Registered Physio. • 	<ul style="list-style-type: none"> • Member of Chartered Society of CSP. • Membership of special interest group. • First line leadership/management course • Post graduation to Master's level 	A
Experience and Knowledge	<ul style="list-style-type: none"> • Cardiac rehabilitation experience. • Knowledge of areas of clinical governance around cardiac rehabilitation • Experience in band 6 duties • Experience in general medical speciality. Good knowledge of Health & Safety. • Knowledge of a range of cardiac conditions requiring the care of the cardiac rehabilitation service. • Experience of supervising other staff/ students. • Evidence of teaching/presentation skills to all grades of staff • 	<ul style="list-style-type: none"> • Team leadership experience • Cardiothoracic experience 	A and I.
Skills and abilities	<ul style="list-style-type: none"> • Clinical reasoning skills in area of cardiology and cardiac rehabilitation. • Proven organisation and time management skills. • Excellent interpersonal 	<ul style="list-style-type: none"> • Car driver. • Experience in treatment of complex patients with multiple co morbidities . • IT skills. 	A, I, T

	<ul style="list-style-type: none"> skills. • Able to present information both verbally and written, in a clear and logical manner. • Excellent record keeping and report writing skills. • Ability to teach/ pass on skills and knowledge to others within formal and informal environment. • Ability to lead and motivate others within the team. • Use of evidence-based practice. • Good presentation skills. • Ability to work autonomously within cardiac rehabilitation field. • Forward thinking. • Proven advanced clinical reasoning skills. 	<ul style="list-style-type: none"> • Research/ audit skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to work collaboratively within the team. • Committed to personal and team development. • Flexible and adaptable. • Hardworking. • Reliable. • Enthusiastic. • Ability to be self motivated. 	<ul style="list-style-type: none"> • Empathy. • Able to maintain judgement under pressure. • Confident. 	A, I, T

SIGNED:

DATE :

To be completed by members of the short listing and/or interview panel and before a post is advertised. Advice on completion is available in Recruitment and Selection Procedures - Guidance Notes for Good Practice.