

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Clinical & Professional Lead, Adult LD&A Physiotherapy.
AGENDA FOR CHANGE BAND:	8a
HOURS AND DURATION;	As Occupational in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER:	RT6/667
DBS LEVEL:	Enhanced DBS with Adults Barred List
REPORTS TO:	Allied Health Professionals Lead
ACCOUNTABLE TO:	Head of Service/Service Group Manager
LOCATION:	The post holder will initially be based at the location Occupational in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<ul style="list-style-type: none"> • To be responsible for the clinical and professional leadership and management for Physiotherapy clinicians in the Learning Disability and Autism Service (LD&A) • To identify clinical priorities at both the operational and strategic level for the therapy team ensuring the highest standards of clinical and professional practice through professional leadership, clinical supervision, mentorship and practice development. • To undertake direct and indirect specialist clinical work at a high level of expertise and in complex situations. To demonstrate specialist skills in a range of therapeutic interventions • To lead the development of Physiotherapy team across all LD&A Services to enable continuous quality improvement in the service provision and clinical practice • To establish and maintain a clear structure for clinical and professional advice and support for Physiotherapy team. 	

MAIN DUTIES AND RESPONSIBILITIES:

1. To lead the development of Physiotherapy team across all Adult LD&A Inpatient/Community Services to enable continuous quality improvement in service provision.
2. To demonstrate the Trust's values in everything you do in the work environment.
3. To be responsible in the use and expenditure of the Trust's resources that you utilise

4. To be responsible for the planning and submitting of bids for funding to develop the clinical service as appropriate
- 5. Delivery of Effective Healthcare within the organisation**
- 5.1. To undertake direct and indirect specialist clinical work at a high level of expertise and in complex situations. To demonstrate specialist skills in a range of therapeutic interventions, holding a clinical caseload. 50% of the work will be clinical work and supported through job planning .
- 5.2. To advise other colleagues on a range of clinical issues and facilitate their own problem solving skills
- 5.3. To demonstrate skills in motivating client, carers and staff to engage in therapeutic processes
- 5.4. To ensure that the relevant Clinical speciality therapy team leaders collaborate to deliver co-ordinated work across the locality teams
- 5.5. To demonstrate highly specialist knowledge in LD&A and individual professional discipline underpinned by current evident based practice.
- 5.6. To demonstrate knowledge of national and local strategy, identifying implications for the service, undertaking redesign and modernisation as appropriate
- 5.7. To demonstrate knowledge of current research and developments applicable to this area of practice
- 5.8. To manage a complex and specialist workload independently
- 5.9. To interpret national and local policies appraising implications for the delivery and development of the relevant specialist therapy provision
- 5.10. To advise the Clinical Director and the Service Management Team and Partnership Boards on issues relating to clinical speciality
- 5.11. To work as an autonomous practitioner with responsibility for own clinical practice and accountable for all aspects of treatment and care delivered to clients
- 5.12. To formulate and oversee individual care plans utilising clinical reasoning and a wide range of treatment skills. To review, monitor and evaluate clinical interventions and alter as appropriate
- 5.13. To review, monitor and evaluate clinical interventions with individual therapists and Assistant / Coordinators
- 5.14. To take a lead in the writing of professional clinical guidelines and policies
- 5.15. To communicate effectively with clients, carers, other agencies and professionals to help maximise an individual's functional potential
- 6. Establishing Effective Leadership and Communication**
- 6.1. To provide clinical and professional leadership and hold clinical responsibility for the relevant clinical speciality/ discipline
- 6.2. To identify clinical priorities at both the operational and strategic level for the therapy team ensuring the highest standards of clinical and professional practice through professional leadership, clinical supervision, mentorship and practice development
- 6.3. To work in partnership with Team Managers to facilitate the development of multidisciplinary teams.
- 6.4. To represent the relevant profession and LD&A Service at formal and informal meetings within and outside the Trust.
- 6.5. To deputise for LD&A senior managers and / or AHP Lead as required
- 6.6. To lead the development of Care Pathways and Clinical Networks. To work with other professionals to implement the relevant care Pathway in locality teams.
- 6.7. To provide advice, guidance and supervision to other practitioners on matters relating to therapeutic intervention and the Clinical Management of people with learning

disability/Autism.

- 6.8. To work with other Clinical/ professional Leads, Team Managers, Practitioners to develop a matrix of professional support across the /LD&A service.
- 6.9. To actively encourage and support other practitioners to pursue appropriate research interests.
- 6.10. To employ excellent communication skills
- 6.11. To employ excellent presentation skills to promote multidisciplinary and interagency liaison and collaborative practice to a broad range of audiences, including other professionals and users
- 6.12. To communicate highly complex and sensitive information which may be contentious about the relevant therapy to staff, senior managers, partnership boards
- 6.13. To demonstrate highly developed negotiation and influencing skills
- 6.14. To demonstrate empathy with clients, carers and families ensuring that effective communication is achieved, particularly where barriers to understanding exist.
- 6.15. To demonstrate excellent leadership skills, ensuring that therapy staff contribute effectively across teams
- 6.16. To lead or contribute to plans for the transformation, re-design and development of LD&A Service
- 6.17. To provide where appropriate, advice, guidance and supervision to other practitioners on matters relating to therapeutic interventions
- 6.18. To enable the effective management of referrals , caseload prioritisation, allocations and reviews
- 6.19. To support partnership working and liaise effectively with the Local Authorities, Voluntary Agencies etc. towards the realisation of joined up services
- 6.20. To act as a resource to external health trusts and other agencies providing advice and second opinions on People with complex presentation including mental health issues, physical and learning disabilities
- 6.21. To work closely with Practitioners, Matrons, Senior Matrons and Professional Leads to problem solve complex clinical issues. Linking in and liaising with Acute Hospital and Primary Care Services, Social Services and other agencies
- 6.22. To coordinate and facilitate objectives and projects across agencies, ensuring a consistent and a high quality service
- 6.23. To assume delegated tasks as requested by line manager and Clinical Director/ AHP Lead including leading working groups, policy development groups within area of clinical expertise
- 6.24. To contribute to interagency policy development assuming a lead where appropriate
- 6.25. To ensure communication issues are addressed across the integrated care pathways
- 6.26. To take a lead role in performance management of team and service ?
- 6.27. To be responsible for ensuring that clear systems are in place for effective recruitment and retention, ensuring clinical skill mix to meet service need.

7. Continuing Education, Professional and Personal Development

- 7.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
- 7.2. Participate in supervision via agreed review and appraisal mechanisms
- 7.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development and professional registration requirement .
- 7.4. To participate in or lead professional developments at a Local, Regional and National Level.
- 7.5. To lead on aspects and to contribute to future service development at a strategic level and support the realisation of fully integrated multi-disciplinary teams across the division.

- 7.6. To participate where appropriate in the Trust wide Allied Health Professional agenda.
- 7.7. To maintain own clinical and professional development by keeping abreast of new developments and incorporating evidence based practice into treatment.
- 7.8. To identify training and development needs and work with Team Managers to develop strategies to meet them.
- 7.9. To advise on training and development at strategic level.
- 7.10. To take a lead in the assessment and evaluation of specific clinical risks and to develop and implement competency frameworks.
- 7.11. To provide and support teaching and training programmes for health professionals, other agencies and key providers.
- 7.12. To advise on and deliver training in the field of LD&A Physiotherapy Service to students at undergraduate level.
- 7.13. Take a leading role, conduct and participate in research.
- 7.14. To identify personal and professional development evidenced by a personal development plan and professional portfolio developed within the Trust's PDP framework, including objectives relating to clinical specialism and leadership skills
- 7.15. To lead the development of local clinical guidelines informed by evidence
- 7.16. To demonstrate the ability to reflect on clinical and leadership practice with peers and mentors and to facilitate this ability in others
- 7.17. To identify training (formal and informal) needs of therapy staff
- 7.18. To co-ordinate the therapy input to induction and in service training programmes

8. Clinical Governance, Reduction of Risk, Audit and Research

- 8.1. To participate actively in the professional advisory framework for the service and the development of clinical governance and the service wide quality agenda.
- 8.2. To work with Team Managers to provide advice and guidance on the relevant speciality issues and complaints. Taking a lead in investigations.
- 8.3. To demonstrate established negotiation skills in the management of conflict across a range of situations, including the resolution of complaints which may involve diffusion of hostility and aggression
- 8.4. To negotiate with a range of agencies providing complex facts and statistics which require interpretation and analysis
- 8.5. To recognise potential breakdown and conflict when it occurs and generate potential solutions across a wide range of situations
- 8.6. To enable the effective management of referrals, caseload prioritisation, allocations and reviews
- 8.7. To support performance management arrangements and information requirements including effective management of waiting lists
- 8.8. To provide professional advice around complaints drafting initial responses to formal complaints following local policies and procedures
- 8.9. To advise service on issues of service delivery including shortfall and service pressures
- 8.10. To lead and co-ordinate multi professional clinical audit

9. Management and use of Resources and Information

- 9.1. All records that the role is responsible for or modifies, must be kept up to date and maintained in an accurate and diligent manner and according to policy
- 9.2. To work in partnership with the service and Team Managers on the effective use of therapy resources and contribute to workforce development, supporting the efficient and effective use of resources within budgetary constraints.
- 9.3. To be responsible for the speciality budget, to include budget forecasts, budget management, efficiency savings and acting as an authorised signatory
- 9.4. To be responsible for ensuring that clear systems are in place for the effective

recruitment to clinical posts within the learning disability service.

9.5. To ensure policies, professional standards and requirements are in place and understood across the service.

9.6. Operating with Quality in everything you do and Maintaining a Safe Environment

9.7. To use knowledge and experience to inform sound clinical judgments and decision making for workload management and service development often in the absence of precedent.

COMMUNICATION AND WORKING RELATIONSHIPS:

To support all user and carer engagement initiatives across the Service and localities

To maintain and develop links through Clinical networks

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To support partnership working and the local integration agenda and liaise effectively with staff in the Local Authorities and Voluntary Sector towards the realisation of joined up services.

Represent the Service and profession at formal and informal meetings within and outside the Trust.

To contribute to Senior Management Teams and Partnership Boards

To demonstrate highly developed negotiation and influencing skills

To demonstrate empathy with clients, carers and families and carers ensuring that effective communication is achieved, particularly where barriers to understanding exist

To advise other colleagues on a range of clinical issues and facilitate their own problem-solving skills

To demonstrate skills in motivating client, carers and staff to engage in therapeutic processes

To demonstrate established negotiation skills in the management of conflict across a range of situations, including the resolution of complaints which may involve diffusion of hostility and aggression

To form productive relationships with others who may be under stress or have challenging communication difficulties

To employ excellent communication skills

To employ excellent presentation skills to promote multi-disciplinary and interagency liaison and collaborative practice to a broad range of audiences, including other professionals and users

To ensure that AHP team leaders collaborate to deliver co-ordinated work across the division.

To work with practice development manager / L&D regarding the service / discipline offer for under graduate students and other learners in field of AHP's.

ENVIRONMENTAL FACTORS

10. Physical Effort

- 10.1. Driving skills or a suitable alternative
- 10.2. Occasional light effort is required to transport equipment such as laptops
- 10.3. The work involves some risk of exposure to threaten or actual verbal and physical aggression such as being hit, kicked, grabbed, spat at etc. The post-holder needs to be constantly aware of risk and able to assess / manage high risk situations. The management and prevention of aggression and violence, including some physical intervention and resuscitation techniques may be required.
- 10.4. The post holder is required to competently use to use standard computer software e.g. Word, Power Point, as part of clinical and teaching duties. Occasional light effort is required to transport equipment such as laptops

11. Mental Effort

- 11.1. The post-holder can expect to encounter daily exposure to highly distressing information and situations such as mental illness, severe challenging behaviour, forensic history, disclosure of abuse, relationship conflict. Clients will frequently be difficult to engage with due to their cognitive impairments, mental health problems and personal history. Consequently the clinical work requires intense concentration and patient persistence. It is frequently emotionally demanding and distressing. Some clients and their families may not have English as their first language and the post-holder may be required to carry out assessments with the assistance of interpreters

12. Emotional Effort

- 12.1. Long periods of intense concentration and immobility are required each day for clinical work, report writing, and research. Driving throughout the region is needed to fulfil duties. The post-holder may be required to work alone when seeing clients and guidance on personal safety should be followed at all times. Work may necessitate being away from base for long periods requiring forward planning and management of files.

13. Working Conditions

- 13.1. The post-holder may occasionally be required to work in secure settings such as locked wards, or prisons. Many clients are seen alone including in their own homes where working environments can be uncomfortable and less predictable. There may be infrequent contact with bodily fluids such as vomit, urine, faeces and unhygienic living conditions.

The job description is not exhaustive and will be reviewed in the light of changing needs and

organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

ADDITIONAL INFORMATION:

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for Occupational purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these

mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL:

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK:

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.



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PERSON SPECIFICATION

JOB TITLE: Clinical & Professional Lead, Adult LD&A (Physiotherapy, Physiotherapy and Salt*) as designated.

AFC REF NO: 8a

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applicat- ion form	Intervi- ew	Test	Presen- tation
Demonstrates a commitment to the Trust's Values					
1.1 Compassion	3		X		
1.2 Trust	3		X		
1.3 Respect	3		X		
1.4 Integrity	3		X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)					
2.1 Diploma/Degree in relevant speciality					
2.2 Registered Member of Health Care Professions Council (HCPC)	3	X	X		
Number : member of professional body	3	x	x		
2.3 Certificate in Supervisory management	3	X	X		

2.4 Advance Qualification and portfolio demonstrating advanced practice	3	X	X		
2.5 Leadership and /or management qualification	3	X	X		
	1	x	X		
Knowledge and Skills					
3.1 In–depth understanding of health issues with regard to Adult Learning Disabilities and Autism .	3	X	X		
3.2 Ability to demonstrate awareness of best practice and current policy in Learning Disabilities and Autism	3	X	X		
3.3 Knowledge of current research and developments in the field					
3.4 Knowledge of professional issues at national, regional and local levels	3	X	X		
3.5 Demonstrate good leadership and team working skills	3	X	X		
3.6 Highly developed and specialised communication skills					
3.7 Ability to communicate sensitive and complex issues	3	X	X		
3.8 Ability to identify, provide and promote appropriate means of support to carers and staff exposed to highly distressing situations and severely challenging behaviours	3	X	X		
3.9 Ability to identify and employ as appropriate , clinical governance mechanisms for the support and maintenance of clinical practice in the face of regular exposure to highly emotive material and challenging behaviour	3	X	X		
	3	X	x		
Experience (both work and ‘life’ related)					
4.1 Minimum of 5 years clinical experience at a senior level in the field of LD&A	3	X	X		
4.2 Ability to demonstrate in-depth understanding of profound and complex physical learning disabilities	3	X	X		
4.3 Ability to demonstrate an in-depth understanding of conditions and interventions relating to People with Learning disability and/ or Autism	3	X	X		
4.4 Understanding of valuing people and the needs of this client group					
4.5 In-depth understanding of the role of relevant posts within speciality	3	X	X		

	3	x	x		
Personal Attributes					
5.1 Flexible approach and positive attitude to change in a complex environment with many stakeholders and divergent agendas	3	X	X		
5.2 Can demonstrate the capacity to nurture and support the development of multidisciplinary teams	3	X	X		
5.3 A strong commitment to continuing professional development	3	X	X		
5.4 Ability to critically appraise own performance	3	x	x		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility Own transport or suitable alternative. Dependence on public transport is not suitable for this role		You must demonstrate how you would meet the stated mobility requirement on your application form			