

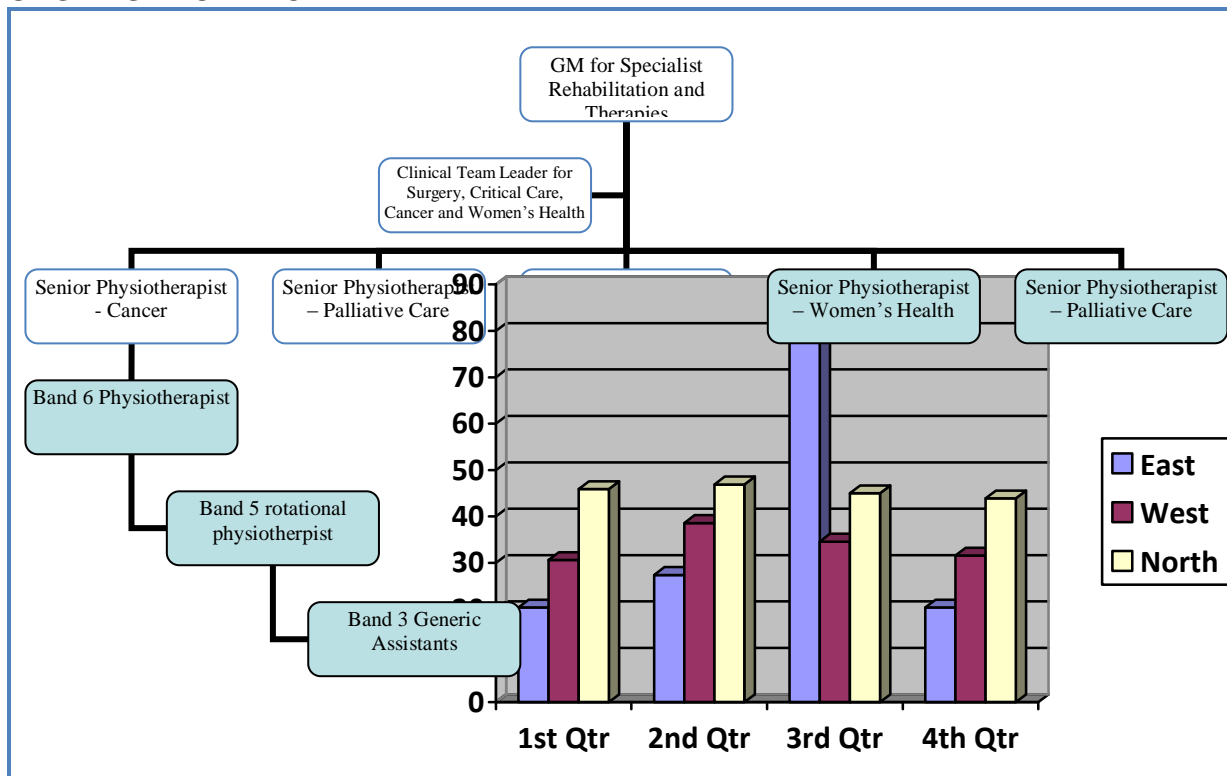
Job Description

JOB TITLE	Clinical Lead Physiotherapist – Cancer Services
GRADE	Band 7
REPORTS TO	Manager of Therapy Services & Clinical Team Leader
ACCOUNTABLE TO	Clinical Team Leader
DEPARTMENT	Surgery and Cancer Therapy Department
DIVISION	Cancer, Diagnostics and Clinical Support
DATE	June 2021

JOB PURPOSE:

1. To work as a highly specialist autonomous physiotherapist promoting the profession in the speciality of cancer.
2. To manage and coordinate the physiotherapist service provided to the inpatient cancer wards, specialist outpatients, cancer treatment assessment unit and acute oncology service.
3. To evaluate the physiotherapy service delivered to the speciality of cancer and recommend and deliver change as required.
4. To manage a team of staff and address professional and clinical issues through staff appraisals, supervision and performance management.
5. To lead the cancer physiotherapy team to ensure that organisational targets are met.
6. To manage and maintain the E-Roster system to ensure adequate service staffing, manage team member absence, annual leave planning and meet deadlines in meeting payroll authorisation.
7. To represent physiotherapy at site specific MDTs as required to develop services in the management of cancer populations.
8. To work with and alongside other Band 7's during times of pressure and especially provide managerial and clinical support to Palliative Care when their Operational Lead is on leave.

ORGANISATIONAL CHART



DIMENSIONS

- To use highly specialist skills to undertake a major role in the advanced assessment and treatment of patients within the cancer specialties who may have diverse presentations and complex physical and psychological conditions.
- To determine clinical diagnosis and the physiotherapy treatment indicated, and to maintain records as an autonomous practitioner. To work as an autonomous practitioner without any supervision.
- To accept clinical responsibility for a designated caseload of patients and be able to organise your clinical priorities effectively and efficiently. To oversee and manage the caseloads of the physiotherapy staff within the Cancer Therapy department.
- On a day to day basis to ensure that optimal discharge dates for patients in the cancer services are facilitated. To lead and co-ordinate the service with other senior physiotherapy colleagues to ensure the provision of a prioritised service during pressure times, due to workload or staffing difficulties.
- Supervise, educate and assess the performance of physiotherapy students; this would be to a graduate standard and involve working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification.
- To provide support, guidance, training and evaluation through appraisals and supervision of qualified and unqualified staff to ensure their structured career progression and maintenance of standards as directed by the organisation.

- Undertake and co-ordinate evidence-based clinical audit and research projects to further own and team are clinical practice and reputation. Make recommendations to Clinical Team Leader and lead the implementation of specific changes to practice or service protocols.
- To work as part of the Multidisciplinary Team (MDT), to provide advice and deliver a holistic patient centred approach to care. This is achieved through advanced communication skills, joint working and an advanced understanding of the role of other members of the MDT.
- To deliver trust wide teaching on complex symptoms associated with cancer patients and the therapeutic practice to assist patients recovery and manage palliative and end of life care presentations.

KEY RELATIONSHIPS

Internal

- Consultants and Medical Staff, Occupational Therapists within the department, Occupational therapy Colleagues, AHP's and Healthcare Scientists, Nursing staff, Social Workers, Ancillary staff and other staff within the SR&T Directorate and T&O directorate

External

- Community Therapists, Social Services, General Practitioners, ICES & DICES Staff, Voluntary organisations, Patients, Relatives and carers.

KEY RESULT AREAS:

- Undertakes all aspects of clinical duties as an autonomous practitioner including advanced comprehensive assessments and interventions
- To deliver advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of physiotherapy, and to ensure a consistent approach to patient care.
- To provide clinical expertise to other physiotherapy colleagues and health care professionals regarding cancer and its affect on function and independence and how problems can be best overcome e.g management of Spinal Cord Compression, management of metastatic bone disease etc.
- To communicate with the lead Occupational therapist working in Cancer and the lead therapist in Palliative care to ensure standardised practise and provide Peer support.
- To represent the trust externally (locally and regionally) regarding physiotherapy services provided to patients with cancer related conditions
- To manage the day to day running of the physiotherapy service to the acute cancer wards including service delivery, annual leave, sickness absence, staff performance, health and safety reviews and managing risk raising concerns to higher management

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as required.

- To take part in the teaching and education of more junior staff and physiotherapy students and ensure other appropriate staff within the team do the same.
- To oversee appraisals of team staff members as an appraiser and be part of the process as an appraisee evidencing Continual professional development on a yearly basis.
- To lead the team on service development project and clinical audit to ensure the highest quality of care is given to service users based on Evidenced base practise and communicate this to the Clinical Team leader and relevant managers.
- To comply with the ethical code of the physiotherapy profession as well as adhering to the Organisations policies and procedures e.g. Information Governance and actively monitor that other team members do the same.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	A diploma or Physiotherapy degree. Member of the HPC Clinical Educator and evidence of supervising undergraduate physiotherapy students	Recognised Cancer related course. Recognised management course
Experience & Knowledge	Demonstrable experience working at a band 6 level in a cancer speciality including relevant clinical and management aspects. Experience of working in an acute hospital setting. Knowledge of cancer pathologies and how they manifest in regards to function and independence Excellent theoretical knowledge of cancer conditions including oncological emergencies and their treatment and caring for patients at end of life.	Of being a band 7 Working in a specialist MDT e.g. Metastatic cord compression and metastatic bone disease

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	<p>Knowledge of pain and how it manifests and what physiotherapy modalities would support its treatment</p> <p>Has worked with patients that have respiratory needs due to acute illness or in the last phases of life.</p> <p>Evidence of having worked with patients with neurological deficits.</p> <p>Contributing to service development or audit projects</p> <p>Knowledge of the change process</p> <p>Knowledge of using HR policies and procedures to guide the management of certain situations</p> <p>Aware of the risk and incident reporting process</p> <p>Knowledge of clinical governance and the importance of adhering to the Caldicott principles</p> <p>Knowledge and experience of the recruitment process</p>	<p>Use of TENS and other pain relieving modalities</p> <p>Leading a service development or audit project</p> <p>Leading a team through a change process</p> <p>Dealing with difficult situations that have required adherence to policies and procedures e.g informal and formal performance meetings</p> <p>Managed the investigation into an incident that has involved a therapy component</p> <p>Is a trained recruiter and has chaired interview panels</p>
Skills and Ability	<p>Evidence of using advanced assessment skills related to cancer patients.</p> <p>Evidence of organising own workload and others using prioritisation and delegation skills</p> <p>Evidence of staying calm during pressured situations.</p> <p>Evidence of using diplomatic and negotiating skills to achieve 'win win' outcomes</p> <p>IT skills using word, Xcel etc.</p>	
Communications and interpersonal skills	<p>Evidence of breaking bad news in a sensitive and empathetic manner.</p> <p>Evidence of delivering complex information in a manner that is understandable to the audience</p>	<p>Evidence of delivering presentations in different formats</p> <p>Delivering service development ideas to higher</p>

	<p>present.</p> <p>Evidence of being flexible with their communication style.</p> <p>Evidence of dealing with difficult situations e.g. managing poor performance, utilising listening, understanding, clarity of language and action planning.</p>	management.
Values and Behaviours	<p>Evidence of showing compassion</p> <p>Evidence that attention is paid to equality and diversity issues and why it is so important</p> <p>Evidence of the understanding of openness and the importance around the Duty of Candour</p> <p>Evidence of awareness of own personality style and how it manifests itself when under pressure</p> <p>Evidence of listening and responding to feedback both positive and negative</p>	
Other requirements		Car driver

Person Specification

Communication and relationship skills (include internal/external contacts)

- Able to motivate, demonstrating empathy and reassurance.
- Able to identify and obtain relevant information from patients, carers and other members of the multi-disciplinary team.
- Able to present complex patient related information, written and orally in a clear and logical manner.
- To be aware of and use appropriately verbal and non-verbal methods of communication.
- Able to break bad news in a sensitive manner for example rehabilitation potential
- Able to use negotiating and diplomacy skills to achieve 'win win' situations
- Able to share and discuss condition related information, including sensitive and prognostic information with patient and carers demonstrating awareness of barriers to understanding.
- Able to support other staff in confrontational situations.

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- Able to communicate complex information clearly and precisely with awareness to barriers of understanding.
- Able to develop productive working relationships with colleagues.
- Able to communicate a vision to gain commitment.
- Able to facilitate effective communication within the team.
- Able to present all levels of information using a range of technology
- Able to identify and seek opinions of stakeholders.
- Able to understand underlying political messages.
- Able to give relevant information to patients, carers and other members of the multidisciplinary team.
- Able to present patient related information, written and orally in a clear and logical manner
- Able to feedback information about performance to students or more junior staff in a way that is constructive, useful so that it can be positively acted upon.

Knowledge, training and experience

- Physiotherapy degree or equivalent diploma
- Demonstrable experience working at a band 6 level in a cancer speciality including relevant clinical and management aspects.
- Experience of working in an acute hospital setting.
- State Registration
- Evidence of CPD maintained in a portfolio
- Experience of working as part of a therapy team +/- multidisciplinary team.
- Significant post graduate experience through a variety of specialities including but not limited to, respiratory, neurology and MSK/ orthopaedic.
- Knowledge and experience of a wide range of cancer conditions.
- Experience of working with people with physical disability/impairment.
- Understanding of patient and carer confidentiality.
- In depth awareness of national health and social policy in the context of acute hospitals.
- Evidence of further learning.
- Awareness of supervision and appraisal.
- Understanding the importance of data collection, statistics and the use of information in planning and providing services.
- Understanding of clinical governance and its implications for services, including experience of quality issues and audit.
- Evidence of attendance at mandatory training.
- Evidence of post graduate clinical skills and knowledge updating.
- Able to use mistakes as an opportunity to learn.
- Able to use experience and knowledge to study issues, draw conclusions and make recommendations.
- Experience of using data and information in planning and providing services.
- Accredited clinical educator.
- Trained appraiser.
- Experience of supervision and appraisal.
- Evidence of some areas of special interest.
- Delivery of training programmes/ demonstrations at trust, regional and national level to therapists and other AHPs and within the commercial sector with the associated on going promotion of the department, trust and profession.
- Engage in educating HEE/ HEI to facilitate understanding of the profession and in particular reference to the profession in cancer services and palliative care to show education models.
- Evidence of relevant courses, e.g. ALERT, care of the breathless patient, care of the dying, other cancer / palliative care related courses

- Understanding of clinical governance and its implications for services, including experience of quality issues
- Supervision and teaching of students and assistants
- Awareness of NICE guidelines and other current Government or Macmillan initiatives regarding cancer services or palliative care

Analytical and judgemental skills

- Able to consider complex information in a logical, structural manner
- Able to analyse all the relevant resources and apply the information to make judgements regarding a patients' condition, assessment and treatment programmes
- Able to use a risk assessment approach to maximise patients' function and safety
- Able to reason decision making regarding physiotherapy input or the withdrawal of physiotherapy input as the patient nears end of life.
- Able to reassess progress using available resources in order to make changes e.g to treatment plans or in the performance of an individual or piece of equipment.
- Able to transfer knowledge, skills and experience from one situation to another.
- Able to interpret information to make appropriate diagnosis and prognosis.
- Able to analyse and evaluate service information to develop responsive provision.
- Able to assess and use information to make appropriate decisions regarding service delivery.
- Able to use a range of technical and statistical methods.
- Able to apply the principles of demand and capacity.
- Able to demonstrate cost benefit analysis.
- Ability to critique new products and materials prior to the clinical use within the department.

Planning and organisational skills

- Able to plan and prioritise own and others workload.
- Takes account of feedback and offers views on service improvement.
- Able to initiate and lead whole department organisation and projects as required.
- Takes responsibility for quality of service delivery in own locality.
- Able to delegate effectively and appropriately to all other members of the team.
- Able to work in a flexible manner adapting to changing situations constructively.
- Able to plan and deliver group sessions for staff and patients.
- Able to plan and coordinate MDT meetings and training events.
- Able to implement change to service to delivery.
- Able to flexibly coordinate the team to respond to complex situations effectively and efficiently.
- Able to recognise priorities and adjust team responsiveness/ priorities accordingly.
- Able to work collaboratively across the organisation.

Physical skills

- Able to use dexterity in application of manual treatment techniques
- Able to move and handle patients safely for self and others, as part of the rehabilitation process.
- Keyboard skills
- Standing for prolonged periods
- Able to use and teach staff how to use specialist equipment.

Responsibilities for patient / client care

- Able to assess the needs of the patient and carer taking into consideration the patient's

wishes and ability

- Able to work as part of the MDT for the benefit of patients and carers.
- Able to devise, develop and implement specialist treatment programmes relevant to the identified needs.
- Able to evaluate and appropriately adjust treatment programmes.
- Able to give highly specialist advice to patients, carers and other professions within the context of Physiotherapy
- Able to plan discharge / rehabilitation appropriate to disease stage and prognosis to enable the best quality of life for that patient
- Able to act as an advocate for the patient
- Able to lead therapeutic treatment sessions and when involving others ensure the level of competence is known in order to keep the patient and staff/carer safe.

Responsibilities for policy and service development

- Able to develop professional, departmental and directorate policies and procedures.
- Able to initiate and implement ideas for service improvement and development.
- Able to use patient and carer views to contribute to service improvement.
- To contribute to the Annual Planning processes with a Physiotherapy focus for specialist areas.
- Able to initiate ideas and develop for new and updated policies and procedures.
- Able to recommend changes/ideas to higher managers for review and be able to discuss them objectively.
- Able to recognise potential impact of change and engage stakeholders.
- Able to contribute ideas to directorate and corporate policies/ developments.

Responsibilities for financial and physical resources

- Able to monitor the use of consumables and equipment for self and others within the team.
- Able to identify opportunities for cost improvement.
- Able to understand financial allocations.
- Able to understand the impact of changes in the use of resources and respond accordingly.
- Able to ensure that treatment is carried out in a safe way in a safe environment by all members of the team.
- Able to maintain appropriate stock control responding to any anomalies.
- Able to ensure equipment is maintained appropriately for safe use.
- Able to recognise cost consequences related to skill mix and agency staff.
- To ensure that discharges are planned as much as possible in order to avoid next day delivery on mobility equipment
- To be aware of the pay and non-pay budget for their department
- To recommend to decision makers when finance is required for the purchase or upkeep of equipment.

Responsibilities for human resources

- Able to supervise staff within their team
- Able to allocate appropriate work to students and other staff
- Able to encourage others to take responsibility
- Able to undertake appraisals and support staff development
- Able to supervise work experience students and volunteers
- Able to manage poor performance and sickness/absence constructively
- Able to work effectively as part of a team, sharing skills and knowledge as appropriate
- Able to lead and develop a team

- Able to participate and lead in the recruitment and selection of appropriate staff
- Able to manage annual leave to ensure the service can still be delivered
- To ensure own CPD as well as others within the team

Responsibilities for information resources

- Able to ensure self and others within the team keep accurate and legible patient notes in line with trust, department and professional standards.
- Able to record personal activity data in line with trust, departmental and professional standards.
- Able to monitor personal and team activity data
- Able to recognise significant changes in order to influence future practice
- Able to use information resources both technological and traditional to ensure personal and team practice reflects current evidence
- Able to identify information requirements, including equipment for specialist area
- Able to use information to influence directorate and organisation
- Able to confidentially influence EPR development
- Able to ensure own Information Governance compliance as well as that of their team. Know the procedure when this is breached.

Responsibilities for research and development

- Able to initiate and lead clinical and organisational audit
- Able to participate in research projects as appropriate
- Able to implement audit and research findings into current practice
- Able to motivate others to participate in audit and research
- Able to use audit and research to influence more widely within the organisation
- Ensure that research and clinical audit becomes common place within the team and team members become confident with it.

Freedom to act

- To work on own initiative and as an autonomous practitioner
- Able to develop standards and competency frameworks
- Able to work within professional code of ethics and adhere to the HPC Code of Conduct
- To work within Trust, departmental and professional policies and procedures
- Able to ensure self and others work to locally agreed standards and protocols
- Able to ensure self and others work within agreed competency framework
- Able to work as a lone practitioner
- Able to recognise own limitations and seek advice as appropriate

Physical effort

- To move heavy and cumbersome equipment safely on a daily basis
- To undertake therapeutic handling of patients in accordance with Trust guidance
- To perform therapeutic manual handling techniques regularly throughout the working week and for some patients this might be lengthy in nature (30 minutes)
- To carry equipment and materials as required
- When required, to work in restricted positions
- To be able to carry out concurrent activities as required
- To be able to work when required within the Hydrotherapy pool.
- Able to load and unload equipment as required when on home visits

Mental effort

- To maintain regular, long periods of concentration throughout working hours and working at a sustained speed.
- To deal with unexpected situations in a calm and constructive manner.
- Able to respond constructively to emergency situations
- Able to work effectively within an environment of constant interruptions

Emotional effort

- To cope with emotional or aggressive patients and carers
- To maintain a professional attitude when faced with stressful situations
- Able to support others in difficult and stressful situations
- Able to develop appropriate coping mechanisms to deal with bereavement and terminally ill patients
- Able to develop coping mechanisms when delivering bad news regarding rehabilitation potential
- To react calmly and positively in stressful situations
- To maintain and portray an enthusiasm for the role
- Willingness to support more senior staff in difficult and stressful situations

Working conditions

- As required to deal with bodily fluids, infectious material on a daily basis and ensure correct procedures are followed by complying with the Organisation's Infection Control policy.
- As required to work in dirty or unsanitary environments following Trust policy and procedure
- As required to work in humid environments.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".