



Bwrdd Iechyd Prifysgol Betsi Cadwaladr

Y Gwasanaeth Ffisiotherapi

SWYDD DDISGRIFIAD

<u>TEITL:</u>	Ffisiotherapydd Cyhyrsgerberbydol
<u>GRADDFA:</u>	Band 6
<u>ORIAU:</u>	15
<u>CYFLOG:</u>	
<u>YN ATEBOL I:</u>	Pennaeth Ffisiotherapi
<u>YN GYFRIFOL I:</u>	Arweinydd Tîm
<u>YN GYFRIFOL AM:</u>	Gefnogi Arweinydd y Tîm i oruchwyllo Ffisiotherapyddion Band 5 a staff cefnogi ffisiotherapi Band 3 a 2.
<u>SAFLE:</u>	Ysbyty Cymunedol Treffynnon

PWRPAS Y SWYDD:

Darparu gwasanaeth ffisiotherapi safon uchel mewn lleoliad parhaol yn BIPBC. Ymgymryd â llwyth gwaith cleifion, gan gynnwys rhai gyda phroblemau corfforol a seicolegol ym maes arbenigedd; bydd rhai â lefel o gymhlethdod; arweinydd tîm, arbenigwr clinigol neu uwch ymarferydd ar gael ar gyfer cefnogaeth glinigol. Asesu a thrin cleifion gan ddefnyddio sgiliau ymresymu clinigol. Darparu diagnosis a datblygu a darparu rhaglen driniaeth unigol. Ymgymryd â holl agweddau dyletswyddau clinigol fel ymarferydd unigol.

DYLETSWYDDAU A CHYFRIFOLDEBAU PENODOL

Clinigol

1. Bod yn atebol yn broffesiynol a chyfreithiol am bob agwedd o waith eich hunan, gan gynnwys rheoli cleifion yn eich gofal.
2. Ymgymryd ag asesiad cynhwysfawr o gleifion, gan gynnwys y rhai â chyflwyniadau amrywiol neu gymhleth/aml-batholeg; defnyddio sgiliau

rhesymu clinigol datblygedig a thechnegau asesiad â llaw i ddarparu diagnosis cywir o'u cyflwr. Derbyn cefnogaeth ac arweiniad clinigol gan uwch ffisiotherapyddion; arbenigwyr clinigol ac uwch ymarferwyr fel bo angen.

3. Creu a chyflawni rhaglen driniaeth ffisiotherapi unigol yn seiliedig ar wybodaeth gadarn o ddewisiadau arferion a thriniaethau yn seiliedig ar dystiolaeth, gan ddefnyddio asesiad clinigol, sgiliau rhesymu a gwybodaeth a sgiliau triniaethau e.e. technegau ffisiotherapi â llaw, addysg cleifion, dosbarthiadau ymarfer, technegau electrotherapi a dewisiadau amgen eraill.
4. Cymryd cyfrifoldeb a ddirprwywyd gan yr Arweinydd Tîm neu Uwch Ffisiotherapydd ar gyfer rheoli cleifion gyda chyflyrau penodol a bod yn gyfrifol am ddarparu asesiadau ffisiotherapi arbenigol a chynlluniau triniaeth ar gyfer cleifion gyda'r cyflyrau hyn.
5. Asesu dealltwriaeth cleifion o gynigion triniaeth, ennill cydsyniad gwybodol ddilys a bod â'r capasiti i weithio o fewn fframwaith cyfreithiol gyda chleifion sydd â diffyg capasiti i gydysynio i driniaeth.
6. Cyfathrebu gyda chleifion ac aelodau eraill y Tîm Amlddisgyblaethol i symud adsefydlu a rhaglenni triniaeth ymlaen. Bydd hyn yn cynnwys cleifion a all fod yn cael anawsterau i ddeall neu gyfathrebu. Er enghraifft, efallai bod cleifion yn ddysffasig, isel-ysbryd, byddar, dall neu'n methu derbyn diagnosis.
7. Rheoli risg clinigol o fewn eich llwyth gwaith cleifion.
8. Gweithio o fewn canllawiau clinigol y Bwrdd Iechyd a chanllawiau CSP a HCPC a bod â gwybodaeth weithio dda am safonau cenedlaethol a lleol a monitro arferion ansawdd eich hunain ac eraill fel sy'n briodol.
9. Pan yn gweithio o fewn y rota cleifion mewnol, ymgymryd ag asesiad a thriniaeth cleifion gwael llym, gyda phroblemau resbiradol, a all gyflwyno'n gymhleth fel ymarferydd unigol.
10. Wrth weithio o fewn y rota cleifion mewnol, darparu cyngor i staff meddygol a nysio ac aelodau eraill y tîm amlddisgyblaethol ynghylch ymyriadau parhaus.
11. Bod yn gyfrifol am gynnal cofnodion triniaeth cleifion cywir a chyflawn, yn unol â safonau ymarfer y Chartered Society of Physiotherapy (CSP) a HCPC.
12. Goruchwyllo'r ffisiotherapyddion Band 5 a'r myfyrwyr, gan gynnwys eu safonau cadw cofnodion, yn unol â safonau proffesiynol a'r gwasanaeth ffisiotherapi.
13. Cynrychioli'r gwasanaeth ffisiotherapi a/neu gleifion unigol yn y cyfarfodydd tîm amlddisgyblaethol, i sicrhau darparu gwasanaeth amlddisgyblaethol cydlynedig, a chyfuno triniaethau ffisiotherapi yn y rhaglen driniaeth. Bydd hyn yn cynnwys trafod gofal cleifion, cynnydd cleifion ac ymgysylltiad wrth gynllunio rhyddhau.

14. Bod yn gyfrifol am ddeunydd diogel a galluog o'r holl gyfarpar electrotherapi, cyfarpar y gampfa ac offer cleifion a chymhorthion gan gleifion a sicrhau bod staff iau/cymhorthwyr yn cadw at allu cyn eu defnyddio.

PROFFESIYNOL

1. Bod yn gyfrifol am gynnal gallu eich hunan i ymarfer drwy weithgareddau CPD, a chynnal portffolio sy'n adlewyrchu datblygiad personol.
2. Bod yn gyfrifol am ddysgu myfyrwyr ffisiotherapi at lefel graddedigion am sgiliau a gwybodaeth ffisiotherapiwtig a gwybodaeth o fewn meysydd clinigol craidd.
3. Dysgu, asesu a chyfrannu at asesiad a gwerthusiad perfformiad staff iau a chynorthwyl.
4. Cynnal a datblygu gwybodaeth gyfredol am arferion yn seiliedig ar dystiolaeth ym mannau bob cylchdroad, gan ddatblygu gwybodaeth arbenigol am gyflyrau penodol a mathau o gleifion.
5. Cymryd rhan yng nghynllun gwerthuso staff fel gwerthuswr a rhywun sy'n derbyn gwerthusiad a bod yn gyfrifol am gydymffurfio gyda'ch rhaglenni datblygiad personol a gytunwyd i gwrdd â gwybodaeth a galluoedd a osodwyd.
6. Ymgymryd â mesur a gwerthuso eich gwaith ac arferion presennol drwy brosiectau ymarfer yn seiliedig ar dystiolaeth, archwilio a mesurau canlyniad, un ai'n unigol neu gydag uwch ffisiotherapyddion.
7. Bod yn aelod gweithgar o'r rhaglen hyfforddi mewnol, drwy fynychu a chymryd rhan mewn rhaglenni hyfforddi mewnol, tiwtorialau, sesiynau hyfforddi unigol, cyrsiau allanol ac adolygiadau cyfoedion.

TREFNIADOL

1. Bod yn gyfrifol am oruchwylio staff iau, myfyrwyr a chymhorthwyr yn ddyddiol, gyda chefnogaeth eich arweinydd tîm ac arbenigwyr clinigol.
2. Sicrhau bod eich arfer eich hunan a'r staff o dan eich goruchwyliaeth yn cwrdd â'r safonau proffesiynol gofynnol arfer ffisiotherapi.
3. Bod yn gyfrifol am ddeunydd diogel a galluog o'r gampfa, cyfarpar electrotherapi gan gleifion a chan ffisiotherapyddion iau a myfyrwyr, drwy ddysgu, hyfforddiant a goruchwylio arfer.
4. Bod yn gyfrifol am drefnu a chynllunio eich llwyth gwaith eich hunan i gwrdd â blaenoriaethau gwasanaeth a chleifion. Ailaddasu cynlluniau wrth i sefyllfaoedd godi/newid.

BIPBC

GWYBODAETH FFACTOR YMDRECH I GEFNOGI SWYDD DDISGRIFIADAU

Dylid cwblhau'r ddogfen hon ar gyfer bob disgrifiad swydd a'i gyflwyno ynghyd â'r disgrifiad swydd cytunedig a'r fanyleb bersonol. Ar ôl astudio'r wybodaeth yn ymwneud â'r ffactorau ymdrech, rhwch ddisgrifiad manwl o'r ymdrechion sydd eu hangen i'r rôl o dan bob pennawd. Nodwch amlder amlygiad fel a ganlyn:

D= Dyddiol W = Wythnosol M = Misol A=Unwaith/Ddwywaith y flwyddyn

Ymdrech Gorfforol

Frequency: **D**

Assessment and treatment of patients with physical disabilities – manually assisting their rehabilitation.

Manual therapy to include long periods of time assisting the patient to support their body weight

Pushing and pulling patients in wheelchairs

Use of equipment may require moving from one area to another – push/pulling

Ymdrech Feddyliol

Frequency: **D**

Unpredictable work loads. Frequent interruptions to deal with telephone enquiries causing a change in priorities for patient discharge or assessment

Assessment of multi pathology problems requiring long periods of concentration

Ymdrech Emosiynol

Frequency: **D**

Dealing with patients and carers who may not respond to physiotherapeutic input

Dealing with terminally ill patients

Dealing with patient in various pain states which may result in verbal aggression

Amodau Gwaith

Frequency: **D**

Dealing with bodily fluids e.g. sputum, vomit, urine

Lone working when on call or in a remote clinical setting



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PHYSIOTHERAPY SERVICE

JOB DESCRIPTION

<u>TITLE:</u>	Musculoskeletal Physiotherapist
<u>GRADE:</u>	Band 6
<u>HOURS:</u>	15
<u>SALARY:</u>	
<u>ACCOUNTABLE TO:</u>	Head of Physiotherapy
<u>RESPONSIBLE TO:</u>	Team Leader
<u>RESPONSIBLE FOR:</u>	Supporting Team Leader with supervision of Band 5 physiotherapists, Band 3 and Band 2 physiotherapy support staff
<u>BASE:</u>	Holywell Community Hospital

JOB PURPOSE:

To provide a high standard physiotherapy service in a permanent position with BCUHB.

To carry a patient caseload including those with physical and psychological problems in area of speciality; some of whom may have a level of complexity; team leader; clinical specialist or advanced practitioner available for clinical support.

To assess and treat patients using specialist clinical reasoning skills.

To provide a diagnosis and develop and deliver an individualised treatment programme.

To undertake all aspects of clinical duties as an autonomous practitioner.

SPECIFIC DUTIES AND RESPONSIBILITIES

CLINICAL

1. To be professionally and legally accountable for all aspects of own work, including the management of patients in their care.
2. To undertake a comprehensive assessment of patients including those with diverse or complex presentations/multi pathologies; use developed clinical reasoning skills and manual assessment techniques to provide an accurate diagnosis of their condition. Obtain clinical support and guidance from senior physiotherapists; clinical specialists and advanced practitioners as required.
3. Formulate and deliver an individual physiotherapy treatment programme based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g. manual physiotherapy techniques, patient education, exercise classes, electrotherapy techniques and other alternative options.
4. To take delegated responsibility from the Team Leader or Senior Physiotherapist for managing patients with particular conditions and be responsible for providing specialist physiotherapy assessment and treatment plans for patients with these conditions
5. Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
6. To communicate with patients and other members of Multidisciplinary Team to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, depressed, deaf, blind or who may be unable to accept diagnosis.
7. To manage clinical risk within own patient case load.
8. Work within Health Board clinical guidelines and CSP and HCPC guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
9. When working within the in-patient rota, undertake the assessment and treatment of acutely ill patients with respiratory problems, who may have a complex presentation as an autonomous practitioner.
11. When working within the in-patient rota, provide advice to medical and nursing staff and other members of the multi-disciplinary team regarding ongoing intervention.
11. To be responsible for maintaining accurate and comprehensive patient treatment records in line with Chartered Society of Physiotherapy (CSP) and HCPC standards of practice.

12. To supervise the Band 5 and student physiotherapists including their record keeping standards according to professional and the physiotherapy service standards.
13. To represent physiotherapy service and / or individual patients at the multidisciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate physiotherapy treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.
14. To be responsible for the safe and competent use of all electrotherapy equipment, gym equipment, gym equipment and patient appliances and aids by patients and ensure that junior staff/assistants attain competency prior to use.

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 responsible for teaching student physiotherapists to graduate level on physiotherapeutic skills and knowledge within core clinical areas.
3. Teach, assess and contribute to the performance assessment and appraisal of junior and assistant staff.
4. Maintain and develop current knowledge of evidenced-based practice in the areas of each rotation, developing specialist knowledge of particular conditions and patient types.
5. Participate in the staff appraisal scheme as an appraisee and appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
6. 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 more senior physiotherapists.
7. Be an active member of the in-service training programme by attendance at, and participation in, in-service training programmes, tutorials individual training sessions, external courses and peer review.

ORGANISATIONAL

1. Be responsible for the supervision of junior staff, students and assistants on a daily basis supported by your team leader and clinical specialists.
2. Ensure that your own practice and that of staff under your supervision meet the required professional standards of physiotherapy practice.

3. Be responsible for the safe and competent use of gym, electrotherapy equipment by patients and by junior and student physiotherapists, through teaching, training and supervision of practice.
4. To be responsible for organising and planning own caseload to meet service and patient priorities. Readjusting plans as situations change/arise.

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort

Frequency: **D**

Assessment and treatment of patients with physical disabilities – manually assisting their rehabilitation.
Manual therapy to include long periods of time assisting the patient to support their body weight
Pushing and pulling patients in wheelchairs
Use of equipment may require moving from one area to another – push/pulling

Mental Effort

Frequency: **D**

Unpredictable work loads. Frequent interruptions to deal with telephone enquiries causing a change in priorities for patient discharge or assessment
Assessment of multi pathology problems requiring long periods of concentration

Emotional Effort

Frequency: **D**

Dealing with patients and carers who may not respond to physiotherapeutic input
Dealing with terminally ill patients
Dealing with patient in various pain states which may result in verbal aggression

Working conditions

Frequency: **D**

Dealing with bodily fluids e.g. sputum, vomit, urine
Lone working when on call or in a remote clinical setting