

Job Description

JOB TITLE:	Team Leader - Acute Medicine
GRADE:	Band 7
HOURS:	20 hours per week
REPORTS TO:	Integrated Therapies Clinical Lead; Professional Lead for Occupational Therapy
ACCOUNTABLE TO:	Professional Lead for Occupational Therapy; Integrated Therapies Clinical Lead; Deputy Director of Operations for Division of Medicine, Diagnostics and Clinical Support Services and ultimately the Medical Director

Behavioural Skills

All roles within the Trust require staff to demonstrate our core values in the care they provide to patients. All members of staff should consider these behaviours an essential part of their job role.

- Collaboration
- Accountability
- Respect
- Empowerment
- Support

Summary of Post

- To be the Team Leader with specific responsibility for the development and provision of the Acute Medicine Integrated Therapy Team including the training of team members
- To lead in the advanced assessment and treatment of patients admitted to the Acute Medicine wards including: patients with multi-pathology, palliative care needs, MS, Parkinson's disease, osteoarthritis, cardiac conditions, frailty and bariatric patients, who will often have highly complex and/or chronic presentation, often with barriers to communication
- To use advanced clinical reasoning skills to determine clinical diagnosis, treatment indicated, onward referrals and to maintain records as an autonomous practitioner
- To plan, co-ordinate, deliver and evaluate the Acute Medicine Therapy Team Service, and to prioritise and delegate appropriately to the team as required
- To manage staff attendance in accordance to Trust policies, HR and Occupational Health guidance
- To support the wellbeing of staff within the team and signpost to relevant support networks
- To work closely with other James Paget University Hospital therapy teams in order to receive referrals and use patient information to help prioritise the workload
- To assist with development of team goals and development with the Professional Leads and Integrated Therapies Clinical Lead, and support the team in achieving them

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- To provide highly specialist advice and teaching to the Acute Medicine Therapy Team and to other members of the multidisciplinary team
- To keep abreast of new research and development within the speciality, identifying any learning needs within the team and arrange training as necessary
- To be proactive in service development and individual development within the team, implementing changes as and when appropriate
- To organise and lead clinical audits, ensuring regular monitoring of the quality of the service provided to patients. Delegate work as necessary to other members of the team
- To work a rostered seven day service

Specific Duties and Responsibilities

Clinical

1. To be professional and legally responsible and accountable for all aspects of your own work including the management of patients in your care.
2. To ensure a high standard of clinical care for the patients under your management, and support more junior staff to do likewise.
3. To undertake the comprehensive assessment of patients, including those with a complex presentation, using investigative and analytical skills, and to formulate individualised management and treatment plans, using clinical reasoning, and utilising a wide range of treatment skills and options to formulate a specialised programme of care.
4. To accept clinical responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
5. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of therapy, and to ensure a consistent approach to patient care.
6. To provide specialist advice to therapy colleagues working within other clinical areas regarding acute medical conditions (see job summary).
7. To provide advice, teaching and training to other members of the multidisciplinary team regarding the medical management of patients with acute medical conditions.
8. To take the lead role in training, supervising and performance management of the therapy team and undergraduate students within the team.
9. To take responsibility for the completion of formal appraisals, probationary meetings, supervision and support, return to work assessments and risk assessments as required.
10. To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition. Communication skills of persuasion, motivation, explanation, and gaining informed consent will be used with a variety of patients. Barriers to effective communication will regularly be evident, e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, and fear. Many patients will lack the capacity to consent.
11. To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.

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12. To contribute to multidisciplinary team assessment of mental capacity and support junior team members in this. To work with mental health services and the Independent Mental Capacity Advocate where necessary.

Professional

1. To maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments, and incorporate them as necessary into your work.
2. To have overall responsibility for the in-service training programme including presentation at staff meetings, tutorials, training sessions, external courses and reflective practice/peer review sessions.
3. To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service. This will include family meetings, best interest meetings, board meetings and discharge planning meetings.
4. To identify objectives for personal development for yourself and the rest of the team.
5. Contribute to the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with the therapy or multidisciplinary team. Make recommendations for change.
6. To use national guidelines and research findings to develop practice. To engage in research individually and support the team to engage in research.

Organisational

1. To plan, co-ordinate and evaluate the Acute Medicine Therapy Service, ensuring optimal patient management and efficient and effective use of time and skills by therapy staff within the specialty.
2. To support Professional Leads for Physiotherapy and Occupational Therapy in organising seven-day roster. This includes training and competency development for all staff participating.
3. To make positive contribution to department development.
4. To demonstrate a sound understanding of clinical governance and risk management and apply to work situation.
5. To be responsible for a designated area of work, and to plan and organise efficiently and effectively with regard to patient management and use of time.
6. To decide priorities for own work area, balancing other patient related and professional demands, and ensure these remain in accordance with those of the section as a whole.
7. To be responsible for ensuring the effective selection and use of all treatment resources available both in the department and on the wards.
8. To be responsible for equipment used in carrying out therapy duties, and to adhere to departmental policy, including competence to use equipment.
9. To lead in the selection and recruitment to vacancies in the team and service.
10. To undertake data collection and provide information regarding the Acute Medicine Therapy Service.

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11. To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
12. To be aware of health and safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents and ensuring equipment use is safe.
13. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
14. To undertake any other duties that might be considered appropriate by the Professional Leads and to delegate appropriately to other specialists within your area.

Health and Safety Responsibilities

1. To ensure the Trust's Health and Safety policies are understood and observed and procedures are followed.
2. To ensure the appropriate use of equipment and facilities and the working environment is maintained in good order.
3. To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors and staff, in accordance with the Health and Safety at Work Act.
4. To undertake appropriate health and safety training to support safe working practice including, where appropriate, its management.
5. To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.
6. To ensure all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

Moving and Handling Responsibilities

1. To ensure that all moving and handling tasks within their area of responsibility are assessed, that there is a manual handling plan indicating safe systems of work, and that documentation is regularly maintained and updated.
2. To observe and monitor the application of moving and handling skills, ensuring safe practice.
3. To attend appropriate training in accordance with the moving and handling assessed risks within the work area.

Confidentiality

All staff are required to respect confidentiality of all matters that they learn as a result of their employment with the NHS, including matters relating to other members of staff, patients and members of the public.

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Equality and Diversity

All employees are required to follow and implement the Trust's equal opportunities policy and to undergo any training and development activities to ensure they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

Safeguarding Children and Vulnerable Adults

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of Safeguarding Children and Vulnerable Adult training depending on their role in the Trust.

Infection Control

It is the responsibility of all staff to ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In particular:

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up-to-date and attend all relevant training relating to infection control issues applicable to their post
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable)
- Report non-compliance or concerns regarding infection control issues/best practice to their line manager

Trust Values

To work in-line with the Trust values and promote these within teams, departments and divisions in the Trust.

James Paget University Hospitals NHS Foundation Trust operates a No Smoking Policy

This job description should be regarded as a guideline to the duties to be undertaken and not intended to be definitive or restrictive in any way. The content of this job description will be regularly reviewed and may be revised in the light of changing circumstances following consultation with the post-holder.

October 2023

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