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| **Job Specification; Sample Content****Physiotherapy Assistant (6503)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The Physiotherapy Assistant will report to the Physiotherapy Manager through the line management structure / work under the supervision and direction of a nominated supervisor as appropriate to the site. |
| **Purpose of the Post**  | ***For Example:*** The Physiotherapy Assistant will assist Physiotherapists in the provision of service. The role includes clinical and administrative duties that support the Physiotherapy Department in the provision of a high-quality service to users. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Physiotherapy Assistant will:***Clinical*** Manage own caseload in accordance with the needs of the post.
* Work directly with clients under the direction of the Physiotherapist to provide intervention in both individual and group settings.
* Collaborate with service users, family, carers and other staff in treatment / intervention planning and in the provision of support and advice.
* Follow treatment plans as determined and delegated by the Physiotherapist including assisting in the provision of education and advice to clients on the use of enabling equipment.
* Prepare resources for assessment / intervention, including clinic appointments, home visits and group interventions.
* Carry out duties related to the planning, organization and maintenance of the physiotherapy programs and department as directed by the Physiotherapist.
* Carry out generic programs and groups for service users to the specifications agreed with the Physiotherapist, either jointly with the Physiotherapist, independently and unaccompanied or in collaboration with appropriate other staff (following the direction and supervision of the Physiotherapist).
* Prepare the environment for group or 1:1 interventions, according to patient need and therapeutic goals, as directed.
* Liaise with other staff and agencies in the provision of therapeutic programs as directed multidisciplinary team.
* Assist / provide care in line with each service users assessed care needs as set out in the care plan and under the guidance of the team e.g. mobility, functional activities such as bathing, dressing and toileting.
* Arrange and carry out duties in a timely manner within settings appropriate to service user needs and in line with local policy / guidelines.
* Carry out joint home assessments, follow-up home visits etc. with the Physiotherapist.
* Communicate verbally and / or in writing results of treatment / intervention programs and recommendations to the team and relevant others in accordance with service policy.
* Observe, report and take appropriate action on any matter which may be detrimental to service user’s care or wellbeing or may inhibit the efficient provision of care.
* Maintain clinical notes relating to clinical work in clients files in accordance with local service.
* Maintain professional standards in relation to consent, confidentiality, ethics and legislation.

**Administrative*** Carry out the administrative and clerical duties required to support the Physiotherapy staff and the Occupational Therapy department e.g. the scheduling of appointments.
* Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the multidisciplinary team.
* Maintain / clean equipment and treatment areas as requested.
* Comply with department procedures with regard to the recommendation and provision of all assistive equipment / custom made devices.
* Maintain accurate records of client assessments and interventions.
* Keep up-to-date statistics and other administrative records as required multidisciplinary team.
* As part of the multidisciplinary team contribute to service planning and development.
* Engage in IT developments as they apply to service user and service administration

**Education and Training*** Attend induction and mandatory in-service education relevant to the role.
* Participate in the induction of new staff as directed.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Participate in team based development, education, training and learning.

**Health & Safety*** Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner.
* Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.
* Adequately identify, assess, manage and monitor risk within their area of responsibility.
* Do not undertake any duty related to service user case for which they are not trained.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Professional Knowledge***For example:** Demonstrates a good understanding of the role of a Physiotherapy Assistant.
* Demonstrates an ability to understand and comply with health and safety requirements in work situations.
* Demonstrate commitment to continuing professional development.
* Demonstrate a willingness to engage and develop Information Technology skills, relevant to the role.

**Planning and Organising Skills***For example:** The ability to plan and organise effectively.
* The ability to manage competing demands and prioritise.
* Demonstrates good time management skills in carrying out both administrative and clinical duties, including the ability to prioritise effectively and manage competing demands.
* Demonstrates the ability to take initiative and to be appropriately self-directed.

**Team working / Building Effective Working Relationships***For example:** Demonstrate effective team skills, shows respect for other team members.
* Participates in and contributes to the team, strives to foster good working relationships within the team.
* Works collaboratively with others, can be flexible within one’s own role and responsibility.
* Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises.

**Commitment to providing a Quality Service***For example:** Demonstrate a commitment to the delivery of a high quality and person centred service.
* Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times.
* Demonstrate awareness and ability to respect and maintain confidentially.
* Demonstrate an interest in contributing to alternative methods / new ways of working to improve patient care.
* Demonstrate flexibility and an openness to change, has a positive attitude towards change.

**Evaluating Information and Judging Situations** *For example:** Reads situations quickly and responds appropriately; can find common ground and get co-operation with minimum upset.
* Recognises and addresses potentially conflictual situations and diffuses them effectively.
* Recognises and interprets an unsafe situation and takes appropriate action.
* Demonstrate the ability to make effective decisions with regard to clients care.
* Knows when to ask for help / when to ask another team member to intervene.

**Communications & Interpersonal Skills***For example:** Displays effective communication skills (verbal & written).
* Tailors the communication method and the message to match the needs of the audience.
* Acts with professionalism and demonstrates empathy with others in undignified / stressful situations, retains composure.
* Demonstrates understanding and appropriate responses to clients with varying degrees of need.
* Demonstrates the ability to communicate effectively with a wide range of people, particularly in listening, giving explanations / directions and in reporting back on observations.
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