Mater Misericordiae University Hospital
Dublin

Senior Physiotherapist
Acute Spinal Injuries Service

Job Description & Person Specification

Job Title / Grade:

Senior Physiotherapist, Acute spinal injuries service.

Department / Division:

Physiotherapy / Health & Social Care Directorate (HSCD)

Location:

MMUH

Reporting Relationship:

Physiotherapy Manager

Responsible to:

Physiotherapy Manager, In Charge III

& Physiotherapy Operations Manager, In Charge I

JOB DESCRIPTION

Job Purpose:

To co-manage, organise, and co-ordinate the physiotherapy service for acute spinal injuries patients across in-patient and OPD settings, providing a high standard of physiotherapy assessment, treatment and advice to patients with senior colleagues.

To provide physiotherapy leadership to the multidisciplinary team and link closely with the spinal and orthopaedic MDT teams.

There will also be a strong focus on service development, working closely with the consultant lead and wider MDT and the provision of expert advice and guidance for other professional staff working in the same specialist field.

KEY RESPONSIBILITIES

Job Summary

1. To co – lead, co-ordinate and deliver an effective and efficient acute spinal injuries service, in co-operation with physiotherapy managers, clinical specialist and senior physiotherapist in spinal injuries and MDTs including but not limited to orthopaedics, rehabilitation medicine, neurosurgery and OPD.
2. To lead on service development, establishing evidence based practice, research and audit, risk assessment and implementation of change as required
3. To lead on development of the wider physiotherapy team, ensure succession planning and support education, training of basic grade and assistant staff and undergraduate and post-graduate clinical education, including on-call competency training for physiotherapy staff.
4. To provide expert physiotherapy assessment and treatment across the spinal injuries pathway - acute in-patient care, in-patient rehabilitation, out-patient follow-up and cover into scoliosis clinic as required.

CLINICAL

Patient care

1. To provide timely assessment for admitted patients to the National Spinal Injuries Unit (traumatic and atraumatic acute spinal injuries, spinal cord injuries, elective spinal surgeries including scoliosis patients), in liaison with the MDT team, and to deliver appropriate physiotherapy assessment, clinical diagnosis, and acute management for these patients. To provide thorough clinical assessment, and treatment of patients with spinal pathology (non-op and post-op) in the outpatient setting.
2. To cover scoliosis clinic in conjunction with the clinical lead, ensuring assessment and patient management as appropriate based on individual patient needs.
3. To screen and prioritise patients according to clinical need and advise on future needs and management

4. To manage clinical risk within own caseload and that of designated team at all times.
5. To provide expert physiotherapy post-operative care for acute spinal injuries patients.
6. To be highly competent in assessing a wide range of spinal conditions, traumatic and atraumatic SCI presentations as well as patients with idiopathic, congenital and neuromuscular scoliosis.
7. To interpret and analyse clinical presentations to form accurate diagnoses and prognoses in a wide variety of complex conditions to recommend the best course of intervention and develop comprehensive management and discharge plans.
8. To provide a high standard of clinical care with spinal injury and spinal cord injury patients, including acute respiratory and rehabilitation management.
9. To ensure that a high standard of clinical practice and care is maintained for the physiotherapy team, through ongoing competency assessment and evaluating treatment outcomes.
10. To demonstrate sound understanding of clinical governance and to demonstrate the use of treatment plans with evidence based links.
11. 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.
12. To use specialist knowledge in referral to other health professionals as appropriate.
13. To participate in the on call/overtime roster and maintain competency for same.T
14. To ensure, as far as possible, the health, safety and welfare of patients, staff and self under the terms of current Health & Safety legislation.
15. Ensure that appropriate physiotherapy intervention is available for suitable patients over seven days and audit same.
16. Develop appropriate information resources for patients and families.

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. To keep abreast with new developments (e.g. clinical care programmes, healthcare policy, best practice guidelines), skills, and technology to ensure continuing competence in the post.
3. 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, business case development and research
4. To propose and implement changes to service in line with new developments/evidence in conjunction with the physiotherapy manager
5. To advise on and implement future models of care, exploring both generic and advanced practice working models and alternative working patterns
6. To develop future models of clinical education for physiotherapy department staff and students.
7. To take responsibility for the development and implementation of policies, guidelines and protocols within the area of clinical practice. This will include both local and national

policies / guidelines, e.g. national clinical guidelines and elements of the National Service Frameworks.

8. To critically appraise clinical evidence from diverse sources and to develop and maintain evidenced based practice within the speciality. This will include the regular evaluation of service provision and the introduction of changes in practice as required
9. To be responsible for the maintenance and provision of up to date clinical records, reports and statistics as required.
10. Produce an annual service plan/report.
11. Organise regular operational meetings with physiotherapy managers.

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 mandatory training (Fire, hand hygiene, CPR, manual handling, Children First, GDRP) and ensure designated staff attend required training including Compass/NEWS training.

Human resources

1. To lead by example a professional, dedicated and punctual team
2. 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
3. To facilitate & support arrangements in the area for educating and supervising undergraduates and postgraduates
4. To identify the clinical training needs of, and to provide CPD and specialist training to peers, basic grade and assistant staff working within the acute service.
5. To take an active role in the in-service training programme and be prepared to participate in the development and delivery of relevant multidisciplinary training and education.
6. To participate in the annual staff development and review system.
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 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
6. To engage in new ways of working and plan services to ensure cover is provided for priority patients over seven days.

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, including ongoing audit for the clinical area
3. To keep abreast of evidence based practice, by use of relevant reading, attendance at in-services, external courses and database searches
4. To identify research needs within the speciality and where possible to facilitate / participate in relevant work related research projects and in clinical trials as required
5. To work in an advisory capacity to therapy/medical directorates/hospital trust/regional or national agencies as required
6. To take a key role in developing the clinical effectiveness agenda through the monitoring of professional standards and undertaking clinical audit within the field of practice.

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
2. Ensure collaborative working within the MSK physiotherapy team, the multidisciplinary team and develop and maintain close links with community partners and relevant stakeholders
3. Develop close links with colleagues nationally and internationally to ensure best practice (e.g. benchmarking, collaborate service development)

Leadership

1. To take a lead role in the development, implementation and maintenance of clinical standards within the area of practice.

2. To function as a source of clinical expertise, advice and guidance on the acute physiotherapy management of spinal patients for other physiotherapy colleagues working within the acute trauma unit and other members of the multidisciplinary team, particularly in relation to the management of complex cases.

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

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 for scoliosis management & acute spinal injuries service 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 ongoing basis.

Person Specification

Factors	Essential	Desirable
Qualifications and Statutory Registration	**Candidates for appointment must:** (i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU. https://coru.ie/files-registration/hse-list-of-physiotherapist-qualifications.pdf. **AND** (ii) Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU before a contract of employment can be issued. **AND** **Annual registration** 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 area • Member of relevant special interest groups • Teaching/Tutoring Experience
Experience	Minimum of 3 years post graduate experience Experience in acute spinal injuries service or spinal injury rehabilitation Experience with scoliosis assessment & management Competency in weekend and on-call respiratory service.	Experience in field of rehabilitation in model 3 or 4 hospital or post-acute units Broad knowledge of other clinical areas Research in a related area Evidence of experience in training/ supervision of junior staff / students /assistants
Organisational Knowledge	Knowledge of operational procedures in the Physiotherapy Department	Background knowledge of the hospital

	Awareness of the Health Service reform programmes and relevant clinical care programmes	
Professional Knowledge	Up to date in latest research/best practice in acute spinal injuries and scoliosis physiotherapy provision Sound application of theoretical knowledge in the management of patients presenting to NASCIU 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 acute spinal injury 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	Evidence of contribution to service development, audit & evaluation	I.T. skills Change management skills Report writing skills
Other Requirements	Assist manager by supervision of junior members of staff and assistants	