

JOB TITLE	Workplace Assessor
LOCATION / DEPARTMENT	Remote (Norwich / Norfolk based)
REPORTS TO / SUPERVISED BY	Clinical Lead of Workplace Services

MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

To appropriately carry out and provide workstation/workplace/vehicle assessments to a range of clients within the legislation and guidelines laid down by the Health and Safety Executive for patients with musculoskeletal complaints using current evidence and clinical reasoning, within agreed client Key Performance Indicators using clinical reasoning within individual assessments within agreed client Key Performance Indicators.

KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)

- + To carry out a range of Display Equipment Assessments, Workstation & Workplace Assessments, vehicle assessments and Reasonable Adjustment Assessments.
- + To carry out when needed, wellbeing days, fit for work objective testing.
- + On occasion if required, to assist in checking of written reports prior to being sent to clients.
- + You may be asked to cover physiotherapy clinic for annual leave or sickness cover.
- + To analyse information gained from all sources at your disposal (Current Evidence, Clinical Reasoning etc.) in order recommend the necessary reasonable adjustments or treatment required.
- + To work within your scope of practice and ensure that appropriate recommendations are well explained and justified as well as being reasonably practicable
- + To work with the Objective Testing Manager to manage a caseload of comprehensive external Functional Capacity Evaluations.
- + To assist in IPRS Health clinics when needed to cover annual leave, sickness, project work or change in requirements.
- + To work within your scope of practice and within your individual capability and ensure that appropriate referral to General Practitioners, Specialists and Allied Health Professionals is done as soon as a need has been identified.
- + To maintain accurate medical notes on the patients file and on the IPRS database.
- + To report clearly and concisely on your assessment findings.
- + To demonstrate the impact of the clinical intervention by providing accurate reporting to the client, and maintaining database records for statistical analysis.
- + To maintain objectivity always, with the patients' wellbeing in mind.

General

- + To take initiative and responsibility in maintaining your professional development in order to continue to deliver the most appropriate interventions at all times. This will include individual CPD activities as well as participation and attendance of IPRS CPD activities.
- + To maintain good communication and relations with the client's Human Resources, Occupational Health and Line Management and with the patient.
- + To liaise, as regularly as is needed, with your Line Manager and in certain situations with other IPRS staff e.g. Group Clinical Operations, Human Resources, Administration team.
- + To audit outgoing clinical reports to maintain core clinical standards.
- + To have an understanding of the requirements of the client and how this relates to the clinical management of the patient. To have an understanding of, and to work within, the agreed client Key Performance Indicators.
- + Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
- + To prioritise work tasks, and time manage to ensure that all tasks are completed accurately and within set timescales.
- + To take initiative and responsibility within your site and actively contribute to the overall effectiveness of the clinical service.
- + To aid IPRS Industry in tasks such as Report Checking, Telephonic Triage and Case Management when needed.

PERSON SPECIFICATION

(E) Essential (D) Desirable

Education and Qualifications:

- + Formal Clinical Qualification in Physiotherapy **(E)**
- + Member of the UK Health & Care Professions Council (HCPC), Member of the Chartered Society of Physiotherapy (MCSP) or whichever regulatory body your profession is aligned with **(E)**
- + Evidence of continuing professional development **(E)**
- + Full British driving license **(E)**

Experience & Knowledge:

- + Previous experience in using computer software including Microsoft Office **(E)**
- + Previous experience of using online/computerised reporting templates/databases and interpreting statistics for the purpose of managing & reporting **(E)**
- + Previous experience working in an IPRS Health Centre **(D)**
- + Previous experience performing ergonomic assessments **(D)**
- + An understanding of IPRS operational procedures **(D)**

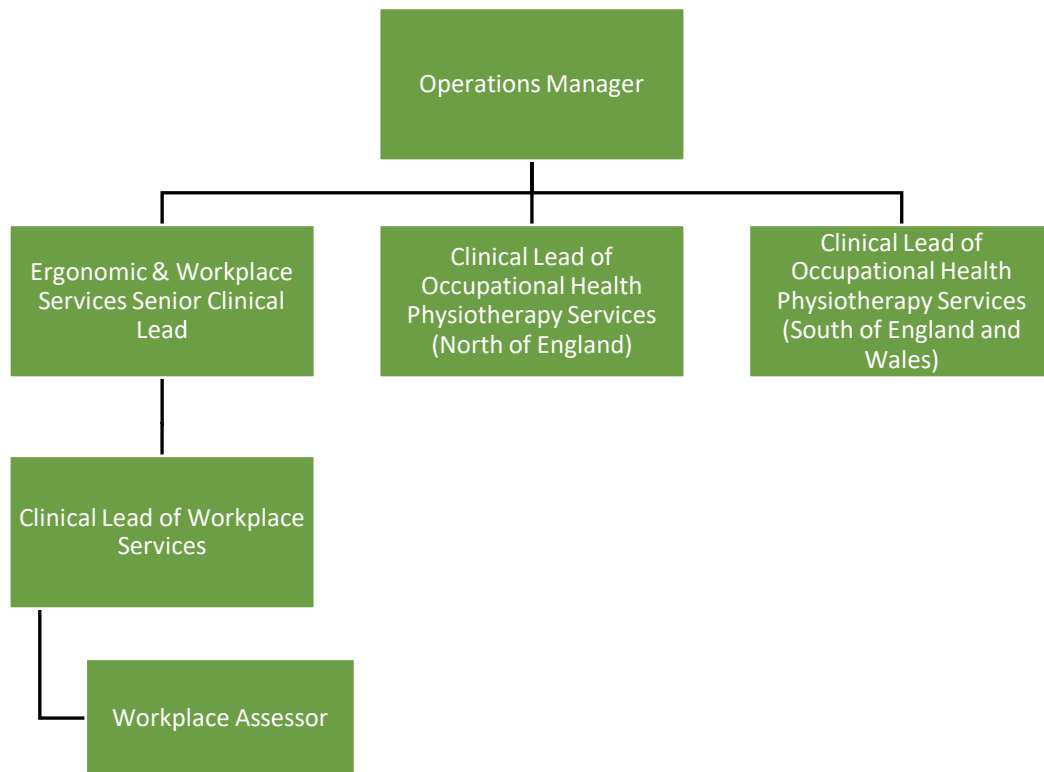
Skills & Abilities:

- + Ability to work within a team to achieve the best outcomes for your patients
- + Ability to work under minimum supervision
- + Ability to communicate effectively with internal and external customers verbally and in writing
- + Ability to time manage in order to meet agreed deadlines in a demanding environment
- + Ability to collate and produce statistics; reporting to Line Manager on a regular basis.
- + Ability to provide detailed reporting to the client on patient progress using standardised report templates and the company database
- + Ability to audit outgoing reports to ensure that core clinical standards are maintained
- + Ability to demonstrate an understanding of the client and its needs
- + Ability to maintain accurate medico-legal recording
- + Ability to work with databases and Microsoft programmes
- + A good of understanding of clinical governance

DBS CHECK REQUIRED

Yes

ORGANISATION CHART



Date: July 2017