



JOB DESCRIPTION

Job Title:	Physiotherapist Team Manager
	36 hours over five days per week
Responsible to:	Operations Manager
Accountable to:	Matron / Chief Executive

Overall objectives:

To manage, lead and be responsible for clinically managing all Physiotherapists and; ancillary staff, ensuring a professional, caring and efficient patient service is provided.

To work with the medical, nursing and all other staff to ensure the provision of a high quality Physiotherapy Service within the Clinic.

To provide physiotherapy treatment within the Outpatient and Ward environments, as required.

Main duties and responsibilities:-

Patient Services

1. To plan, organise and implement a high standard and effective physiotherapy service; allocating the work of the Inpatient and Outpatient patient requirements.
2. To develop and maintain high quality standards of physiotherapy, ensuring evidence based practice and to ensure that an appropriate quality assurance programme is implemented and maintained.
3. To be responsible for managing the assessment of patients with a range of musculoskeletal conditions, using a high level of clinical assessment, problem solving and decision making skills.
4. To ensure the smooth operation of an efficient physiotherapy service by effectively co-ordinating tasks and resources.
5. To maintain clear, accurate comprehensive and contemporaneous clinical records in accordance with professional standards and legal guidelines, including outcome measures and the writing of patient reports and letters.
6. Ensure suggestions, complaints, queries are dealt with appropriately.



Resource Management

7. To ensure all equipment is fully maintained; planning and arranging on-going service and repairs as required.
8. Sourcing, identifying and purchasing new and replacement equipment, according to budget.
9. Ensures efficient and economic use of equipment and stock.
10. Participate in the annual budget process, preparing the annual report and give input regarding the capital expenditure requirements of the department, monitoring and updating same throughout the year.

Staff Management

11. To provide clinical leadership to staff to ensure the safe and effective delivery of clinical interventions in line with professional standards and governance requirements.
12. To develop and promote a positive and dynamic environment and culture to both internal and external stakeholders, demonstrating, reflecting and encouraging core value behaviours amongst employees.
13. To consider staff welfare and morale and identify training needs and encourage continued professional development.
14. Induct and train new staff - supporting, mentoring and teaching as necessary.
15. Carry out annual performance reviews, staff probationary period reviews and competency skills assessment.
16. Participate in the recruitment and selection of staff.
17. Prepare and plan off-duty scheduling and holiday allocation / records for the department. Manages the off duty scheduling so as to ensure adequate cover, skill mix and efficient staffing.

Other

18. To participate in quality assurance and accreditation processes, ensuring that physiotherapy and external standards are met and implemented. Develop, update and maintain department policies and procedures.
19. To liaise with service users and staff from all departments, ensuring that effective communication and reporting takes place at all times within the department and between departments.



20. To attend and participate in meetings, lectures and seminars and act on committees as appropriate to the post.
21. To educate and co-ordinate staff in UIC Manual Handling and back care, as appropriate according to training, skills and experience.

General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Comply with the Ulster Independent Equal Opportunities Policy at all times.
3. Attend all mandatory in-service training and lectures.
4. Actively participate and contribute to the continuous improvement of the service in own work area.
5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times.
7. Participate in annual performance review and maintain own personal development file.
8. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. To work as an autonomous practitioner ensuring professional and legal accountability for own practice and that of others, in line with best practice requirements.
10. Adhere to and abide by professional code at all times.

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.



Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • 5 years’ post qualification experience in a musculoskeletal and / or orthopaedic setting at senior level. • Excellent clinical reasoning and manual therapy skills. • Proven experience of managing a Physiotherapy team to include: performance and absence management, recruitment and selection and on-going clinical supervision. • Evidence of successfully implementing service improvements. 	<ul style="list-style-type: none"> • Risk management experience - identifying, assessing and controlling risks. • Audit and clinical governance experience. • Experience of budget management.
Qualifications / Training	<ul style="list-style-type: none"> • Have attained a BSc or BPhysio (or equivalent) in Physiotherapy. 	<ul style="list-style-type: none"> • Relevant post qualification experience and training in a specialist area for example, women’s health, vestibular rehabilitation, Pilates, lymphoedema. • Qualification in manual handling instruction of clinical and non-clinical staff. • Have attained a relevant postgraduate qualification for example PgCert, PgDip or MSc in Advancing Practice. • Have attained a qualification in acupuncture.
Professional Membership	<ul style="list-style-type: none"> • Current Registration with the HCPC. • Be eligible for membership of the Chartered Society of Physiotherapy (CSP). 	<ul style="list-style-type: none"> • Member of Chartered Society of Physiotherapy (CSP).



CATEGORY	ESSENTIAL	DESIRABLE
Other	<ul style="list-style-type: none"> • The post holder will be required to be flexible in their working pattern to meet service needs – participate in weekend and on-call rota. • Computer literate in Microsoft Office and a Patient Management System. • Current professional indemnity insurance. • Satisfactory completion of the following checks: References **Evidence of right to live and work in UK Qualification checks Health Screening Satisfactory *ACCESSNI clearance. 	

Competencies:

- Leadership and team management skills
- Patient Focus.
- Effective Communication and Interpersonal Skills.
- Planning, prioritising and management skills including flexibility and ability to respond to ongoing service demands and needs.

Information for Applicants

*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling and Storage of Information



*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.