

Job Title:	Training and Development Lead
Reports to (job title):	Head of Reablement

Job purpose

The aim of this role is to create and maintain a culture of development, quality, and best practice within the Bath and Northeast Somerset [BaNES] reablement teams. The training lead will support the professional development, training and education of all Reablement staff across the BaNES Reablement Service. The lead will assess where the need for development is greatest, or where potential developments will have the most positive impact. The lead will prioritise their own time, energy, and resources in those areas.

The post holder will lead on the creation and maintenance of systems which support the development of staff throughout their Reablement career. The post holder will ensure that all reablement staff have access to quality induction, essential training, useful supervision, and continual professional development opportunities. The post holder will create and maintain systems that ensure that all staff can focus on continual professional development and optimisation within their job role, as well as progression into other roles where possible.

The postholder will be an active clinician working jointly with staff members on complex cases. They will promote a culture of support where nobody feels silly asking for help, and where asking for help is standard practice if it means better outcomes for the patient. They will aim to use joint sessions to assess where training needs are and then organise training to support those needs.

The post holder will explore the learning needs of the staff group and organise relevant training opportunities to meet those needs. The post holder will run training sessions for staff members themselves where it is appropriate to their individual skill set. The post holder will be able to use a variety of methods to provide training and development to staff including but not limited to:

- Group training face-to-face
- Group training Virtually
- Training and development materials e.g. Videos, posters and documents
- 1:1 training
- Joint working with patients
- Supervision

The post holder is part of a group of Band 7 Reablement Allied Health Professional (AHP) therapists. The post holder will support their Band 7 colleagues wherever possible and appropriate. The post holder is part of a wider AHP team in BaNES and in BSW. The post holder will support the development of relevant systems wherever possible and appropriate in order to improve patient experience and flow throughout the system.

The post holder reports to the Head of Reablement and will liaise with the Head regularly to ensure that there is agreement around vision and direction of development. The post holder will support appropriate projects for and jointly with the Head of Reablement. They will focus on creating systems that work consistently across staff teams. They will take ownership of changes within the service and guide them in a direction that benefits staff and patients. They will involve staff at all levels in the decision making process in order to effect a culture of best practice and service development. This also means creating developments that have a good chance of working practically when they are functional.

The post holder is an autonomous practitioner who must be self-directed. They must understand that their responsibility is to the reablement patients. They must ensure that any development within the service will aim to improve patient experience. Development of staff and systems should always be focused on the goal of improving patient experience. The post holder should be an advocate for developments and changes that will improve the lives of the patients that the teams support.

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

The Role and Key Responsibilities

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

Key Responsibilities

- Being an advocate for best outcomes for all reablement patients by promoting best practice
- Leading projects that aim to get the right intervention at the right time for a patient rather than accepting systems and cultures that create unhelpful and unnecessary barriers.
- To have a bottom-up approach to development, involving the staff members that are affected by change and expected to enact change on the ground. Staff need to be involved from the very start of projects and listened to in an open and inquisitive way.
- To promote a culture of learning and development across the reablement teams.
- To lead on training and development projects that improve patient experience and outcomes.
- To assess the training, learning and development needs of reablement staff and target these needs appropriately.
- To ensure appropriate learning and development opportunities are available for reablement staff.
- To understand the expectation of each role in reablement and ensure that the level of training and supervision are equal to the expectation.
- To liaise with all team members and the head of reablement to ensure that learning needs are understood and are targeted by appropriate training.
- To plan training logistics including resources and location.
- To liaise with team co-ordinators to ensure that planned training is feasible for staff whilst they continue their essential reablement work.
- To lead on training sessions in areas where the post holder has appropriate expertise.
- To dedicate themselves to their own learning and development and share their learning in a way that improves the knowledge base of the staff team.
- To outsource training where a need is established and the post holder is not the most appropriate person to lead on and present the training.
- Ensure that that the apprenticeship experience in reablement is high quality.
- Ensure that that the student experience in reablement is high quality.
- Ensure that that the experience of rotation staff in reablement is high quality.
- Ensure that staff induction is high quality.

- Ensure that the quality of staff supervision is supported with appropriate systems. The systems and resources for supervision, should focus on continuing professional development as standard for all staff.
- Understand their place in the wider system and support projects that enable the reablement team to better support the patient experience across the pathway.
- The post holder will have good clinical experience and work jointly with staff members and their patients in the community. In order to prioritise this time-consuming task, it must fulfil all of the following criteria:
 - The work will be appropriate to a specialist skill set.
 - It will present a learning opportunity for the staff member or members.
 - The patient outcomes will likely be positively impacted by the specific input.
 - An appropriate case manager is involved, so the post holder is not case managing.
 - The post holder prioritises their time so that core learning and development work is not negatively impacted.

Personal Specification

Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> • Physiotherapist or Occupational Therapist Degree • Registered Health Care Professional • Evidence of recent professional development • Practice Educator <p>Knowledge</p> <ul style="list-style-type: none"> • Change management models and theory. • Knowledge of therapist education and professional regulatory framework. • Knowledge of practice learning principles <p>Experience</p> <ul style="list-style-type: none"> • Experience of therapist practice in an adult field • Understanding of needs of adult learners at undergraduate, postgraduate and CPD level • Experience of facilitating change <p>Skills/ Ability</p> <ul style="list-style-type: none"> • Able to build collaborative relationships and negotiate effectively in all situations • Project management • Prioritise workload and work to deadlines • Excellent communication and Influencing skills 	<ul style="list-style-type: none"> • Relevant postgraduate qualification in education, health or social care. • Understanding of educational funding streams. • Supporting leadership. • Experience of work and leadership within relevant adult health care service

<ul style="list-style-type: none"> • Able to work across professional and organisational boundaries • Team working • Facilitation and presentation skills • Computer literate • Able to travel across the region • occasionally required to work unsocial hours 	
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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.

Job Description

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.