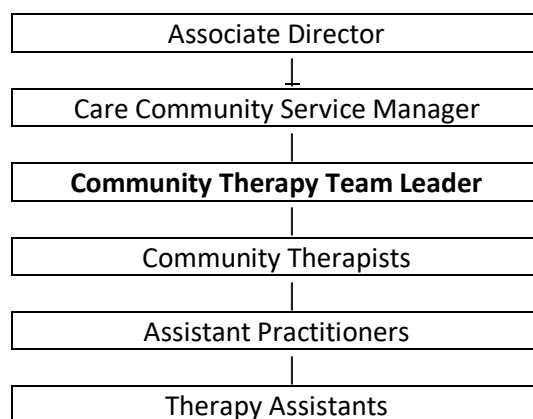


JOB DESCRIPTION

JOB TITLE	Community Therapy Team Leader – Fixed Term Temporary & Permanent
GRADE	Band 7
DIVISION	CCICP
DEPARTMENT	SMASH/Nantwich & Rural Care Community Teams
LOCATION/BASE	Alsager Health Centre (SMASH), Church View Medical Centre (NANTWICH)

Organisational Chart



In September 2016 Central Cheshire Integrated Care Partnership (CCICP) came into being as an innovative health partnership between Mid Cheshire Hospitals NHS Foundation Trust, Cheshire and Wirral Partnership and South Cheshire and Vale Royal GP Alliance, contracted to provide community health services for people across South Cheshire and Vale Royal. The aim of the partnership is to transform, develop and deliver services located within the community. This is a partnership which demands we recruit original thinkers committed to providing high quality, safe care in the right place at the right time

JOB PURPOSE

To lead, manage and co-ordinate the Community Therapy Service and be professionally accountable for the delivery of patient care, by therapists within the defined team and be responsible for supervision and quality of their work.

To work with the Care Community Service Manager in the line management responsibility for both human and financial resources of the Community Therapy Team.

To be responsible for implementing and monitoring adherence to agreed policies, protocols and clinical standards, ensuring the effective and efficient delivery of high- quality service provision within the bounds of clinical governance.

To take a lead role in focussing team resources to meet the objectives outlined in the Service Specification and identified health needs within the community.

To act as a clinical lead for patients with complex health needs supporting the delivery of expert clinical care and providing clinical leadership to all team members within sphere of responsibility.

SERVICE DELIVERY

1. To lead others from a base of clinical credibility in order to model and facilitate improved practice and partnerships.
2. To demonstrate positive leadership skills identifying and prioritising the workload to ensure a safe operational system, referring to Care Community Service Manager as necessary.
3. To make a proactive contribution to the future development of the community therapy service.
4. To support the Service Manager in the effective management of financial budgets.
5. To respond promptly to any incident or risk relating to patients, self or staff within the team which occur whilst on duty and ensure the timely and accurate reporting of the incident/risk in line with Trust policy. This includes the investigation of all incidents and formulation of action plans to ensure that identified issues/risks are addressed.
6. To monitor and manage team members sickness in line with Trust absence management policy, and record on the recognised Trust system.
7. Liaise with staff within the team, to co-ordinate cover for colleague's caseloads in their absence. To manage all annual leave requirements within the team, ensuring service delivery is maintained throughout the year.
8. Under guidance from the Service Manager lead on the recruitment, selection and induction of new staff.
9. Work with the Service Manager to ensure efficient and effective use of the workforce, implementing skill mix and staff deployment changes as appropriate to meet the changing needs/demands of patients.
10. Be responsible for ensuring all team members are up to date with statutory and clinical training, keeping an accurate training record for the team
11. Manage the day to day on going delivery and development of the service ensuring delivery of a service that is responsive, high quality, efficient which meets contractual obligations.
12. To have responsibility for appraisals/ PDP within the team in line with Trust policy and ensure the training and development needs of staff are identified including Statutory and Mandatory training
13. To support the Service Manager in ensuring the high performance of the team and individuals within it to address any capability issues, in line with Trust policy,
14. To be responsible for the cascading of information relevant to team members and the implementation and chairing of regular team meetings.
15. Ensure that all team members have opportunity to receive clinical supervision and to provide regular mentorship and coaching to staff within the team.
16. Assess, plan and implement a programme of specialist care to meet the patient's physical, social, emotional and environmental needs evaluating care at regular intervals, encompassing a rehabilitative/self-care approach where necessary.

17. To facilitate attendance and representation at multi-disciplinary meetings in order to work in collaboration with the wider primary health care team, acting as case manager/care coordinator where appropriate
18. Promote clinical excellence by ensuring an evidenced based approach to care complying with the agreed Trust policies and procedures and maintaining own clinical competencies within a clinical leadership role.
19. To participate in the planning and implementation of complex care packages in the community, liaising with multi agency professionals to explore all options and care pathways.
20. To lead the team in the management of patients identified within the service specification.
21. To lead the team in raising awareness of policies and procedures of the Trust and ensuring compliance in line with scope of professional practice.
22. To work in partnership with General Practitioners, Primary Health Care team members and other stakeholders, liaising with the Service Manager as appropriate.
23. To have knowledge of and be able to effectively use/refer to local services and resources to contribute to the delivery of effective patient care as appropriate.
24. To influence, support and take an active role in Public Health/ Self-care of the individual and community.
25. Work with the Service Manager to ensure that staff are working to the competency framework in order to identify personal and professional capability to aid with succession planning.
26. To engage in and influence professional meetings and case conferences to ensure appropriate attendance and dissemination of information as deemed necessary.
27. To refer and participate in the decision-making process in cases of Safeguarding and liaise with other disciplines and agencies as appropriate, in line with Trust policy.
28. Accurately record and maintain all patient contacts in line with Trust policy.

GOVERNANCE

Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.

MANAGERIAL/LEADERSHIP

Ensure a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns.

EDUCATION/LEARNING

Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in KSF/appraisal, supervision, action learning and by maintaining a professional/personal portfolio of learning.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

All staff at MCHFT have a responsibility to:

- Maintain active registration status
- Always act in accordance with professional Codes of Conduct and guiding documents
- Where applicable, always act in accordance with the Code of Conduct for NHS Managers,
- Maintain up to date skills and knowledge
- Maintain an awareness of patient led service issues
- Maintain a professional/personal portfolio
- Adhere to all Trust policy, procedures and guidelines.
- Adhere to Trust standards of behaviour and expected performance
- Comply with Infection Prevention and Control (IP&C) policies and procedures as appropriate to their role and responsibilities in their individual work setting. Staff are required to be personally accountable for their actions and be responsible for their own compliance in relation to IP&C policies, protocols or advice.
- Ensure they work in accordance with local procedures and report any issues which they consider to be a risk to the health and safety of themselves and/or others.
- Act in accordance with the Trusts values and behaviours
- Where applicable to participate in and provide data on the efficacy of treatment and specialties

Mid Cheshire Hospitals NHS Foundation Trust is looking to ensure that we provide equity of services across seven days of the week. This post may be reviewed in line with this plan and in some cases an element of weekend working may be required



PERSON SPECIFICATION –Therapy Team LEADER

	ESSENTIAL	DESIRABLE	ASSESS BY
QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE	<p>Registered with HCPC with relevant professional degree /diploma</p> <p>Clinical educator training. Leadership/Management Training or Qualification (or willing to undertake).</p> <p>Clinical supervisor (or willing to undertake training)</p>	<p>Advanced Communication skills</p>	<p>Application</p>
KNOWLEDGE	<p>Wide understanding of community services and commissioning intentions Evidence of innovative practice and evaluation of outcomes</p> <p>Knowledge of HCPC and local standards for record keeping and confidentiality</p> <p>IT Literate</p>	<p>Knowledge of Commissioning/Provider services</p>	<p>Application /Interview</p>
SKILLS	<p>Excellent interpersonal and communication skills, both verbal and written</p> <p>Evidence of commitment to sustained professional development including leadership</p> <p>Evidence clinical expertise and caseload management</p> <p>Ability to organise and prioritise own and others workload</p> <p>Ability to work under pressure</p> <p>Problem solving and positive attitude to change.</p> <p>Ability to work flexibly in response to changing priorities</p>		<p>Application /Interview</p>

	Ability to respond to and lead in national and local developments in policy and clinical procedures		
EXPERIENCE	<p>Evidence of leading and managing staff and caseload management</p> <p>Experience of undertaking staff appraisal</p> <p>Evidence of teaching and mentoring staff</p> <p>Experience of resource management</p> <p>Evidence of involvement in research and development</p>	<p>Evidence of involvement in clinical audit</p> <p>Experience of resource management</p>	Application / Interview
VALUES	<p>A commitment to quality and safety.</p> <p>Recognition of the importance of showing respect, dignity and compassion to patients and colleagues.</p> <p>A listening, learning and leading approach.</p> <p>A commitment to work together to create the best outcomes.</p> <p>Must demonstrate the Trust's values around both raising concerns at work, and how to treat others who raise concerns.</p>		Interview
BEHAVIOURS	<p>Must be willing to act as a role model.</p> <p>Must be willing to take personal responsibility.</p> <p>Must have the courage to speak up.</p> <p>Must value and appreciate the worth of others.</p>		Interview
SPECIFIC JOB REQUIREMENT	<p>Use of a car or access to a means of mobility.</p> <p>Satisfactory Enhanced DBS Check</p>		Application / Interview
PHYSICAL REQUIREMENTS <i>(Reasonable adjustments will be made under the Disability Discrimination Act)</i>	<p>Occupational Health cleared to perform the duties of the role</p> <p>Ability to perform a wide range of duties according to the Job Description</p>		References