

GUY'S AND ST THOMAS' HOSPITAL TRUST

JOB DESCRIPTION

General Information

JOB TITLE:	Rehabilitation Technical Instructor
AREA OF SPECIALITY:	Cancer Rehabilitation
GRADE:	Band 4
HOURS:	Full time – fixed term/permanent
RESPONSIBLE TO:	Head of Physiotherapy
ACCOUNTABLE TO:	Physiotherapy - Cancer Rehabilitation Team

Guy's and St Thomas' NHS Foundation Trust

Guy's and St Thomas' is one of the largest hospital trusts in the country, with around 13,200 staff; an annual turnover of more than £1.2 billion; and 1.2 million patient contacts a year. Our hospitals have a long and proud history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. We continue to build on these traditions and have a reputation for clinical, teaching and research excellence. As an organisation we are committed to developing our services in ways that best suit the needs of our patients.

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** – in terms of patient care & teamwork
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** – patients, visitors and colleagues. Actively give and receive feedback.

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

Physiotherapy Department Information

The physiotherapy Department is within the Therapies Clinical Directorate along with Speech and Language therapy, Occupational Therapy, Foot Health and Patient Appliances, Spiritual Care, Psychology and Social Work support. The department has over 200 staff and provides services across the Trust.

1. Job Summary

- To provide individualised advice, information and support using motivational interviewing skills based on risk assessment and patient choice to support patients to become more physically active. This will involve devising individual patient care plans including screening, onward referral, information delivering, goal setting, and identification of barriers, coping strategies and plans for monitoring.
- To provide group physical activity programmes either face to face or over Trust approved virtual platforms, 1:1 or group, for patients with a cancer diagnosis awaiting cancer treatment (prehabilitation), currently receiving treatment or following treatment (rehabilitation).
- To promote the physical activity programme and lead group motivational interviewing sessions at health promotion workshops to encourage survivors to live well after a cancer diagnosis.

2. Duties and Responsibilities

Professional

- To provide technically specialised support to patients; carry own caseload with defined clinical area, including complex conditions, as delegated by the physiotherapist.
- To use Motivational Interviewing skills when working with patients to promote physical activity.
- To carry out assessment of patients and maintain associate patient records as an autonomous practitioner; use clinical reasoning skills and knowledge of evidence based practice to formulate appropriate care plans utilising a range of treatment skills and options including motivational interview strategies.
- To continually reassess patients' using clinical judgements and knowledge to progress or modify treatments effectively to meet patient goals through face to face or phone follow ups.
- Liaise closely with cancer patients to signpost to physical activity opportunities and encourage long term sustainability of an active lifestyle through participation in mainstream provision of physical activity.
- To be responsible for maintenance of accurate written records using POMR system and use of computerised data collection and records and comprehensive progress and discharge reports to medical referrers
- To manage clinical risk within own caseload at all times
- To attend mandatory annual training (Fire, Manual Handling, Infection Control and Adult Basic Life Support)

- To be responsible for leading, organising, ongoing risk assessment and data management of a group exercise classes for people with cancer within the gym environment. To highlight any matters arising to qualified staff members.
- Maintains safety in the gym, or rehabilitation space, through monitoring of equipment maintenance, stock levels, and the environment
- To assist in the administration and clerical duties of the department

Service Development

- To follow physiotherapy department and Trust policies
- To comment on assist with changes to departmental policies and procedures as required

Management

Physical resources

- To be IT literate across a range of programmes and databases, training will be provided where necessary.
- To be responsible for competent use and maintenance of all equipment used, to report defects in equipment in a timely manner including exercise bikes, treadmills.
- To be responsible for maintaining health and safety in the gym through monitoring of equipment maintenance contracts, regular equipment checks and teaching physiotherapists to ensure competence to use the gym equipment
- To undertake routine and general light cleaning/tidying tasks within departmental clinical areas.
- To undertake administrative tasks particularly related to record keeping, filing, supplies, errands and message taking in consultation with physiotherapy staff
- To ensure the supply and change of laundry in departmental clinical areas
- To prepare and clean equipment used in treatment
- To report all complaints and accidents immediately to a member of physiotherapy staff

Human resources

- To participate in the peer assistant teaching and appraisal of students as requested; provide support to less experienced members of the department as appropriate.

Information resources

- To maintain an accurate and evaluative record keeping system (POMR) for own clinical caseload; use computerized data collection and records (EPR/PIMS) for own clinical caseload;
- To collect and be committed to the effective monitoring of appropriate performance management, audit, evaluation data and recording this electronically on the appropriate monitoring system with guidance from the physiotherapist.

Planning and Organisation

- To assist the physiotherapist with the planning of activities and programmes, flexibly plan and organise own time and patient caseload and adjust plans as required according to staffing levels.

Communication

- The post holder will be involved in regular communication with clients both face to face, group settings, over Trust approved internet platforms and via telephone. These contacts will provide support, information, advice and motivation in a caring and emphatic manner using Motivational Interviewing.
- Able to communicate information where there may be barriers to communication and or understanding ie patients with cognitive impairment, non-English speaking patients; use of interpreters, excess noise or lack of privacy
- The post holder is required to be able to motivate and persuade patients through effective communication skills, with the benefit of verbal and non verbal skills
- To complete onward referrals to teams including leisure centre providers and community exercise programmes.
- To evaluate and report all observations, patients responses and treatment outcomes to the physiotherapist, monitoring and recording patient's progress.
- To support patients to access virtual Trust approved platforms and complete virtual risk assessment for exercise participation.

Education

- To be pro-active with regard to learning from other physiotherapy staff within the department, and other MDT staff in the Trust.
- To be responsible for and actively record own personal professional development and maintain a CPD portfolio which reflects same

Research, Quality and Audit

- To participate in the department's ongoing audit, service performance and appropriate work related research/ evaluation projects as required
- To ensure good working knowledge of national and local standards and monitor quality as appropriate

Effort

- To carry out assessments and treatments, with moderate to intense physical effort on a daily basis
- To comply with the Trusts Manual Handling Policy and local therapeutic handling Guidelines
- To work in an environment where the work patterns may be disrupted by frequent demands from patients, clinical staff, students and administrative support staff
- To sensitively deal with distressing or emotional circumstances regarding patient care such as realistic expectations of rehabilitation outcome
- To support colleagues when indicated in the management of challenging patients

- To deal with patients suffering from illnesses or pain states that may lead to anxiety and aggressive behaviour

General

The Trust currently operates over two sites, Guy's Hospital and St Thomas' Hospital, and in the community. It is necessary for staff to be deployed on different sites at different times. Staff are required to be able and willing to work on both sites. Staff may be required, from time to time, to serve in other units of the Trust at the discretion of the Director of Therapies.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organization we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Jan 2022