

**Clinical Team Lead Physio Job Description**

* To lead the MSK Physiotherapy team in the planning, delivery and evaluation of a high quality Service to the locality population. This will include managing the staffing and skill mix between different sites, ensuring that the site is meeting the appropriate requirements.
* To plan and organise the full range of MSK and other services, service activities within the locality inclusive of workload delegation and reallocation as required dependent on staff resources. Diary and demand management will be key.
* To be professionally and clinically responsible for highly specialist physiotherapy assessment and treatment, working as an autonomous practitioner managing patients with a wide range of highly complex conditions, and maintaining records as an autonomous practitioner.
* The post holder will be required to contribute towards the close collaboration with relevant consultants, GP’s, physiotherapists and other members of the MDT, in order to provide a patient centred, seamless, integrated approach.
* To work with the Clinical Services Manager to ensure the management of the clinical team, which includes recruitment, appraisal, CPD, performance management, policy and service development, health and safety issues, departmental budget and physical resources.
* Together with the Clinical Services Manager, the post holder will provide clinical leadership and advise on strategic direction, to ensure a whole systems approach to the delivery of Physiotherapy services.
* To plan, organise, and provide education and training to all grades of physiotherapy staff, physiotherapy assistants, physiotherapy students and other healthcare professionals.
* To initiate and undertake audit and research and implement changes to practice according to findings.
* To consolidate and extend advanced postgraduate experience, clinical skills and knowledge through demonstrable continuing professional development inclusive of specialist post graduate courses.
* To practice in accordance with the Chartered Society of Physiotherapy Rules of Professional Conduct and Health & Care Professions Council regulations.

**RESPONSIBILITIES**

**MAIN DUTIES**

**MANAGERIAL**

1. To be responsible for the physiotherapy services, ensuring appropriate prioritisation and management of own and the department caseload, balancing patient-related, professional and managerial demands, and ensure that the service is run in an efficient and effective manner.
2. To be responsible for monitoring activity levels and clinical diaries – taking appropriate action if problems arise. To be responsible for alerting the Clinical Services Manager when more significant action is required.
3. To be responsible for the monitoring and management of physiotherapy activity, ensuring the service meets agreed targets, alerting the Clinical Services Manager to any concerns in a timely manner.
4. To take on the managerial responsibility of all referrals to the service. This requires good working knowledge of the highly specialist clinical service provided; considerable concentration and ability to analyse each situation and make appropriate judgments for the more complex patients. To delegate the prioritisation of referrals to senior staff as appropriate but maintain overall responsibility.
5. To use leadership skills to be an appraiser and encourage staff to participate in the staff appraisal scheme. To be able to judge the range of complex skills that staff have and to reach a conclusion about objectives that they are able to set for the coming year.
6. To take a lead role in the training and development needs of all staff in physiotherapy OPD, and to ensure they attend mandatory and other courses, maintaining continual professional development.
7. To be ultimately responsible for the safe use of equipment in the physiotherapy department, and to ensure all staff adhere to departmental policy, and are competent to use the equipment.
8. To monitor and review clinical stock levels and ordering patterns to ensure best appropriate use of the equipment budget and to be responsible for managing any equipment loan system.
9. To diffuse potentially hostile and antagonistic situations with staff, patients and relatives, using highly-developed negotiation and interpersonal skills.
10. To co-ordinate and supervise undergraduate physiotherapy students on clinical placement within the physiotherapy department. To liaise with other physiotherapists involved in student clinical supervision / education, for a unified approach to managing the students; a comprehensive and informative placement and to enable a full assessment of the physiotherapy student’s performance.
11. To assist the Clinical Services Manager in the recruitment and selection process, within your clinical area, which involves advertising, short listing suitable candidates and interviewing
12. To lead in the induction process for all new staff to the physiotherapy department to ensure that staff are aware of departmental procedures and policies, including health and safety, infection control, risk management, reporting of accidents and near misses, and to familiarise them with their new working environment, including the safe use of equipment.
13. To lead staff on the collection of appropriate data and statistics and on the measurement and evaluation of your department’s work and current practices, by encouraging and supporting the use of evidence based practice, audit and outcome measures. To assess and implement change where necessary, and support staff in making changes.
14. To provide expert clinical opinion and work with the other team members in the development of clinical policy, service development and strategic direction of the physiotherapy service to ensure a coordinated physiotherapy service within the NWBF.
15. To ensure Risk Management are integral to the service and find effective ways to solve problems quickly.
16. To resolve and assist team members in resolution of verbal complaints and support the Clinical services manager in the resolution of written complaints.
17. To comply with organisational and departmental policies and procedures and to be involved in the reviewing and updating of processes as appropriate.
18. To undertake any other duties that might be considered appropriate by Clinical services manager.

**CLINICAL**

* 1. To be professional and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management, and support more junior staff to do likewise.
	2. To represent the The Ben Fund externally regarding physiotherapy service development and areas of expertise / good practice.
	3. To investigate, interpret and analyse clinical and non-clinical facts to form accurate clinical diagnosis, evaluation and prognosis as part of the comprehensive assessment of patients, in a wide range of highly complex conditions, to recommend the best course of intervention.
	4. To formulate individualised management and treatment plans, using clinical reasoning, and utilising a wide range of treatment skills and options to formulate a specialised rehabilitation programme and to develop comprehensive discharge plans. This will involve using advanced theoretical knowledge and advanced musculoskeletal expertise. Often this will be when there is conflicting evidence.
	5. To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
	6. To accept clinical responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
	7. To provide spontaneous and planned specialist advice, teaching and instruction to relatives, carers and other health care professionals (both within and outside the MDT), to promote understanding of the aims of physiotherapy, and to ensure a consistent approach to patient care.
	8. To manage clinical risk within own patient caseload.
	9. To train, supervise and performance manage more junior staff, technical instructors, assistants and students. This will include the use of mentoring and formal appraisal documentation.
	10. Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes.
	11. To communicate and motivate others (including staff and patients) through sympathetic communication skills with the benefit of verbal and non-verbal skills using written and electronic information when needed.

**PROFESSIONAL**

* 1. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
	2. To be an active member of the in-service training programme by the attendance and delivering presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending external courses and practicing reflective practice.
	3. To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a coordinated multidisciplinary service.
	4. To participate in the staff appraisal scheme and Personal Development Plan (PDP) as both appraiserand appraisee and be responsible for complying with agreed personal development programmes to meet set knowledge and competencies.
	5. To undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, either individually or with clinical specialist or manager. Make recommendations for change.

**KEY WORKING RELATIONSHIPS**

1. To work closely with the Clinical Services Manager, clinical staff and other staff to ensure efficient delivery of service to patients.
2. To support the other Physiotherapy Team Members ensuring a consistent approach throughout.
3. To liaise effectively and in an appropriate manner with members of the public and other Health Care Professionals/staff.
4. To work in close collaboration with GP’s and relevant consultants, in order to provide a patient centred, seamless, integrated approach, consistent with the principles of clinical governance.