

JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Hospice Therapy Team Lead
Band/Grade:	37.5
Hours of Work:	Director of Clinical Services and Assistant Director of Nursing- Hospice
Accountable to:	
Responsible:	Head of Therapies
Department:	Hospice Therapies
Job Reference:	
Last Update (insert Date):	August 2023
Disclosure and Barring(DB) Check Required:	Yes Level: Enhanced

2. JOB PURPOSE
<ul style="list-style-type: none"> • To be responsible for the management and daily running of the Hospice Therapy Team. To co-ordinate and manage the provision of therapy services across the inpatient Unit, day services unit and community, providing clinical direction and leadership for the hospice therapy team. • To development the Hospice Therapy service, striving to ensure best practice, maximum efficiency and productivity and cost effectiveness. • To lead and engage the team demonstrating compassion through effective relationships based on empathy, respect and dignity. • To nurture a supportive and empathetic approach to teaching, supervision and appraisals. • To work as an autonomous practitioner, within scope of practice and deliver a quality clinical service; meeting the clinical and strategic needs of the Hospice. • To provide highly specialised assessment and intervention for a varied caseload of Palliative care patients within own scope of practice, including patients who may have highly complex presentations. • To develop and foster productive relationships with key stakeholders e.g. Consultants, ward staff GPs, carers, families, patient groups and other links. • To develop and promote a positive, dynamic image and culture to both internal and external stakeholders. At all times striving to reflect and encourage the Hospice values.

3. ORGANISATIONAL STRUCTURE

4. ROLE OF DEPARTMENT

The Hospice Directorate comprises the Hospice Inpatient Unit, Day Services Unit, Community Clinical Nurse Specialist Team, Hospice@Home Service, Social Work and Bereavement Team, Therapies Team, Lymphoedema Services and Palliative Care Ambulance Services.

Our services are underpinned by a respect for human dignity and care for the physical, psychosocial, spiritual and emotional needs of the total person, whatever their age, lifestyle, culture and spiritual belief. Our patients face a range of conditions, including cancer, respiratory disease, heart failure, neurological conditions and HIV.

The post holder is based within the Hospice Therapies Team and will report directly to the Head of Therapies.

5. RESPONSIBILITIES OF THE POST

Key Tasks

Clinical

- To be professionally responsible and legally accountable for all aspects of own professional activities in line with the standards of the Hospice, department, Professional body and the Health and Care Professions Council (HCPC).
- To have overall accountability for the planning and management of own complex and specialised caseload of patients and to organise this effectively and efficiently with regards to clinical priorities and resource management.
- To utilise advanced clinical reasoning skills and evidence based knowledge to assess patients and implement appropriate therapy management plans as an autonomous practitioner.
- To have a thorough understanding of the complexities of working with patients with deteriorating conditions
- To use highly advanced communication and behaviour change skills to facilitate patient care and empower patients with life limiting conditions.
- To continuously assess, evaluate and modify treatment aims, objectives and desired outcomes in collaboration with the patient, family, carers and the multidisciplinary team.
- To make recommendations to colleagues and members of the MDT, based on advanced theoretical and practical knowledge regarding the ongoing management of patients
- To provide services in different locations, according to requirements e.g. IPU, DSU or patients home. To work frequently as a lone practitioner.
- To lead on and implement group sessions as identified in partnership with the MDT
- To produce up to date, clear evidence based resources for patients and recognise where further development is required.
- To ensure that patients have consented to assessment and therapeutic interventions in line with hospital policy and professional codes of conduct.
- Maintain patient documentation, records and accurate statistical information to reflect the care provided and to meet professional and hospital standards as well as local and national guidelines.

- To maintain accurate, comprehensive professional case notes for all direct and indirect patient contact.
- To ensure that discharge information and reports are communicated in a timely and appropriate manner, both as an individual and from within the team.
- To demonstrate flexibility in communication and interpersonal skills to overcome barriers to communication e.g. language and cultural barriers, loss of hearing/sight, distressing information, hostile/emotive situations, altered perception and cognition etc.
- To liaise with and provide feedback to referrers to the service by letter and /or verbal communication.
- To communicate complex patient related information effectively, to ensure collaborative working within the MDT
- To undertake monitoring and evaluation of work and current practice through the use of evidence based projects, audits and outcome measures. To make recommendations and implement change where required.

Professional and Lead

- To deputise for the Head of Therapies as required.
- To be responsible for the daily management, supervision and co-ordination of the Hospice Therapy team in conjunction with the Head of Therapies, including staff appraisals and performance management.
- To review and interpret activity records to inform planning and service delivery within the therapy service.
- To be responsible for the standard of care carried out by the hospice therapy team. Ensuring competency of all staff working in the hospice therapy service including those on temporary contracts.
- To facilitate effective team working in the hospice therapy team by leading, assisting and supporting other team members.
- To assist other members of the team to make appropriate priorities, particularly at times of annual, study and sick leave.
- To provide emotional support for team members in potentially stressful work situations, such as verbal or physical aggression, or managing adverse incidents
- To contribute to the recruitment process within the therapies team, particularly shortlisting, interviewing and taking the lead on recruitment in the Hospice Therapy team.
- To responsible for Health and Safety requirements with in own clinical area.
- To take the lead for ensuring the risk assessment, competent use, maintenance and repair of all equipment in the department. Ensure that treatment and working areas are kept safe and tidy, liaising with other departments as appropriate.
- To maintain an equipment inventory for the department and advise the Head of therapies regarding recommendations for new equipment.
- To take a lead role in Clinical Governance in the Hospice therapy team, ensure robust and effective systems of clinical effectiveness and audit programmes are in place in own department.

- To work with other Clinical leads and the Head of Therapies to ensure that the service responds to local, professional and national changes in guidance.
- To evaluate current practices in own work and that of the team, based on research findings, evidence based projects, audits and the use of recognised outcome measures, to ensure that quality standards and effectiveness of patient care are continually monitored and improved.
- To advise the Head of Therapies regarding recommendations for service developments.
- To lead the development of team objectives in line with Hospice and department objectives and ensure they are monitored and updated.
- To work with other Clinical leads and Head of therapies to formulate department policies and procedures and participate in agreed developments and projects related to the therapies service, networking externally as required.
- Manage complaints and take corrective actions as appropriate, ensuring the team support any corrective actions in place.
- To progress own CPD by keeping up to date with key trends and developments by reading and attending external/internal courses and in-service training sessions. To adhere to the principles of lifelong learning and maintain a CPD portfolio reflecting personal professional development
- To evidence when requested completion of clinical competencies, mandatory training completion and clinically relevant documentation.
- To ensure the provision of an appropriate and relevant In-Service Training programme for the team, support staff to develop their knowledge and skills within their role.
- To use expert knowledge to provide specialist teaching on a wide range of topics to therapy staff and other professionals.
- To participate in the staff appraisal scheme and personal development planning as both appraiser and appraisee and to assist all staff in setting objectives in line with planned service developments, hospice strategy and personal career objectives
- To attend therapy meetings and other meetings as required, taking on responsibility to support the functioning of the department
- To take an active part in the departmental meetings e.g. contribute to discussion, take on the role of chair, contribute to the development of departmental policies and procedures.
- To undertake any other duties commensurate with grade as requested by the Head of Therapies.
- Responsible for managing own time effectively
- Complies with HCPC, professional codes of ethics and professional conduct, national guidelines and hospital policies and procedures.
- To implement and supervise others in the implementation of departmental policies and procedures and make sure signature sheets are returned or stored locally as appropriate.
- Assist in the professional development of all staff who treat patients in the inpatient service.
- To develop links and networking with AHP's working in Palliative Care
- To provide specialist advice, teaching and training to other members of the Hospice regarding the therapeutic management of patients.

- To act as a source of clinical expertise and advice and as a resource for other team members
- To Lead on the induction of all new Hospice therapy staff and ensure they have adequate support in the period of orientation.

To plan, prioritise and delegate effectively and efficiently with regard to patient care and professional demands.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Smoke Free Policy

The Hospital provides a smoke free environment.

6.5 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.6 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.7 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.8 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.9 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

We are committed to safeguarding and protecting all adults at risk, children and young people by implementing robust safer recruitment practices during our selection process. Pre-employment checks are undertaken in accordance with industry standards and regulations, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment policy then please contact a member of our recruitment team

. This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital 's needs and priorities and following discussion with the post holder.

Post Title: Hospice Therapy Team Lead

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> • Relevant Physiotherapy BSc (hons) degree, diploma or equivalent • Health and Care Professions Council (HCPC) and CSP registration • Evidence of post graduate professional development in specialism. • Evidence of study or intending to study at Masters level • Member of specialist interest group 	E E E	D D	A A A A A
Experience	<ul style="list-style-type: none"> • Evidence of additional specialist knowledge acquired through relevant post-graduate therapy training. • Experience of working with an array of patients in an inpatient setting. • Experience of a wide range of approaches for the management of complex patients. • Awareness of cognitive behavioural approach to rehabilitation. • Knowledge and experience of audit • Experience of Research • Experience of lecturing/teaching • Evidence of staff and service management. • Evidence of service development experience. • Experience of multidisciplinary team working. • Experience of working at Band 8A level • Experience of teaching to own professional group and MDT 	E E E E E E E E E E E D		A/I

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