

Mater Misericordiae University Hospital Dublin



**Senior Physiotherapist
Oncology & Haematology Service
Permanent 1.0 WTE**

Job Description & Person Specification

Job Title / Grade:

Senior Physiotherapist Oncology & Haematology Service

Department / Division:

Physiotherapy /HSCP Directorate

Location:

MMUH

Reporting Relationship:

Physiotherapy Manager in Charge III

Responsible to:

Physiotherapy Manager in Charge III & Operations Managers

JOB DESCRIPTION

Job Purpose:

- To provide leadership and operational management for the physiotherapy oncology & haematology service
- To lead the design, co-ordination and delivery of an effective and efficient rehabilitation service for patients with oncology-related rehabilitation needs
- To ensure the provision of a high standard of physiotherapy assessment, treatment and advice to patients in order to facilitate timely, safe and effective treatment with appropriate discharge planning.
- To work in conjunction with the multidisciplinary team to provide therapeutic intervention and discharge planning along the palliative care pathway.
- To provide physiotherapy leadership to the oncology & haematology rehabilitation team and link closely with the medical and surgical teams, surgical oncology physiotherapy seniors and the wider MDT.
- To lead on service development, evidence based practice, audit, risk assessment and implementation of change as required
- To lead on development of the physiotherapy team and support education and training of senior, staff grade and assistant staff, as well as undergraduate and post-graduate clinical education.

KEY RESPONSIBILITIES

Clinical

Patient care

1. To provide timely assessment for patients with multifaceted rehabilitation & respiratory problems for patients under the care of oncology & haematology teams on medical and surgical wards
2. To screen and prioritise patients according to clinical need and advise on future needs and management
3. To manage clinical risk within own caseload and that of designated team at all times
4. To be highly competent in assessing a wide range of conditions experienced by patients who present to the service.
5. To interpret and analyse clinical presentations to form accurate diagnosis and prognosis in a wide variety of complex conditions to recommend the best course of intervention and develop comprehensive discharge plans
6. To ensure that a high standard of clinical practice and care is maintained for the physiotherapy team, through on-going competency assessment and evaluating treatment outcomes
7. To demonstrate sound understanding of clinical governance and to demonstrate the use of treatment plans with evidence based links
8. To be responsible for accurate, contemporaneous record keeping for self and physiotherapy team using assessment proformas, outcome measures, comprehensive progress records and discharge reports and comply with data requirements for ICT system and use AURA as per HSCD policy
9. Offer individual treatment, class work, ward classes, falls classes as based on individual patient needs
10. To ensure that the oncology & haematology service adopts a person-centred approach, which empowers the patient and family to participate actively in the process. This process includes

the provision of timely and accurate information, education and a range of supports on the rehabilitation journey.

- 11.To use specialist knowledge to refer to other health professionals as appropriate
- 12.Close working with the lymphoedema physiotherapy service across in-patient and out-patient cohorts
- 13.Assist with delivery of the lymphoedema OPD service as required

Service development

1. To develop and administer the highest quality of service by identifying and implementing operational procedures in line with best practice standards[
2. Analyse current treatment practices and develop business cases for improved patient care as appropriate
3. To keep abreast of new developments, skills, and technology to ensure continuing competence in the post
4. To advise and support changes in work practices and procedures in the light of best practice developments in the field of oncology & haematology physiotherapy
5. To advise the physiotherapy manager and consultants the needs of the service
6. To enhance own skills in order to initiate and respond to changes in the work environment as additional roles may be demanded e.g. data analysis, clinical audit , risk assessment and research
7. To propose and implement changes to service in line with new developments/evidence in conjunction with the physiotherapy manager
8. To advise on and implement future models of care, exploring both generic and advanced practice working models and alternative working patterns
9. To develop relevant protocols and guidelines for the physiotherapy management of oncology- and haematology-related impairments in collaboration with the MDT
- 10.To advise on and implement future models of care, exploring advanced practice working models and alternative working patterns.

Quality, Safety & Risk Management

1. To comply with clinical standards in the assessment, treatment and management of patients in line with local policies and international best practice guidelines, and within own scope of practice
2. To ensure patient safety and wellbeing is prioritised at all times
3. To contribute to the development of necessary policies and procedures in the relevant clinical areas
4. To lead, promote and ensure clinical effectiveness through performance management, education, clinical and service audit, proactive risk management and research
5. To lead quality assurance by establishing standards of care
6. To monitor and control clinical effectiveness and service efficiency
7. Be aware of and adhere to relevant standards, policies and legislation, for example, Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA standards as they apply to the role
8. To be familiar with and uphold the policies and principles of the organisational Safety Statement, Risk Management and professional guidelines
9. To identify, assess and report any risk and contribute to the management and review of all risks
10. To participate as required in Occupational Health and Safety training
11. To document all accidents, incidents and potential hazards to patients or staff immediately and report them to the physiotherapy manager

Management

Physical resources

1. To co-operate with the physiotherapy manager in the control of expenditure and the management of departmental budgets, including a planned programme for replacing capital equipment
2. To ensure competent use of all equipment used in the clinical area, ensuring designated staff gain competency prior to use
3. Ensure that faulty equipment is immediately removed from the treatment area and restored to safe use as promptly as possible
4. To ensure that all complaints, accidents and near misses are reported to the physiotherapy manager as soon as possible and documented accordingly
5. To attend all mandatory training (fire, hand hygiene, CPR, manual handling etc) within required timelines

Human resources

1. To lead by example a professional, dedicated, and punctual team
2. To encourage professional development of team members at undergraduate, graduate, and postgraduate level, through promotion of self-learning, formal courses, and in-service training
3. To be responsible for daily management, supervision and co-ordination of designated team, including staff appraisal, performance management, informal grievance and act as a panel member in staff recruitment
4. To ensure own and staff compliance with the Physiotherapy Department's policy on mandatory training
5. To facilitate & support arrangements in the area for educating and supervising undergraduate and postgraduate students
6. To be responsible for provision of specialist teaching to peers, basic grade and assistant staff
7. To be responsible for own personal development and keep abreast of new clinical practices in the clinical area

Planning and Organisation

1. To plan and organise own time and lead on organisation of team caseload to include patient care, meetings, supervision and training
2. To be responsible for the day to day operational management of the physiotherapy service to patients in the clinical area, working alongside other established inpatient teams
3. To ensure that the agreed quality standards of service, based on professional guidelines and standards and national guidelines are maintained
4. To achieve the effective daily management of a patient caseload including responding to urgent referral, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards
5. To ensure compliance with the HSE code of integrated discharge planning

Collaborative Working

1. To participate in the management of the physiotherapy service as a member of the senior physiotherapy management team in co-operation with the physiotherapy manager and the operations managers
2. Ensure collaborative working with the multidisciplinary team and develop and maintain close links with community partners (e.g. PCCC, palliative services, post-acute rehabilitation, etc).

Communication and Information

1. To create and promote good working relationships through open communication
2. Maintain appropriate records and statistics sufficient for organisational and legal purposes to include work related injuries/incidents
3. Communicate regularly and appropriately with relevant stakeholders
4. Attend white board/ward rounds/team meetings as required to maximise team communication
5. In association with the Information Technology Department, to comply with the development of a computer-integrated management system for the Physiotherapy Department
6. To collect, interpret, and present data and information through audit of service activity, clinical standards, and outcome measures

Research, Audit & Teaching

1. To encourage professional development of team members at undergraduate, graduate, and postgraduate level, through promotion of self-learning, formal courses, and in-service training
2. To lead on service activity analysis, on-going audit for the clinical area
3. To audit and analyse patient experience and outcomes
4. To keep abreast of evidence based practice, by use of relevant reading, attendance at in-services, external courses and database searches
5. To participate in appropriate work related research projects and in clinical trials as required
6. To work in an advisory capacity to therapy/medical directorates/hospital trust/regional or national agencies as required

General Responsibilities and Accountabilities

1. Confidentiality
You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.
2. Policies & Procedures
You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.
3. Hygiene Standards
The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.
4. Health and Safety
Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.
5. Information Technology

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

6. Business Continuity Management

Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation” (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:

- make themselves familiar with the Organisational Business Continuity Plan
- attend BCM education sessions provided for them
- make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

Note:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent senior physiotherapist will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Person Specification

Factors	Essential	Desirable
Qualifications	Candidates for appointment must: - i Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU. AND - ii Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. AND - iii Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Register Registration Board at CORU before a contract of employment can be issued. AND Annual registration - i On appointment practitioners must maintain annual registration on Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU. AND Practitioners must confirm annual registration with CORU to the MMUH by way of the annual Patient Safety Assurance Certificate (PSAC).	Relevant post graduate education e.g. diploma / Masters / Doctorate Evidence of CPD in relevant areas Member of relevant special interest groups Teaching/tutoring experience
Experience	All candidates must have 3 years full time (or equivalent) post qualification clinical experience Experience in field of unscheduled care in model 3 or 4 hospital Competency in provision of weekend and on-call cardiorespiratory services. Experience with oncology and haematology treatment in a model 3 / 4 hospital Experience in cardiorespiratory care and rehabilitation in acute model 3 / 4 hospital	Broad knowledge of other clinical areas Research in a related area Evidence of experience in training & supervision of junior staff, assistants and students Evidence of assessment and treatment of patients with cancer-related lymphoedema, or those at risk [e.g. early detection]

	Experience managing patients receiving palliative care Clinical, managerial and administrative capacity to fulfil the functions of the role All candidates must demonstrate a proven record of relevant clinical experience in the specialism	
Organisational Knowledge	Knowledge of operational procedures in the Physiotherapy Department Awareness of the Health Service reform programmes, Emergency medicine and Acute medicine clinical care programmes Understanding of unscheduled care pathways	Background knowledge of the hospital
Professional Knowledge	Up to date in latest research/best practice in rehabilitation & oncology-based physiotherapy provision Sound application of theoretical knowledge in the management of patients presenting to acute medical and surgical units Evidence of ability to prioritise and delegate workload Demonstrate understanding of audit and clinical effectiveness Sound application of theoretical knowledge of neuromuscular system and ability to impart knowledge to basic grade physiotherapists, undergraduates and physiotherapy assistants	Evidence of professional development including research and courses Experience in the assessment and treatment neurological patients Demonstrate ability to use motivational skills
Core Aptitudes	Management skills Clinical skills Leadership skills Communication & Interpersonal skills Time management Understanding of Service Planning	Presentation skills Human Resource skills
Special Aptitudes	Ability to contribute to service development Audit, evaluation	I.T. skills Change management skills