

## Job Description

<b>Job title:</b>	<b>Clinical Scientist or Senior Occupational Therapist or Physiotherapist - Wheelchair Services</b>
<b>Band:</b>	<b>Band 7</b>
<b>Responsible to:</b>	<b>Service Operations Manager</b>
<b>Location:</b>	<b>Cambridge and Peterborough</b>

### Job Purpose

- To provide a high quality, service user focused assessment and prescription of manual and powered wheelchairs. To maximise function and independence by modifying standard equipment and prescribing appropriate pressure relief.
- To work within professional standards and clinical guidelines, promote best practice and to undertake all aspects of clinical duties as an autonomous practitioner.
- To build up and maintain key relationships with referring services, facilitating appropriate referrals and prescriptions to the service.
- To be responsible for the supervision and guidance of junior staff and students.
- To work in a variety of settings including clinics, community centres, and client's own homes within the guidelines of the Lone Worker Policy and individual team requirements.
- To participate in clinical governance activity, including CPD and developing and implementing quality improvements and audit activity within the service.
- Work is carried out predominantly in clinics but also in people's homes and schools and day centres.

### Main Duties and Responsibilities

#### Clinical Responsibilities

- To be professionally and legally accountable for all aspects of own work and that own work is within professional standards and clinical guidelines.
- To undertake uni-professional, multi-disciplinary and specialist therapy assessments using evidence-based outcome measures, of clients referred to the Wheelchair Service. Clients' ages may range from 30 months onwards and they may have multiple pathologies, predominantly affecting their ability to mobilise independently. Assessments may be in clinic, at service users' home, schools or other suitable environment.
- To perform specialist wheelchair and seating assessments and communicate relevant medical information, assessment details and advice and recommendations across agencies if required, following guidelines for sharing of information and informed consent. These agencies would commonly include GP's, Social Services, other healthcare professionals and voluntary agencies.

- To carry out detailed assessment of service users' mobility, posture, seating need, tissue viability and environment, in conjunction with agreed client outcomes. To select and prescribe appropriate and cost effective wheelchair equipment, fit and adjust it to meet client need, and provide instruction in safe use, care and maintenance. A comprehensive risk assessment will always be included.
- To be responsible for gaining valid, informed consent for assessment and treatment interventions, sharing of information following legal and professional guidelines and to follow these guidelines in circumstances where clients do not have capacity to provide informed consent.
- To be responsible for complying with legal and professional confidentiality guidelines at all times.
- To select and transport appropriate wheelchairs and seating equipment for trial with service users in their home or clinics, loading and storing these items in/out of vehicles as required and in line with moving and handling and health and safety guidelines.
- To write comprehensive, clear and concise reports for the service user records. These records will comply with quality standards of AJM policies and meet clinical requirements.
- To develop, update and present service specific education presentations to service users and carers.
- To support the team in the day-to-day operation of the service. This may include answering queries, staffing the Duty Desk, fielding referrals, contributing to team discussions, responding to client needs, delegating appropriate tasks to Rehabilitation Engineers, Rehabilitation Assistants and administration staff. To communicate with other team members, Clinical Lead, Team Leads, outside agencies and other operational activities. To contribute to the development of accessible information in Wheelchair Service.
- Through advanced clinical reasoning and analysis, to identify clients' needs from services outside the Wheelchair Service, and to liaise and refer clients to these services including other Healthcare, local authority and voluntary services.
- To demonstrate skill in conflict management across a range of situations in verbal, written, formal and informal manner.

### **Educational Responsibilities**

- To act as a specialist wheelchair therapist providing education, training and advice to other professionals through formal and informal training, advice and joint assessments.
- To provide clinical supervision and competency attainment for the junior staff and students by providing clinical training, theory and practical education sessions and advice on assessment and provision.
- To identify own learning needs through a personal development plan (PDP) to compliment service developments and take responsibility for achieving PDP objectives.

## Ongoing Development

- To be responsible for organising and prioritising own caseload and appointments to meet service needs.
- In conjunction with other staff, to monitor the waiting list and communicate with supervisor, Clinical Lead, and/or Team Manager as and when difficulties arise to decide together on appropriate action.
- Use clinical reasoning skills to identify appropriate referrals and prescriptions and prioritise referrals in accordance with required services.
- In conjunction with other team members to take an active role in service development and promotion by liaising with and educating referrers.
- To assist the Service Operations Manager and other team members to develop the Wheelchair Service to meet the National Service Frameworks objectives and targets. You will be required to contribute to team discussion and service meetings. You will be actively involved in service development tasks by educating, advising and planning using leadership and communication skills.
- To be responsible for completing and leading on designated clinical governance and quality objectives and in conjunction with the Service Operations Manager to review the objectives on a six monthly basis.
- To deputise for senior therapists during periods of absence.
- To seek approval for non-contract equipment orders; equipment provision is also to be monitored and discussed in regular clinical meetings.
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness.
- To arrange annual leave in conjunction with other team members.

## Professional Responsibilities

- To work as a lone practitioner, within the guidelines of the AJM Lone Working Policy, when performing home visits.
- In conjunction with the senior therapists, ensure sound clinical reasoning, using evidence-based, valid and reliable outcome measures.
- To actively participate in both clinical and operational supervision sessions to identify and develop professional, clinical and service needs
- To have a working knowledge of clinical guidelines including British Association of Occupational Therapy or College of Physiotherapy and the National Institute of Clinical Excellence guidelines relevant to occupational or physio- therapy to translate these guidelines into own practice and, through supervision and education, assist junior staff members to translate the guidelines into their practice.
- To be responsible for recording your own statistics in accordance with AJM policy.

- To behave in a professional manner at all times to all people and establish and maintain clear professional boundaries.
- To provide cover and support in other geographical areas when required.

### **Effort and Environment**

- To perform objective assessments of such things as balance, muscle strength, range of movement, transfers and mobility with moderate to high physical effort on a daily basis.
- Following assessments therapists are expected to make confident prescriptions about assessments for equipment. These decisions are often made unsupported at the time if working alone.
- To travel to clients' homes using the most appropriate form of transport, e.g. walking, cycling, public transport, which may require moderate physical effort on a daily basis
- To demonstrate compassion, empathy and sensitivity to clients who may have complex emotional and physical conditions such as fear of falling, anxiety, pain and other physical and social concerns requiring moderate emotional effort on a daily basis.
- To perform tasks which require moderate to high mental effort on a daily basis, for example concentration to write letters, develop policies and presentations, use clinical analysis and reasoning skills to make diagnoses and develop appropriate treatment programmes and educate junior staff, colleagues and clients throughout the day.
- To respond to inconsistent work patterns and to be able to respond to stressful situations, manage time effectively, make adjustments and re-prioritise as required using moderate mental effort on a daily basis
- May be frequently exposed to unpleasant working conditions such as bodily fluids, unhygienic and cluttered environments, pets and other animals.
- May be exposed to adverse or extreme weather conditions on a regular basis.
- Possibility that may be exposed to verbal and physical aggression from clients or carers and will need to be able to demonstrate negotiation skills in the management of conflict across a range of situations.
- To comply with AJM Moving and Handling, Lone Working and Risk Assessment Policies at all times.
- To comply with local risk assessments when dealing with complex clients with challenging behavioural needs and high risk extreme environments.

## Additional Information

### Professional Standards

All staff must comply with the AJM Healthcare Staff Code of Conduct.

### Equal Opportunities and Dignity at Work

It is the aim of AJM Healthcare to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end AJM Healthcare has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

### Appraisal

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

### Safeguarding

AJM Healthcare is committed to safeguarding and protecting children and vulnerable adults. All health employees have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

### Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

## **Access to Health Records**

All staff who contribute to patients' health records are expected to be familiar with, and adhere to AJM's Records Management Policy. Staff should be aware that patients' records throughout AJM Healthcare will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with AJM Healthcare Policy.

## **Health and Safety**

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and AJM Healthcare Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by AJM Healthcare to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within AJM Healthcare is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

## **Infection Control**

All staff are required to follow AJM Healthcare infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

## **No Smoking Policy**

There is a no smoking policy in operation in AJM Healthcare. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

## **Job Description**

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the post-holder.