

JOB DESCRIPTION

POST: Return to Practice

BAND: No formal banding, voluntary placement

ACCOUNTABLE TO: Clinical Service Team Leader

KEY WORKING RELATIONSHIPS:

Internal:

Inpatient teams, Health and wellbeing services, Operational support services, Healthcare professionals within HRCH.

External:

GPs, Acute hospitals, Tertiary care centres, Social services, Voluntary and partnership organisations.

JOB PURPOSE:

To work in a voluntary capacity in a relevant clinical area under the supervision of an equivalent HCPC registered professional. Engage in a learning development plan to meet profession specific standards of proficiency as part of the supervised practice aspect of the return to practice application. To contribute to the provision of high standards of care, adherence to HCPC conduct, performance, and ethics, HRCH Trust Values and to demonstrate safe clinical practice for the duration of the placement.

KEY RESPONSIBILITIES

- To take initiative in completion of the return to practice workbook, including generation of a learning development plan in collaboration with supervisor
- To work under supervision of a HCPC registered health care professional with the same allied health professional qualification
- Work closely with the multi-disciplinary team to meet the needs of the clients / patients and enable them to receive a comprehensive service.
- Work within own personal/professional limitations and seek help of others to maintain safe practice.

CLINICAL RESPONSIBILITIES

- To work within limits of own knowledge and competence, and work towards return to practice objectives in line with the standards of proficiency, under supervision of registered professional
- Support the wider clinical team, working co-operatively in the provision of services ensuring actions contribute to a positive and safe working culture. Support to deliver a high standard of holistic patient-centred care

- To complete comprehensive assessments using various therapeutic techniques to inform your clinical impression and develop holistic treatment plans within established supervision agreement
- To provide evidence-based interventions informing supervisors and obtaining guidance where required
- To develop, monitor and update goals with patients and the wider multidisciplinary team
- To provide advice, education and support for service users and families/carers of service users within agreed boundaries
- To maintain up-to-date patient records using electronic patient record in accordance with Trust and local departmental standards, signing notes as 'returnee [insert AHP profession]'
- To effectively and efficiently organise and prioritise your own workload.
- Identify potential risks, seeking support from registered professionals, and report untoward incidents and risks according to Trust policies and procedures for staff and patients.
- To set up equipment and the environment in preparation for assessment/ group sessions
- To inform professionals of equipment servicing, maintenance needs in accordance with manufacturers/departmental guidelines. Inform supervisor/responsible professional if equipment stock levels low and ordering required
- To help keep treatment, office, and storage areas tidy
- To comply with Manual Handling Risk assessment guidelines and action plans
- To respect values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to those needs.
- To access support from HRCH return to practice lead where required

SERVICE DELIVERY RESPONSIBILITIES

- To be aware of one's own responsibility to always deliver a high-quality service.
- To maintain efficient administration systems to support the organisation and smooth running of the service
- To use word processing & software packages
- To propose and implement new admin processes to assist the team in being more efficient
- To deal effectively and efficiently with telephone enquiries, taking messages, responding to queries, and ensuring all actions arising are followed up appropriately
- To attend and actively participating in service meetings and team briefings
- To support the processes of clinical audit
- To contribute to and assist in the delivery of service objectives and service developments

MANAGERIAL RESPONSIBILITIES

PEOPLE MANAGEMENT RESPONSIBILITIES

- To proactively work within MDT completing joint sessions or delegating to support workers where appropriate.
- To provide feedback to supervising professionals of students/support workers where appropriate

FINANCIAL RESPONSIBILITIES

- To register with Health Education England's Return to Practice Programme
- To submit expense claims to Health Education England through their online 'selenity' system
- To confirm with supervisor/manager of any additional expenses and determine whether it falls within remit of HEE funding, or service funding prior to spend

TRAINING/EDUCATION RESPONSIBILITIES

- To ensure completion of required statutory and mandatory training for post
- To be accountable in completion of the Return to Practice objectives set with supervisors
- To self-direct the return to practice process, demonstrating awareness of what is required and how you will meet requirements for registration
- To participate in research and audit activities that enhance, evaluate and influence patient care as required and when the opportunity presents itself

RESEARCH AND DEVELOPMENT

- *Nil*

COMMUNICATION

- To provide, receive, interpret, and communicate information with a range of health care professionals to achieve the best outcome for service users
- To use communication, reasoning, and negotiation skills to establish a therapeutic relationship with service users and overcome identified barriers to communication.
- To communicate effectively on a one-to-one basis and in small groups with service users and staff.
- To communicate and build effective working relationships with the multi-disciplinary teams within and across providers, to meet patient and service needs
- To be able to effectively communicate (verbally and non-verbally) routine and specific information regarding clinical interventions, information and advice to service users and their carers/families. This may include communicating with service users who are visually or hearing impaired, or for whom English is not their first language.

ADDITIONAL GENERAL REQUIREMENTS:

- Ensure keep up-to-date with professional knowledge in area of expertise and take responsibility for continuing professional development

VALUES

All staff are expected to act as a role model to others and consistently reflect and demonstrate the trust values of *care, respect and communication* in all aspects of their role.

CONFIDENTIALITY

All staff must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

RISK MANAGEMENT

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and to the trust's objectives and add these to the risk register as required at the appropriate level. Directors are responsible for the identification, assessment and management of risk within their own area of responsibility. They are responsible for managing their risks on the BAF and TRR. They have authority for current risks of 12 and over. They are also accountable for day to day management of services and the risks inherent within that operation.

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, individual's rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training.

The post holder must be familiar with and comply with the t Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing

EQUALITY AND DIVERSITY

The aim of Hounslow and Richmond's Community Healthcare NHS trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS trust.

RESEARCH GOVERNANCE

Hounslow and Richmond Community Healthcare NHS trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the trust to deliver research governance.

INFECTION CONTROL

Hounslow and Richmond Community Healthcare NHS trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

PERSONAL DEVELOPMENT

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS (Darzi Report 2008) all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

SAFEGUARDING ADULTS AND CHILDREN

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the trust's Safeguarding Adults and Safeguarding Children policy.

PROFESSIONAL / MANAGERIAL CODES OF PRACTICE

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

COUNTER FRAUD

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