Job Description

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| System Title: (Office use only) | Head of Therapy Services |
| Operational Job Title: | Head of Therapy Services |
| Department: | Health Care (Neurological) |
| Effective Date: | May 2022 |

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| 1. Main Purpose of Job |
| To provide robust and effective leadership to a specialised therapy team working within the rehabilitation service at Sue Ryder Lancashire. The post will support the Senior Management Team in the delivery of services, quality improvement and clinical governance and strategy for neurological care and rehabilitation. |

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| 2. Position in Organisation |
| Reporting to the Service Director this post will form part of the Senior Leadership Team and work with the clinical Nurse and AHP teams |

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| 3. Educational Standard/Level |
| * BSc (Hons) Occupational Therapy/ BSc (Hons) Physiotherapy * Registered with Health and Care Professionals Council * Relevant post registration training and experience in a neurological rehabilitation speciality and relevant leadership experience and training in a health/social care setting * Evidence of Continuing Professional Development * Current registration with Professional Body (RCOT/CSP) * Member of a Professional Specialist Interest Group |

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| 4. Knowledge, Skills & Proven Ability |
| * Experience of working in a specialised rehabilitation setting (in-patient or community) * Demonstrable experience of evidence based practice, research and outcome measures * Highly specialist knowledge and application of therapy assessments and interventions using complex level clinical reasoning * Experience of managing a team of staff including setting objectives, appraisal, recruitment and disciplinary issues * An ability to work autonomously and to set own and others’ priorities * An ability to confidently assess and manage risk in relation to therapist/therapy service performance * An ability to organise, co-ordinate and respond efficiently to complex information * IT skills including management of databases and data collection methods * Knowledge of relevant legislation and its impact on current practice * Excellent advanced communication skills * Ability to build effective working relationships within organisation and partnership organisations * Motivational leadership style and visionary skills to motivate workforce |

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| 5. Duties and Key Responsibilities |
| * Oversee individuals rehab client journey from referral to discharge to ensure individual programmes are planned and delivered effectively. * To review referrals and conduct pre admission patient assessments. * Act as lead source of clinical expertise within the Team. * Chair interdisciplinary team meetings and review meetings as appropriate. * To hold responsibility for managing own caseload within an agreed defined clinical area. * To assess, plan, implement and evaluate therapy intervention to meet the assessed needs of Rehabilitation clients. * To be professionally and legally responsible and accountable for all aspects of own work and support junior staff to do the same. * To complete a range of written performance related reports as appropriate. * To ensure documentation produced by other members of the team is in line with professional and Sue Ryder standards.   **Management/ Organisational**   * To provide leadership for the rehabilitation team and take an active role in service developments through the use of peer review, audit, evaluation of outcome measures. * To recommend and implement changes/improvements to the service as required using quality improvement methodologies. * To monitor the caseloads of other members of the team to ensure the most effective and efficient service is provided. * Ensure the provision of a high standard of service, delivered within local and national guidelines and within the resources available. * To be responsible for the implementation of appropriate new evidence based techniques and activities. * To represent Sue Ryder Neurological Care Centre (Lancashire) Rehabilitation Service at meetings/forums as required. * To be responsible for the day to day management of staff within the Unit and provide support to staff as required. * To liaise with and provide regular feedback to Service Director at Sue Ryder Neurological Care Centre (Lancashire) , on service issues e.g. resources, referrals , outcome monitoring targets. * To organise and lead regular staff meetings within own specialist area. * To work with other professionals in managing operational issues of services which cross organisational boundaries. * To be responsible for the monitoring of equipment/materials used within the unit. * To be involved with the recruitment and selection process of staff to the unit. * To use a range of verbal and non-verbal communication skills to communicate effectively with a wide range of people. * To maintain robust communication networks with the Head of Clinical Services and Service Director. * To maintain robust communication networks with other agencies and professions.   **Education and Development**   * To provide regular supervision with senior members of the team and undertake their annual Performance Development Appraisal. * To use the supervision and appraisal systems to improve own practice through reflection and review. * To be responsible for the Induction of new staff into the Team. * To be responsible for own Continuing Professional Development to ensure professional competence and fitness to practice. * To demonstrate CPD through participation in internal and external training opportunities as appropriate.   **Clinical Governance, Quality and Standards**   * To be responsible for leading clinical governance activity within the team with regards to clinical risk management and for implementing clinical governance policies, standards and guidelines. * To be involved in the monitoring of practice standards and the application of national and local guidelines and legislation relating to Rehabilitation service. * To be involved with the setting and monitoring of local policies and guidelines relevant to own specialist area * Engagement with local specialist network groups involved in service improvement within specialist area of neuro-rehab to ensure the service develops in line with local drivers * To monitor attendance of mandatory and other required training for members of team. * To ensure all members of the team work within local, national and professional guidelines. * To improve own and others research and development skills through participation in audit projects. |

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| 8. Behaviours |
| * Ensuring your own and others clinical practice is patient centred and evidence based in accordance with the HPC’s Code of Practice & other professional codes and standards * To comply with all Sue Ryder Policies and procedures. * To comply with any future developments designed to ensure patient safety and best practice. * To comply with all Health and Safety Regulations as required. * To respect the individuality, values, cultural and religious diversity of Rehab Clients and their families and contribute to the provision of a service sensitive to these needs |

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| 9. General |
| In addition to the specific duties and responsibilities outlined in this job profile, all Sue Ryder employees should be aware of their specific responsibilities towards the following:   * To adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety * All employees will be expected to familiarise themselves with and comply with the Charity's data protection policy and any specific guidance in relation to their role. * To uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute. * Promote and sustain a responsible attitude towards diversity and inclusion within the Charity. * Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role. * Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role * Demonstrate a commitment to Sue Ryder’s aims and objectives through its core values and behaviours   All employees are expected to be competent with the use of technology and information systems and understand their duties and responsibilities with regard to the appropriate use of personal data including sensitive personal data. They should familiarise themselves with the Data Protection policy found on RyderNet and complete any related training requested of them  This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder |