



Job Description

- Job title:** Physiotherapy Assistant
- Location:** MD Support Centre is based at Westwood house, Westwood Business Park, Westwood Way, Coventry and looking for a Physiotherapy Assistant willing to work at our main centre and potentially also one of our satellite locations.
- Tipton, Black Country
 - Selly Oak, Birmingham
 - Leicester, Leicestershire
 - Daventry, Northamptonshire
- Role type:** Permanent
- Salary:** £21,000-£24,000 per annum (pro rata for a 35-hour week), dependent on experience
- Hours:** Full-time (part-time/ job-share will also be considered). Flexible working available. There will be an initial 6-month probationary period. There will be occasional requirement for out of hours work.
- Reporting to:** Clinical Services Manager
- Employee benefits:** Annual salary review and performance related discretionary uplift
- Employer contributed pension scheme (contribution 3% qualifying earnings)
- 22 days annual leave plus bank holidays (pro rata), with additional days leave able to be accrued with service
- Generous training and development budget to enable you to thrive and reach your full potential, both professionally and personally. As a small organisation, we can offer opportunities to quickly grow in your role, gain new experiences and develop new skills
- Free tea and coffee provided in the office

CONTEXT:

MD Support Centre (MDSC) is a small but ambitious charity that supports people with muscular dystrophy (MD) in the Midlands. Established in 2012, MDSC was set up and led by people with muscular dystrophy (pwMD) and their families. Our Board of Trustees all either have muscular dystrophy or are affected by MD (such as having a family member with muscular dystrophy). From our Centre in Coventry, we have grown to host satellite clinics in Birmingham, Tipton and Leicester, and we currently support 550+ pwMD, primarily by providing specialist physiotherapy, osteopathy and complementary therapies on a long-term basis. We are the only organisation in the Midlands region to do so, and one of only two in the UK.

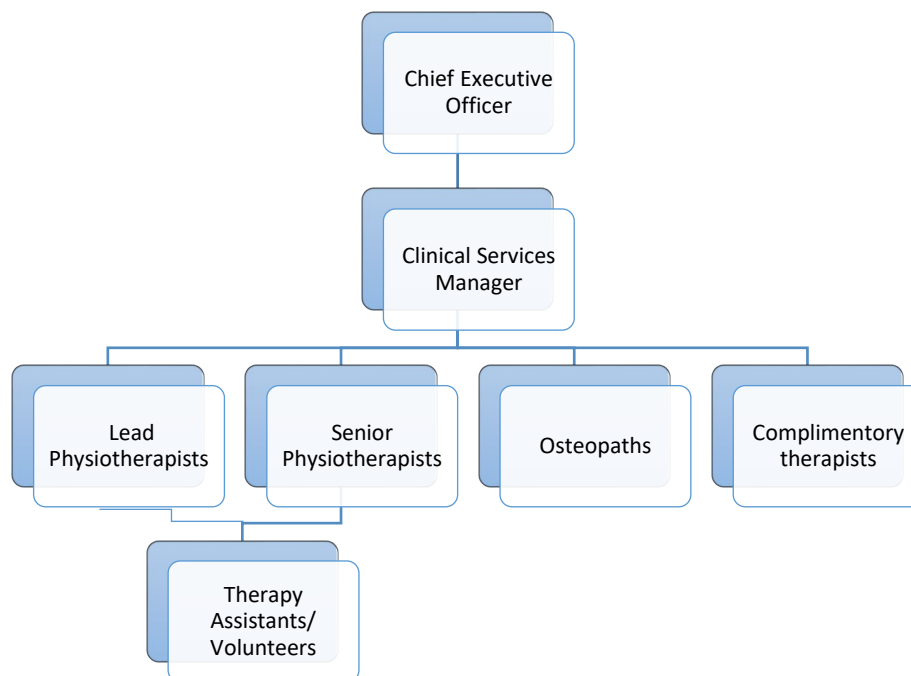
To achieve our goals to support more pwMD in the Midlands and beyond, we need to add new Physiotherapists and Physiotherapy Assistants to our team to enable us to support our service users in our current and future locations.

ROLE PURPOSE:

1. To be an integral part of the team at MDSC and working closely under supervision of clinical/ therapy team members and the Clinical Services Manager
2. To undertake specified support work to aid the rehabilitation of MD Support Centre service users

3. To always work within your capability and within the Charity's ethics and principles
4. To be responsible for all aspects of own work under close supervision of therapy team, including the management of service users in your care, and to ensure a high standard of clinical care for these service users and those of other staff, reporting any concerns or problems to your line manager

THErapy ORGANISATION CHART:



MAJOR TASKS AND RESPONSIBILITIES:

Clinical

- Manage the rehabilitation of service users as delegated by the Physiotherapist. Working under direct supervision and be responsible for reporting back to the Physiotherapist any problems or concerns during treatment
- Assist the Physiotherapist in evaluating the service user by using outcome measures as per the assessment plan and as prescribed by the Physiotherapist for the particular service user
- Instruct service users and their carers or family members on correct use of equipment or mobility aids like walking sticks/ crutches or walkers
- Monitor service users' safety and supervise them on adapted gym equipment (e.g. exercise bike, "shapemaster")
- Support Physiotherapists in undertaking online group exercise classes for service users
- Encourage service users and their carers in an active approach to regaining and maintaining independence. This requires empathy, sensitivity, and good interpersonal skills
- Use effective verbal and non-verbal communication skills to assist with treatment programmes with service users who may have difficulty understanding or undertaking treatment
- Liaise with the Physiotherapist as necessary regarding service user care. Highlighting any variations to expected outcomes
- Attend in service training provided and actively participate in the delivery. Contribute to the training of any other physiotherapy assistants, students, or other Health Care workers in basic elements of service user care, safety and induction

Organisational

- Keep work areas tidy and clean equipment regularly as per our policies and guidelines. End of the day, clean and tidy gym area and gym equipment
- Ensure equipment is safe and undamaged (e.g. gym equipment or shared service user equipment such as wheelchairs and rollators) and be responsible in ensuring that all equipment that you use with service users is used correctly and safely. Report any faulty equipment to Clinical Services Manager and Administration Officer. Support the Clinical Services Manager and Administration Officer by helping them to arrange servicing of equipment where appropriate (e.g. tilt tables, bikes, hoist, slings)
- Manage and prioritise own caseload as delegated by the Physiotherapist
- Keep up to date records of sessions or any conversation with service users as per our record keeping policy
- Actively participate in own development and identify training needs to continuously improve quality of the service provided to our service users with Muscular Dystrophy / other Neuromuscular conditions. Take part in the Charity's appraisal system.

Other duties

- Undertake any other administrative tasks as required by the Clinical Services Manager, therapy team colleagues or the Administration Officer (for example, in relation to clinical data recording and records maintenance)
- Undertake and actively participate in all mandatory training online and in person
- Be aware of health and safety aspects of work, not attempting anything you are not competent in or have not been asked to do by the Physiotherapist
- Comply with organisational and departmental policies and procedures
- Be passionate about the work that the Charity does, be sensitive towards staff and service users' needs and show empathy
- Occasionally support service users/ service user volunteers with personal care needs when visiting our Centre

PHYSICAL AND MENTAL SKILLS FOR THE ROLE:

Moderate physical effort will be required for this role, which will include kneeling, moving limbs, supporting service users whilst walking, transferring service users and using hoists on a daily basis.

The postholder will be required to concentrate whilst treating service users and to ensure effective communication with service user, including with individuals who have issues understanding or communicating.

HEALTH & SAFETY ASPECT OF THE ROLE:

The postholder to comply with all relevant statutory Health and Safety requirements and implements all relevant requirements to satisfy the Centre's Health and Safety and risk management framework.

The post holder will be responsible for the safety of themselves and the service users they work with.

They must ensure that all equipment used is safe and appropriate.

They must report to the physiotherapist at all times verbally and by documenting treatment sessions.

They must conform to policies and procedures and not attempt to undertake any role they are not competent with

Person specification

Criteria	Description	How important- Essential or Desirable	How identified
Qualifications and Education (Academics/ professional and vocational)	Good General Education (e.g. 5 GCSE or Equivalent including English and Maths)	E	Interview/ Application/ Certificates
	NVQ Level 3 in health-related area	D	Interview/ Application/ Certificate
	Higher education qualification/ background in sport therapy or sport science or sport related background	D	Interview/ Application/ Certificates
	Diploma/Degree in Physiotherapy	D	Interview/ Application/ Certificates
	Registered to practice as a Physiotherapist with HCPC and CSP	D	Interview/ Application/ Certificates
Knowledge and Experience (Nature, Level and Aptitude)	Experience as Therapy assistant and or experience of working in an outpatient/ gym environment with people with long term disabilities	E	Interview/ Application/ Reference
	Competency in providing instruction with regard to general exercises	D	Interview/ Application/ Reference
	Basic IT skills	E	Application/ Interview
	Ability to communicate clearly with others, including individuals have communication challenges	D	Application/ Interview
	Ability to deal with difficult situations	E	Application/ Interview
	Problem solving skills	E	Application/ Interview
	Good time management skills	E	Application/ Interview
	Current driving licence + access to vehicle	D	Application

E/D- Essential / Desirable criteria

A/I - assessed at Application or Interview.

All MD Support Centre roles involve regular work with vulnerable adults and are therefore subject to DBS check.