

Job Title:	Clinical Team Lead for Community Rehabilitation – Band 7
Reports to (job title):	Head of Intermediate Care Therapies
Line Manager to:	

Job purpose

As the Clinical Team Lead for Community Rehabilitation, you will work closely with the Head of Intermediate Care Therapies and Therapy Service and Team Leads to ensure the delivery of Community Rehabilitation services. You will provide effective rehabilitation within community services to promote a caring, compassionate and responsive therapy service to the population of Swindon, through management and leadership of the Community Rehabilitation Team which includes Acute Care at Home, Reablement, Bed-based, and Home-based services. You will develop effective working relationships with staff to promote a supportive environment in which they can develop and learn.

Base

The Orbital, Swindon

This post is responsible for

- To work in partnership with the local Commissioners, GPs and Social Care colleagues to ensure the teams deliver and support the effective flow of patients between primary community intermediate and secondary care.
- Work closely with colleagues and lead transformational change whilst at the same time maintaining services and meeting all key deliveries.
- To clinically lead a community team, with a focus on rehabilitation.
- Develop and maintain positive relationships with key stakeholders, including patients and the public all members of staff, local GPs and practice staff, colleagues from across the 3rd sector, commissioners and social care staff.
- To provide excellent leadership for the Community Rehabilitation Team, including all staff within the wider therapy team.
- To provide effective operational management of the team ensuring that resources available are utilized effectively and meet patient needs.
- To ensure we comply with rehabilitation NICE guidelines.
- Ensure the flow of patients is timely and delays are minimal.
- Use data and soft intelligence to deliver and enhance performance meeting and surpassing all key

performance indicators.

- Contribute to the strategic planning including delivery of agreed business objectives.
- To be an ambassador for community services
- Identify with colleagues opportunities for service developments and contribute to the delivery of business cases.
- To propose policy changes and support implementation of policies within the Community setting.
- Lead locally agreed service changes.
- Support the team leads to embed a culture of excellent governance and develop processes for sharing learning from complaints and incidents.
- To effectively manage the team within agreed resources.
- Meet all actions related to workforce and Quality targets including the delivery of CQUINs.
- Monitor the patient experience and constantly strive for improvement and positive experiences for all patients and their families.
- Deliver the agreed agenda set out within the business plan.

Patient Care

- Clinical credibility with staff, expected to provide clinical advice and guidance to staff and to ensure the safeguarding of vulnerable adults.

Budget Responsibilities

Not applicable – this is not a budget-holder post.

Responsibilities for People or Training

- Create an open and transparent culture within the team, which supports improvement and innovation.
- Conduct appraisals in line with Trust policy and identify and support individual learning needs of team members.
- Contribute to the workforce plan, including the development of resources and ways of working.
- Manage change effectively with staff of all grades.
- Work with colleagues from across the organisation to ensure consistency of workforce development competencies and delivery.
- Manage absence, effectiveness and performance, ensuring all case management is identified and address within the policies and within agreed timescales.
- Support the development of teams to deliver a clinically safe and effective service.
- Role model clinical competency by maintaining own professional development

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

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

We will expect your values and behaviours to reflect the STAR Values of the organisation:

Service - We will put our patients first

Teamwork - We will work together

Ambition - We will aspire to provide the best service

Respect - We will act with integrity

Essential

- Registered AHP (Active Registration)
- Educated to post graduate level or to have equivalent knowledge and experience
- Management Qualification or working towards one
- Leadership programme
- Evidence of successfully leading a team
- Experience of resource management
- Experience of managing HR issues
- Experience in delivering agreed change agendas
- Experience in delivering clinical governance, risk and safety management
- Experience in undertaking investigations into complaints and clinical incidents
- Proven ability to work with colleagues from across the multidisciplinary and multi agency team
- Good understanding of finances and budgetary management
- Good understanding of workforce and performance management
- Understanding of national agenda and opportunity for community services
- Excellent understanding of community services
- Good working knowledge of BSWTrust business practices
- Good communication, influencing and negotiation skills
- Ability to motivate and lead a team
- Ability to work in a pressurised environment , balancing competing agendas
- Always puts patients first and is committed to improving patient care
- A confident, credible and resilient leader.
A highly motivated individual who is good at motivating others.
- Good interpersonal skills
- Credible leader and team worker.
Willing to work in other areas of the Trust or Trust-wide as and when required to do so.
- Car driver
- IT literate

Desirable

- Experience of leading a project.
- Leadership qualification
- High level of emotional intelligence.
- Confident and effective networking skills.
- Ability to prepare and deliver presentations to a group of people.



Job Description

Employee signature

Manager signature

