

Job Title:	Reablement Therapy Shift Leader
Reports to (job title):	Reablement Service Lead
Line Manager to:	Reablement Therapy Workers

The Service

The Reablement service is a short-term service which supports and works with people, either in their own home or in Residential or Nursing Homes.

The aim of the service is to maximise and maintain independence through the provision of rehabilitation and support.

Following an initial assessment and in consultation with the service user, a care plan and rehabilitation programme is drawn up. Service users are encouraged to take an active part in the development of their plans and are supported to make informed choices regarding their care.

Key service objectives:

- Prevention of admission to hospital
- Supporting discharge from hospital
- Carrying out planned intervention
- Stabilising Care Plans
- Working with individuals to regain as much independence as possible
- Determining the appropriate level and type of service for any on-going needs.

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.

The Reablement Team

The team consists of:

- Reablement Therapy Workers
- Therapy Assistant Practitioners
- Occupational Therapists
Occupational Therapy Assistant
- Physiotherapists
- Reablement Co-ordinators
Reablement Therapy Shift Leader
- Administrative support staff

The team works closely with local GP's and other community services such as District Nurses and Social Workers.

Location, Hours and Shift Patterns

The service operates 7 days a week throughout the year, between the hours of 08.00 and 22.00.

The post holder will be based within the North-East Somerset Reablement Team and will be based either at Keynsham Health Centre or The Hollies, Midsomer Norton dependant on the post, with cross-cover across both bases expected.

The post holder will be expected to work shifts on a set rota pattern working opposite the other shift leader to be able to support mainly evenings and weekends and bank holidays. There is a requirement to work every other weekend alongside the rota for reablement therapy workers with a shift off before and following the weekend worked.

The post holder will be expected to have contact with service users and consequently the work will involve travelling within the Bath & N E Somerset area.

The Role and Key Responsibilities

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

The Reablement Therapy Shift Leader will be required to undertake RTW accountabilities as described in the role of an RTW. In addition:

- To change support visits Out Of Hours (OOH) as required, for example: sickness cover, additional support needs identified, a change in patient health.
- To co-ordinate and supervise/ support the work of the RTW colleagues whilst on shift. This may include allocating service users, covering absences (due to sickness and AL, monitoring performance including completing staff supervisions, and service delivery, communicating with clinicians/ on call manager to respond to emergencies, dealing with complaints, etc.
- The shift leader can also provide support to ensure staff feel safe when lone working and using the buddy system and ensuring all staff sign on and off shift.

- The shift leader will be expected to physically assist reablement therapy workers when indicated to take a lead in dynamic casework decisions and management, this will involve professional response to falls, medication errors, the deteriorating patient escalating concerns to on call manager as required
- To conduct goal/ support plan reviews.
- To provide case management and ongoing support to service users who are transitioning to ongoing support package needs
- To prepare reports on individual and allocated groups of service users' progress and update all relevant systems and documentation e.g. Assessment Form, Support Plan, Client Record/ Diary, etc.
- To undertake service reviews/ performance management and feedback as required.
- To attend or provide feedback for MDT meetings and social care updates to include feedback on individual and allocated groups of service users' progress towards identified goals in their support plan.
- To provide feedback to carers and maintain effective working relationships with other relevant partners e.g., Social Workers, Care Service Co-ordinators, Physiotherapists, Occupational therapists, DNs, GPs, Community Health Service, Wardens, etc.
- To work closely with the Physiotherapists and Occupational Therapists who will be responsible for the clinical supervision of the RTW's.
- To work closely with Social Care practitioners and Health professionals to allow clear communication channels in order to accommodate changes in service user's health needs and availability of staff.
- To carry out more complex health and safety / risk assessments in the client's home, where possible and appropriate.
- To undertake initial assessments as triaged by senior clinicians e.g., basic equipment, care breakdown etc as appropriate.
- To support induction and training of new RTW's and encourage CPD and development of all RTW staff.
- To ensure all systems and documentation for own work and team's work area are accurately maintained.
- To ensure all policies and procedures in respect of the following are complied with at all times; Health and Safety/ Risk Management, Dignity, Choice and Control, Individuality, Equality and Diversity and Confidentiality.
- To proactively work with the Reablement Service Lead and other members of the team to develop and expand the service.
- To attend supervision and training as required and actively engage in the annual appraisal process
- To complete all patient related documentation in line with local guidance
- To be able to identify capacity for daily visits and inform the team lead

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 flourish. 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

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Personal Specification

Essential	Desirable
<p>Good general education to GCSE level.</p> <p>Literacy, numeracy and IT skills</p> <p>Experience of working in a care setting e.g. care home, community care or rehabilitation</p> <p>Knowledge and experience regarding rehabilitation and the importance of maintaining independence</p> <p>Awareness of legislation affecting health and Social Care, particularly the Care Act, its role in the maintenance of service users at home and the contribution of care packages.</p> <p>Knowledge of the role of the Care Quality Commission.</p> <p>Ability to prioritise, plan, monitor and review delivery of the service and to use resources effectively.</p> <p>Ability to co-ordinate and support the work of a team of RTW's in assigning tasks, motivating and assisting with developing skills.</p> <p>Ability to write and keep records to an appropriate standard.</p> <p>Experience of team working</p> <p>Good communication skills through a range of methods</p> <p>Ability to problem solve under pressure and escalate unresolved issues.</p> <p>Self-motivated and Flexible.</p> <p>Willingness to work in a changing environment and contribute to the implementation of change.</p> <p>Full UK Driver's License and have access to car</p> <p>The work involves physical activity and a level of physical strength associated with given tasks such as moving and handling of people and equipment. It may also be emotionally and intellectually demanding.</p>	<p>Previous experience working as a co-ordinator/ shift leader.</p> <p>Previous experience of case management</p> <p>Previous experience of scheduling tool such as CM2000</p>



Job Description

Employee signature

Manager signature

