

Job Title:	BAND 7 Clinical Service Lead: Bath Reablement Team (West)
Reports to (job title):	Deputy Head of Reablement
Line Manager to:	Shared management structure which could include Band 6 Therapists, Therapy Assistant Practitioners, Care Coordinators and Administrators

## Job Purpose

Are you an allied health professional looking to enhance both your clinical as well as leadership skills?

This is an exciting opportunity to work as a clinical service lead in a multi-disciplinary rehabilitation team comprising occupational therapists, physiotherapists, therapy assistance practitioners and rehab therapy workers. The team provides essential community rehab services for adults and aims to maximise independence and quality of life to individuals referred.

You will be responsible for the clinical leadership as well as line management of the Bath West Team and will join the existing clinical lead for Bath East Team. The successful applicant will guide therapy staff in providing person-centred evidenced-based practice. Will be a leader in service development and take a dynamic approach to meeting the challenges of a changing healthcare landscape.

This is a full-time post 37.5 hours a week and you will be based predominantly at St Martin's Hospital. Core hours are 8am to 4pm and we run a 7 day a week service. There would be an expectation to work one weekend a month.

### Base:

St Martin's Hospital (predominantly)

## Key responsibilities

*If you're a motivated and forward-thinking clinician ready to lead and inspire others in a supportive and dynamic environment, we'd love to hear from you.*

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Share skills, knowledge, and interdisciplinary working to support colleagues to deliver high-quality person-centred care.
- To ensure national and local guidance and standards are embedded
- Undertake skilled assessment of complex service users to formulate management and treatment plans using evidence based clinical reasoning skills and utilising a wide range of treatments and options
- Provide specialist support and advice to other services
- Provide clinical advice and support within team MDT meetings and regularly review caseloads to encourage flow and reduce Delayed Transfer of Care (DTOC) patients.
- Support with clinical capacity management and system flow
- Be responsible for a small clinical caseload working within a multidisciplinary team ensuring service users receive optimum level of rehabilitation within available resources
- Provide clinical leadership for staff and support supervision, learning and development of staff.
- To be aware of the safeguarding policy and procedures and ensure any changes are fully communicated to the integrated teams
- Participate in continuing professional development as identified through supervision and annual appraisal.
- To lead in the recruitment and selection of staff across the service
- To identify relevant skills and competencies required for future service development and redesign
- Act as a champion and role model concerning the development of effective partnership working
- To ensure systems and processes are in place for effective service delivery
- To be innovative and implement initiatives regarding service design and delivery
- To monitor or assist with the performance of the services in accordance with agreed KPI's and quality measures (e.g. completion of service audits)
- To ensure information is cascaded vertically and horizontally within the team
- To ensure the effective internal relationships are maintained with in the team and with staff in other teams
- To ensure accessible and responsive communication with staff, service users and others as appropriate
- To attend relevant professional meetings within the organisation
- To undertake informal investigations of incidents, subject access requests and complaints - provide written reports of such investigations.
- To undertake investigations as required in accordance with disciplinary and grievance procedures
- Working closely with the relevant professional leads when appropriate
- Provide support for the Operational Reablement Lead and Deputy Head of Reablement as required

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training

- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Diploma/Degree in Physiotherapy or Occupational Therapy</li> <li>• Registered with HCPC and member of Chartered Society of Physiotherapy or BAOT/ RCOT</li> <li>• Evidence of Continued Professional Development</li> <li>• Able to model and promote interdisciplinary working in order to ensure efficient and person centred care</li> <li>• Have relevant experience of working closely and effectively in a multidisciplinary team and with other health, social care and voluntary sector colleagues</li> <li>• Have expert clinical knowledge and experience of working with complex people and demonstrate an understanding of the long term impact on individuals and their carers</li> <li>• Experience of working in a variety of settings including community working</li> <li>• Demonstrate comprehensive knowledge of relevant professional, national and organisational guidelines and standards required for safe and effective service delivery</li> <li>• Demonstrable continuing professional development</li> <li>• Ability to manage own caseload effectively and delegate appropriately</li> <li>• Demonstrate flexibility and ability to respond to changing service priorities</li> <li>• Experience of providing clinical supervision, education and support to staff to identify learning objectives and personal development opportunities</li> <li>• Good levels of IT literacy including good knowledge of service related systems</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a post graduate Diploma or Master's degree in area of expertise or management</li> <li>• Previous management experience – budget and performance reviews.</li> <li>• Experience of undertaking service reviews and service redesign</li> </ul>

# Job Description

Employee signature

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Manager signature

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