

## JOB DESCRIPTION

**Title :** Highly Specialist Physiotherapist in Pulmonary Rehabilitation

**Grade:** Band 7

**Job base:** Harefield

**Responsible to:** Therapy Lead in Pulmonary Rehabilitation & Consultant Respiratory Physician Lead for Ambulatory Respiratory Care

**Accountable to:** Therapy Lead in Pulmonary Rehabilitation

**CRB checks** CRB - enhanced ☐

### Overview

Royal Brompton and Harefield Hospitals are part of Guy's and St Thomas NHS Trust has a national and international reputation for the provision of pulmonary rehabilitation. Our goal is to provide high quality clinical care for this. This post will join our existing Band 7s to deliver the North-West London pulmonary rehab service based at Harefield, support the development of community-based generic breathlessness rehabilitation services to incorporate patients with chronic heart failure as well as chronic respiratory disease, and to support the Harefield Ambulatory Respiratory Care services including Home Oxygen Assessment and Review Service, Community Spirometry, and integrated respiratory care.

### **Job summary**

- Undertake a highly specialist team leader role in planning, co-ordinating, delivering and evaluating the Physiotherapy Pulmonary Rehabilitation Service.
- To take a lead role in the advanced assessment and treatment of patients within the speciality who may have highly complex needs, and to determine clinical diagnosis, physiotherapy treatment indicated, and maintain records as an autonomous practitioner. This could be incorporated into a multidisciplinary specialist COPD clinic.
- To organise, co-ordinate and deliver the pulmonary rehabilitation service within the hospital and community sites, and to coordinate development of the service, along with other members of the multidisciplinary team and the senior physiotherapists.

- To contribute to the strategic direction of the pulmonary rehabilitation service, including the expansion of community provision of exercise-based rehabilitation for chronic heart failure patients.
- To organise, co-ordinate, and deliver long-term and ambulatory oxygen assessments for patients and to develop this service along with other members of the multidisciplinary team and senior physiotherapists.
- To support the work and collaboration between the Harefield Respiratory Medicine Department and local CCGs in providing integrated respiratory care in the community. This may include providing community spirometry, patient education and community COPD clinics.
- To work alongside members of the Respiratory NIHR Biomedical Research Unit to continuously develop the service through research and audit, maintaining quality and direction.

The job plan is to be confirmed but as a general guide, the post is likely to be 60% hospital or community-based pulmonary rehabilitation including heart failure rehabilitation, 10% integrated respiratory care (spirometry, patient education, community COPD clinics) and 30% supporting home oxygen assessment and review service. Administration for this post will be supported by the Harefield Ambulatory Respiratory Care Coordinator and Ambulatory Respiratory Care Assistant, as well as three physiotherapy assistant.

## **Main tasks and responsibilities**

### **Patient / customer care (both direct and indirect)**

- To be professionally and legally responsible and accountable for all aspects of your own work, including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management, and to support more junior staff to do likewise on a daily basis.
- To interpret and analyse clinical and non-clinical facts to form accurate diagnosis and prognoses in a wide range of highly complex conditions, to recommend the best course of intervention, and to develop comprehensive discharge plans.
- To undertake an advanced comprehensive assessment of patients, including those with a complex presentation, using investigative and analytical skills, and to formulate individualised management and treatment plans using clinical reasoning, and utilising a wide range of treatment skills and options to formulate a specialised programme of care.

- To work in a variety of clinical areas including hospital-based and community-based pulmonary rehabilitation, home visits, inpatient ward environments and critical care.
- To coordinate the assessment and triaging of patients with chronic respiratory disease to an appropriate rehabilitation setting, and to continually assess and monitor these patients through an exercise programme. To support other members of staff in this role.
- To provide outreach support in the management of COPD/respiratory patients, giving appropriate and prompt advice. This should be offered as spontaneous and planned advice.
- To be responsible for the training of staff in the pulmonary rehabilitation team in the care of chronic respiratory patients.
- To accept clinical responsibility for a designated specialised caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and manual treatment of patients.
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers, patients and other professionals to promote understanding of the aims of physiotherapy and pulmonary rehabilitation, and to ensure a consistent approach to patient care.
- To give highly specialist advice, teaching and training to other members of the Multidisciplinary team (MDT) regarding the medical management of patients with cardio-respiratory problems, in particular COPD patients.
- To give specialist advice to the MDT and medical staff (to Consultant level) regarding physiotherapy techniques.
- To ensure physiotherapy and multidisciplinary staff are trained in pulmonary rehabilitation and ambulatory oxygen assessment and kept aware of services offered.
- To identify acutely deteriorating patients to the appropriate medical, outreach or cardiac arrest team.
- To communicate effectively with patients and carers to maximise physiotherapy treatment/ rehabilitation potential and to ensure understanding of their condition and physiotherapy involvement.

- To be an active member of the overnight and weekend on call service (optional), and to provide specialist advice to on-call staff regarding all aspects of cardio respiratory physiotherapy with highly specialist advice in respiratory medicine
- To be jointly responsible for physiotherapy provision and to coordinate the patient case load within the pulmonary rehabilitation department and ambulatory oxygen assessment service in conjunction with the consultant physician lead, senior physiotherapists and the pulmonary rehabilitation co-ordinator.
- To demonstrate highly developed time management skills and supervise junior staff with this. This includes clinical and non-clinical responsibilities.
- To be contactable throughout the working day (this could be by physiotherapy staff or the MDT) and to be able to immediately change planned activity without prior knowledge, sometimes in order to respond to emergency situations.
- To maintain accurate, comprehensive and up to date documentation, in line with legal and departmental requirements, and to communicate assessment and treatment results to the appropriate disciplines and patients in the form of reports and letters.
- To be aware of health and safety aspects of your work and implement any policies, which may be required to improve the safety of your work area including your prompt recording and reporting of accidents to senior staff, and ensuring that equipment use by all physiotherapy staff members is safe.
- To carry out risk assessment within own patient caseload and environment on a daily basis (health & safety and clinical) and to minimise risk within the team.
- To attend or ensure attendance at regular clinics, team meetings, and multi disciplinary meetings as required.
- To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

## **Policy development**

- To regularly participate in working parties developing policy changes within Pulmonary Rehabilitation and Respiratory Medicine which will impact on all service users, in particular COPD.
- To be involved in development of relevant clinical guidelines for best practice within each specialist area of expertise e.g.: COPD/Pulmonary rehabilitation/O2 therapy.

- To ensure that designated staff implement policy and service development changes.
- To lead reviews and developments of the physiotherapy pulmonary rehabilitation service and ambulatory oxygen assessment service, feeding back in a timely fashion to direct line manager and leads within the service.
- To represent the physiotherapy department at management level as required, and within service development forums within the PCT as required.
- To comply with the organisational and departmental policies and procedures, and to be involved in reviewing and updating as appropriate.

## **Service development**

- To work with the Therapy Lead and Consultant Lead, and other senior physiotherapists in the strategic and operational management of the pulmonary rehabilitation service and ambulatory respiratory care services based at Harefield Hospital and within the CCG.
- To undertake the measurement and evaluation of your work and current practices through the use of evidence based practice, audit and outcome measures, either individually or with the Therapy Lead and Consultant Lead. To make recommendations for change.
- To demonstrate a sound understanding of clinical governance and risk management and apply to work situations.
- To undertake and involve physiotherapy staff as appropriate in clinical research projects liaising with the Consultant and Therapy leads.
- To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the section as a whole. To ensure similar prioritisation occurs with more junior staff within the team.
- To assist in optimum service delivery throughout the whole pulmonary rehabilitation department, as demands require.

## **People management**

- To train, supervise performance and manage junior staff, physiotherapy assistants and students. This will include the use of formal appraisal documentation, management of poor performance, sickness and staff leave.
- To maintain own continued professional development (CPD) by keeping abreast of any new trends and developments, and incorporate them as necessary into your work.
- To be an active member of the Pulmonary Rehabilitation in-service training programme by the attendance and delivery of presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending and speaking at external courses/ conferences and practising reflective practice.
- To be responsible for the supervision other team members within the pulmonary rehabilitation team.
- To be responsible for the continuing professional development and overall performance of all junior physiotherapy staff.
- To participate in the staff appraisal scheme and personal development plan (PDP) as both appraiser and appraisee whilst ensuring all staff actively participate in CPD.

## Communication

- To sensitively explain results of investigations, including poor prognosis, and occasionally, with the consultant, the existence of possibly fatal pathology or end-stage disease requiring palliative care. To provide emotional support for dying patients and to emotionally support families and carers during end-stage disease and death of the patient. This extends to family support after death also.
- To provide highly specialist advice about pulmonary rehabilitation to physiotherapy colleagues working in other clinical areas. To provide specialist advice to physiotherapists and health care professionals from other trusts, informally and formally through outreach advice.
- To represent the trust externally (locally, regionally, nationally and internationally) regarding medical management/ physiotherapy services provided to respiratory medicine patients. For example at conferences and lectures.
- To provide specialist education in the form of teaching, lectures and workshops.
- To communicate effectively and work collaboratively with medical, nursing and allied health professional and other colleagues to ensure delivery of a co-

ordinated multi-disciplinary service. This will include case conferences, ward rounds, discharge planning and joint working when working with in-patients.

- To deal with complaints in accordance with trust policy.
- To instigate and maintain communication flows both within the hospital and local trusts/ health authorities regarding on-going care for patients. Communication may be face to face, via e-mail, telephone or in written form.
- To work with Universities to ensure standards of practice and teaching meet the appropriate level.

## **Resource management**

- To be responsible for equipment used in carrying out pulmonary rehabilitation duties and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To be responsible for the evaluation of new equipment as adjuncts to physiotherapy and pulmonary rehabilitation as appropriate.

## **Information management**

- To be actively involved in collection of data and statistics for the use of the department.

## **Further sections**

- To ensure all team members have a real voice in the development of the pulmonary rehabilitation service to patients/customers.
- To maximise the potential of all team members
- To ensure that all team members have a meaningful appraisal/personal development plan that includes feedback to the individual from a selection of internal customers and team members.
- To provide a safe and attractive working environment for team members, within the constraints of available resources.
- To attend and play a major role in corporate groups as a representative of the directorate and team.



- To represent the Trust at regional and national conferences and on working groups as appropriate.
- To abide by the NHS code of conduct for managers, the Trust's core behaviours for staff and managers and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices and health and safety policies.

## **Other duties**

**To undertake any other duties commensurate with the grade as requested. This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder**

## **ADDITIONAL INFORMATION**

### **Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

### **Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.



## **Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

## **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

## **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with the code of conduct and the standards set by the Chartered Society of Physiotherapy.

## **CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

## **Core behaviours for all Trust staff**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance

- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

**Confirmed as accurate by post holder:**.....

**Date:**.....

**Confirmed as accurate by manager:**.....

**Date:**.....