

# Job Description

Job Title:	Therapy Clinical Team Leader for Thoracic, Cardiac Surgery, Vascular and Cystic Fibrosis
Band:	7
Base:	Glenfield Hospital You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Therapy Specialty Lead
Accountable to:	Head of Therapy Services via the Therapy Specialty Leads

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<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<p><b>Job Summary</b></p>	<p>UHL Therapy service provides key therapeutic assessments and interventions to patients in order to promote health and independence and facilitate optimum function for patients. The post holder will plan, develop and coordinate an integrated Occupational Therapy and Physiotherapy team within a sub specialty to provide the highest standard and most cost effective patient care supporting the Trust and CMG's in achieving their objectives, working in conjunction with the Therapy Specialty Lead and be accountable for the delivery of high quality therapy care within a defined sub specialty.</p> <p>The Therapy Clinical Team Leader will:</p> <ul style="list-style-type: none"> <li>• Lead the implementation of service improvements and integration of services within a subspecialty in conjunction with the Therapy Specialty Lead and Therapy Head of Service</li> <li>• Ensure that the sub specialty Therapy team provide a service that is responsive to patient and referrers needs in the line with key stakeholder's priorities</li> <li>• Lead operational day to day management for the Therapy team, and the services they provide within a sub specialty</li> <li>• To provide clinical leadership, work as an autonomous practitioner to provide specialist therapy assessments, diagnose and develop individualised treatment programmes based on patient's needs, using advanced clinical reasoningskills and to develop own area of clinical practice within a specialty area</li> <li>• Be responsible for delivering high quality specialist Therapy to patients within the sub specialty</li> <li>• Support the Therapy Specialty Lead in their duties and to deputise in their absence</li> <li>• Ensure efficient and effective service delivery within a fast and pressurised environment</li> <li>• Work collaboratively with the Therapy management team to promote an integrated equitable Therapy service</li> <li>• Utilise prioritisation and time management skills to meet the unpredictable and conflicting needs of the service</li> <li>• Facilitate and undertake Clinical Audit, Service Evaluation and research within the specialty adhering to Trust and Research Policy</li> <li>• Deputise as appropriate for the Therapy Site Lead taking responsibility for the smooth efficient running of the Therapy departments</li> </ul>
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## KEY WORKING RELATIONSHIPS

### Internal:

- Therapy Management Team including Research Lead.
- Therapy Leads – own and other specialties.
- All Therapy teams – own and other specialties including Clinical Specialists and ACP's
- H.R Business Partners
- Multi-disciplinary Team
- CMG management teams
- Other services within UHL eg e-rostering

### External:

- Equipment Service Provider
- Community Therapy/Home First Services
- Social care
- Primary Care Partners
- Voluntary sector
- Education/Universities
- Peers in other organisations
- Patients and Carers
- Local, regional, national and international links.
- Independent and private sector

## KEY RESULT AREAS

### 1. Budget

1.1 Be responsible for the efficient, effective and safe use of equipment and resources used by patients, carers and other staff.

1.2 Work alongside the Therapy Specialty Lead to identify CIP plans in accordance with CMG/Trust targets.

1.3 Identify and develop opportunities for income generation alongside the Therapy Specialty Lead.

1.4 As a designated Therapist undertake authorisation of NRS specialist equipment as appropriate.

## 2. Leadership

2.1 To lead the development and implementation of the Therapy service vision and objectives at the sub specialty level in conjunction with the Therapy Specialty Lead

2.2 To lead, develop and continually evaluate an integrated Therapy service within a sub specialty in conjunction with the Therapy Specialty Lead, considering best practice and the efficient use of resources

2.3 To provide leadership on a day to day basis re allocation of resources, staffing etc

2.4 To provide and facilitate professional leadership within the sub specialty and act as an effective role model

2.5 To provide and facilitate specialist clinical skills and knowledge within a relevant clinical area

2.6 To promote leadership across all grades of staff and promote a devolved management culture in which staff are valued, respected and empowered

2.7 Ensure that staff within the sub specialty are clear about what is expected for success and are working together in effective teams

2.8 Establish a culture of mutual respect between the uni professional services within the therapy sub specialty teams.

2.9 Promote an understanding of professions and contribute to the sharing of learning across professional and organisational boundaries

2.10 To use leadership skills to create a supportive dynamic environment to facilitate team working

## 3. Service Delivery and Evaluation

3.1 Operationally manage the Therapy staff and other resources within the sub speciality to deliver day to day clinical services within the sub speciality

3.2 To be responsible for the provision and development of the Therapy service within a subspeciality,, in line with the Therapy and UHL objectives, in conjunction with the Therapy Specialty lead, by the development of annual plans and objectives, anticipating future needs to ensure that the services meet service delivery and performance targets

3.3 Continuous review and development of practices within the sub speciality to ensure that services are effective and efficient

3.4 Lead within the sub specialist the development of integrated Therapy teams, continually reviewing roles and responsibilities to minimise/eliminate waste and provide quality patient care

3.5 Implement, review and redesign of clinical pathways within the sub speciality.

3.6 Monitor performance within the sub speciality anticipating issues and advising/taking corrective action when necessary, including identifying, collection and interpretation of statistical information

3.7 Liaise and collaborate with other members of the multidisciplinary team internal and external to UHL to support integrated health care planning and delivery

3.8 Ensure that a high quality and efficient service is delivered within the resources available

3.9 Facilitate a culture of quality, continuous innovation, improvement and productivity within the specialty.

3.10 To work collaboratively with others to develop a coordinated cross site and “cross profession approach” to the management of patients within the Therapy Service.

3.11 To instigate, monitor and evaluate systems to ensure that the quality and efficiency of the service is maintained; identifying opportunities for development and implementing them where appropriate in conjunction with the Therapy Speciality Lead and Clinical Specialist/ACP.

3.12 Collect user feedback and develop appropriate action plans in order to drive responsive changes in care.

3.13 To promote the Therapy Services both generally and within UHL, to patients, carers, other healthcare professionals, prospective Therapy employees and visitors to the service area.

3.14 To review and update policies and procedures as required for ratification by the Therapy management team.

3.15 Compare own practice with peers in other Trusts and participate in national, professional networks to develop best practice.

3.16 Work with the Therapy Lead, Clinical Specialists / ACP's to enable the team to develop evidence based practice and embed this in service delivery for patient benefit.

#### 4. Clinical practice

To spend a significant proportion of the time working on clinically related topics within the subspeciality, which may include complex cases requiring advanced clinical reasoning, alongside planning and prioritising own workload. This will be flexible according to service needs and priorities in agreement with the Speciality Lead.

When undertaking patient care:

4.1 Be responsible for managing a clinical caseload including complex cases, from assessment, intervention/treatment to discharge/transfer of care, in order to facilitate a timely and safe discharge from hospital.

4.2 To provide appropriate education to patients and carers in order to encourage patient participation in the management of their condition either on an individual or group basis

4.3 To have specialist knowledge and skills related to this clinical area in order to provide specialist teaching, clinical advice and recommendations to Therapy staff, the multi-disciplinary team and service users in relation to patient care.

4.4 To use specialist techniques including therapeutic handling and rehabilitation techniques to maximise functional potential for that patient

4.5 Assist ill or dependent patients during therapy by responding to medical emergencies and/or performing other activities involving manual handling, including personal care.

4.6 Communicate complex, sensitive, distressing and contentious information effectively with patients, carers and staff in the multi-disciplinary team and other agencies.

4.7 Delegate clinical duties to therapists and/or support staff ensuring that they have appropriate knowledge, understanding and competence and to provide training and supervision as required

4.8 Negotiate, agree expectation and set appropriate, realistic and individual therapy goals in partnership with the patient, carer and colleagues.

4.9 Select and use appropriate assessment techniques in hospital, the patients own home and / or in community based settings as required

4.10 Set up equipment for therapy and ensure it is used safely by patients, carers, staff and students

4.11 Treat, monitor, and develop each patient's therapy programme using outcome measures and work towards a timely discharge in conjunction with the multi-disciplinary team.

4.12 To have day-to-day overview of the Therapy referral and appointment systems and clinical caseload for the specialty team, and ensure patients receive high standards of intervention at all times in accordance with the Code of Professional Conduct for Occupational Therapists and Physiotherapists as appropriate.

4.13 To provide specialist clinical support, advice and teaching within their profession, the wider Therapy team and other professionals.

4.14 To use advanced clinical reasoning and highly specialist skills to assess, plan and implement treatment regimes for patients referred, including patients with complex needs.

4.15 To adapt and utilise appropriate techniques or precautions when treating/handling patients

4.16 To use clinical reasoning skills to prescribe, plan, treat and co-ordinate and lead timely home assessments essential to facilitate discharge where appropriate.

4.17 To liaise with patients, carers and other relevant health care professionals and community services to establish individual needs and ensure all appropriate recommendations are actioned.

4.18 To ensure collection of statistical information and maintain a professional level of record keeping and report writing in accordance with UHL Documentation Policy for patient's case notes (July 2006) and the Occupational Therapy guidelines and standards for record keeping (May 2010) and Standard 14 of the Core Standards of Physiotherapy Practice 2005, Trust Policies, NHSLA and CQC standards Guidelines.

4.19 Teach therapy techniques to carers including safe use of equipment, manual handling and management of the patient's condition, ensuring all relevant appropriate documentation.

4.20 Participate in multidisciplinary case review meetings to discuss progress and to plan treatment and safe discharge.

4.21 Apply learning from post-registration courses to provide highly specialised therapy interventions.

4.22 Explain therapy, gain consent and motivate the patient to achieve goals.

4.23 Gather, analyse and evaluate information to identify problems in partnership with the patient, carer and colleagues.

4.24 To have shared responsibility for monitoring the safety of patients and team members whilst working in the community if appropriate (eg home assessments) and be responsible for actioning emergency procedures if their safety is compromised

4.25 Advise the Speciality Lead of any concerns regarding clinical practice.

4.26 With the agreement of the Therapy Management team as appropriate develop competencies in roles outside the normal scope of practice within an approved training and ratification process with ongoing review e.g. suture removal

## 5. Performance Management

5.1 Develop, monitor and implement action plans for performance measures at team and individual level within the speciality.

5.2 Enhance the performance and capability of others through formal and informal interactions

5.3 Motivate staff to higher levels of performance by translating the vision and objectives of the Therapy service to the subspecialty level and developing effective team working at sub speciality level

## 6. Care Quality Commission/NHSLA Standards

6.1 Ensure that the sub speciality meets or exceeds NHCE Standards as appropriate to the Therapy sub speciality

6.2 Ensure that relevant information is collected and collated to ensure that evidence is available

6.3 Investigate complaints, concerns within the sub speciality and report to the Speciality Therapy Lead

## 7. Governance and Risk

7.1 To provide and facilitate professional leadership within the sub speciality to ensure high standards of professional practice by monitoring, clinical supervision and use of professional standards, audit and outcome measures

7.2 Investigate clinical incidents/concerns within the sub speciality ensuring that appropriate action is identified, implemented, lessons learnt and shared, reporting to the Speciality Therapy Lead

7.3 Lead on assessing, reporting, identification and management of Governance and Risk within the sub speciality and site.reporting to the Therapy Specaility Lead

7.4 Be responsible for methods to reduce risk with in the Therapy speciality team

7.5 Promote a culture where Governance and Risk management are seen to be everyone's responsibility

7.6 To review, monitor and evaluate clinical practice within the sub speciality to ensure a high quality service

7.7 To keep appropriate accurate timely clinical records in line with the code of professional conduct and Trust/Therapy policies

8.1 Establish effective communication and collaboration within the Therapy sub speciality team, across Therapy sub specialities, with the Therapy Management Team and with the Clinical Business Unit and multidisciplinary team.

8.2 Establish effective communication with the wider health care community to ensure services work together where appropriate

8.3 To promote and maintain high professional standards of verbal, written and non verbal communication including complex and sensitive information for self and staff within the sub speciality

8.4 Communicate with the Therapy clinical team in a sensitive professional manner using a positive approach to problem solve complex issues / challenges

## 9. Human Resources

9.1 To participate in workforce review, planning and redesign in conjunction with the Therapy Head of Service and the Therapy Speciality Lead, within the sub speciality to achieve cost effective, efficient and integrated Therapy service,.

9.2 Ensure that staff are performance managed effectively within the sub speciality

9.3 Lead on the recruitment and selection of Therapy staff within the sub speciality, speciality and profession as required.

9.4 Ensure induction programmes are implemented for new staff, students and rotating staff

9.5 Lead on the promotion of well being and manage sickness absence within the subspeciality

9.6 Ensure that all staff in the sub speciality have been trained in core, relevant H.R policies e.g. Equality and Diversity, Discipline

9.7 Ensure staff within the sub speciality receive regular appraisals and all staff have a personal development plan

9.8 Ensure staff in the sub speciality work within the requirements of the working time directive

9.9 Promote a culture within the sub speciality of staff empowerment and accountability for service provision

9.10 Provide line management, appraisal and supervision for clinical specialists, ensuring professional specific needs are satisfied by the use of professional advice where necessary

9.11 To provide operational day to day management for ESP's as appropriate and participate in appraisal and clinical supervision of ESP in conjunction with the Therapy Speciality Lead.

9.12 Delegate line management and other responsibilities within the sub speciality therapy team

9.13 Be responsible for identifying and in conjunction with the Speciality Therapy Lead approving CPD opportunities that are in line with individuals, service and Trust objectives, and in line with the Study Leave Policy

10.1 Responsible for the development of staff within the sub speciality by overseeing the implementation of appraisals, personal development plans and clinical supervision

10.2 Ensure staff and students within the sub speciality receive appropriate training and on-going development to enable them to competently and safely fulfil their roles

10.3 To be responsible for delivering training where appropriate to clinical staff

10.4 Promote a culture within the sub speciality of life long learning

10.5 Prioritise own time to be available to coach and mentor others within the sub speciality team

10.6 Ensure all staff within the sub speciality attend mandatory training as appropriate

10.7 Promote and facilitate the provision of student placements within the subspecialty

10.8 Continue to advance own personal skills and knowledge in a clinical and managerial context

10.9 Apply learning from post-registration courses to provide specialised therapy interventions and cascade learning and skills as appropriate

10.10 Maintain up to date knowledge and understanding of the best available evidence for speciality practice and of health service practice.

## 11. Research and Audit

11.1 Develop, implement and monitor an annual audit plan within the sub speciality in conjunction with the Therapy Management team, Training and Governance Lead, clinical specialists and ESP's where applicable

11.2 Develop, implement, monitor and action plan clinical outcome measures in line with National, Trust and Therapy guidance in conjunction with the clinical specialists and ESP's where applicable

11.3 Develop relationships with professional colleagues locally, regionally and nationally to develop clinical pathways relevant to teams and take part in Benchmarking activities with other Trusts where appropriate

11.4 To encourage a culture of research and development and be responsible for overseeing the research programme within the subspeciality in conjunction with the Therapy Management team, Training and Governance Lead, clinical specialists and ESP's where applicable

11.5 Use research and audit results to set standards, direct therapist to adapt their professional practice and deliver therapy which is efficient, effective and responsive

## 12. Other Duties

12.1 Be responsible for deputising for the Speciality Therapy Team Lead

12.2 To under take site specific and or Therapy specific responsibilities for the Therapy service as agreed with the Therapy Speciality Lead and the Therapy Head of Service

12.3 Contribute to discussions/forums affecting the Divisions, CMG's/sub specialities as appropriate

12.4 Be a member of Trust wide, Divisional, CMG, Therapy groups as appropriate and agreed with the Therapy Speciality Lead and the Therapy Head of Service

12.5 Participate in the joint Occupational Therapy and Physiotherapy Managers on-call rota and/or work on the clinical weekend/bank holiday rosters

12.6 Take part in/lead on Therapy Task and Finish groups as agreed with the Therapy Speciality Lead and Therapy Head of Service

12.7 Any other duties mutually agreed

## GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

# Person Specification

Post: Therapy Clinical Team Leader

Band: 7

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trusts values and behaviours		
<b>Training &amp; Qualifications</b>	<p>BSC in Occupational Therapy/Physiotherapy current HCPC registration.</p> <p>Post graduate study and /or experience which demonstrates specialist knowledge and skills in the relevant area</p> <p>Evidence of postgraduate professional management and leadership development</p>	<p>Management qualification</p> <p>Masters level or equivalent qualification in clinical and or leadership subject</p>	Application / Interview

<b>Experience</b>	<p>Multidisciplinary working</p> <p>Line management experience</p> <p>Quality systems management</p> <p>Service improvement and change management</p> <p>Clinical skills and knowledge to a minimum of a band 7 level within the sub speciality</p> <p>Minimum of 4 years clinical experience within a relevant area</p> <p>Current clinical skills and</p>	<p>Project management</p> <p>Operational management of a team</p> <p>Managing a multi disciplinary team</p> <p>Experience in LEAN</p> <p>Experience in preparing Cases of Need</p>	Application / Interview
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	<p>knowledge in the relevant sub speciality</p> <p>Up to date practical understanding in professional area including working in an Acute Trust</p> <p>Evidence of continuous professional development</p> <p>Experience in clinical audit</p> <p>Clinical and corporate governance</p>	Research	
<b>Knowledge</b>	<p>Knowledge of NHS policies and National agenda</p> <p>Interprofessional knowledge of Therapy in an acute area setting</p>		<p>Interview</p> <p>Application / Interview</p>

<b>Communication and relationship skills</b>	<p>Leadership skills and an ability to work with a wide variety of people at different levels and different disciplines</p> <p>Strong verbal and written communication skills and the ability to receive and present data that is complex, sensitive or contentious</p> <p>Ability to negotiate facilitate and influence others</p>		Application / Interview
<b>Analytical and Judgement skills</b>	<p>Evidence of working with numerical data and ability to analyse and interpret</p> <p>Ability to think laterally, identify and evaluate options and to find workable solutions to complex issues</p>		<p>Application / Interview/Test</p> <p>Application / Interview/Test</p>
<b>Planning and organisation skills</b>	<p>Proactive</p> <p>Ability to adapt to changing and completing priorities</p>	<p>Project management, experience and knowledge</p>	Application / Interview

<b>Human Resource Management skills</b>	<p>Experience in line management of senior staff</p> <p>Experience in recruitment</p> <p>Performance management experience</p>	Experience in leading and developing multidisciplinary teams	Application / Interview
<b>Finance and IT skills</b>	Good working knowledge and experience of mainstream word processing, spreadsheets and email	Budgetary and financial management skills	Application / Interview
<b>Equality and Diversity</b>	Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		Application Interview

<p><b>Personal effectiveness</b>  <i>What personal traits must the applicant possess to be successful in the role?</i></p>	<p>Ability to prioritise, meet deadlines and manage a diverse workload</p> <p>Ability to motivate others and self when faced with adversity</p> <p>Ability to build purposeful working relationships and partnerships</p> <p>Ability to sustain high workload thorough time of service and organisational pressure</p>		<p>Application / Interview</p>
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