

Job description

POST

Deputy Chief Allied Health Professional (AHP)
Reporting to Chief Nursing & Midwifery Officer

SALARY

Band 9 £99,891 - £114,949 per annum
(pro rata where applicable)

CARE GROUP

Corporate Nursing

BASE

Trust wide main office base at Kent and Canterbury Hospital

CONTACT

Ashleigh Unsted, Chief Nursing Office Administrative Assistant
Via a.unsted@nhs.net

Welcome to East Kent Hospitals

The Director of Allied Health Professionals (AHPs) works with the Chief Nursing and Midwifery Officer to provide professional leadership and advice to AHPs within the Trust and for ensuring effective AHP input into the development of the Trust strategy, policies and business planning.

The post holder is responsible for leading AHP establishment reviews and driving workforce transformation and innovation and supporting the AHP contribution to operational delivery excellence across care pathways and standards of care overall.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



Director of Allied Health Professionals

Role specific duties

This is a key leadership role within the Trust, and a core member of the corporate Chief Nursing and Midwifery Officer's (CNMO) team, supporting and enabling the CNMO to fulfil his/her responsibility for the professional leadership of AHP Practice across the Trust and their support staff.

The post holder will hold the delegated trust-wide portfolio of AHP professional workforce standards, development and education on behalf of the CNMO, and will deputise as required for the CNMO on matters related to the professional AHP workforce agenda. The post holder will hold trust wide responsibility for the professional workforce education and CPD standards and delivery, for AHP practice, thus contributing to the quality of patient care.

The post holder is accountable for contributing to and implementing the Trust's strategic objectives and developing standards based on evidence and best practice related to the professional AHP workforce. As such the post holder will become the 'go to' lead for AHP practice and education, standards and workforce planning matters. To fulfil these responsibilities the Deputy Chief AHP will have delegated responsibilities from the CNMO for leading, overseeing and supporting a safe and sustainable AHP Workforce Transformation Programme across the Trust working closely with the CNMO, Deputy Chief Nurses, Care Group Directors of Nursing, AHPs and Quality and AHP leads.

The post holder will form key relationships with the other senior leaders in the Trust to ensure alignment of the strategic and professional contributions of the non-medical professional workforce and effectively implementation of the wider Trust workforce strategies.

The post holder will provide leadership to the workforce by shaping a culture of continuous improvement and embedding the principles of the We Care to deliver operational excellence across both the site and for the delegated portfolio across EKHUFT.

Leadership

- Be the Trust lead for professional AHP standards and practice.
- Be a visible and credible leader, modelling and reinforcing the Trust values and behaviours at all times, and celebrating success and acting as a proud ambassador for AHP practice for the Trust.
- Be an ambassador for AHP practice, taking ownership of the professional workforce agenda, assuring quality and safety to evidence the excellence of patient care.
- Provide expert leadership, co-ordination and support in all matters relating to post-registration nurse education and lead an AHP practice Workforce Transformation programme, being explicitly accountable to the Chief Nursing and Midwifery Officer for setting and achievement of key performance targets.
- Actively develop and foster external networks and professional relationships that positively impact current and future AHP practice and workforce.
- Act as an expert advisor to the Board and Senior Trust Leadership Team on all aspects relevant to AHP practice.
- Lead on the development and implementation of a vision for AHP Practice and Education, Trust wide education and development strategy, AHP Research Strategy, a vision for Advanced Clinical Practice.



- Actively contribute to development of the Trust wide AHP leadership strategic direction and support the development and implementation of programmes and projects to support best practice and a culture of continuous learning and self-development in partnership with HEE and educational partners.
- Put in place and maintain an agreed evidence-based system to support annual establishment setting and deliver an effective approach of annual establishment reviews and an establishment setting process, ensuring the process is of a high standard and meaningful for participants and produces clear recommendations and options.
- Lead on the effective implementation of workforce planning tools appropriate to AHP workforce planning and support all applicable clinical areas to support annual establishment setting across the Trust.
- Ensure compliance with national guidance and quality assurance of an effective safe staffing system, alongside the Deputy Chief Nurses and Directors of Nursing, AHP and Quality.
- Develop monthly Board level reporting on AHP Staffing, escalation and equivalent red flag reporting and professional education activities and any other external reports to provide assurance on AHP practice.
- Initiate and lead implementation of specific projects of a highly complex and strategic nature as delegated and demonstrably improve service provision across the responsibilities in the portfolio.
- Be the key AHP link between the Trust and the HEIs providing allied health professional training programmes and lead on professional development and education in partnership with the HR/OD Directorate.
- Hold the portfolio for AHP workforce development across the Trust, leading on the development and implementation of new roles, AHP recruitment and retention.
- Contribute to policies and procedures related to safe AHP staffing, E-Rostering, Professional registration and revalidation, AHP practice education, and ensure that the Trust is working within legal and NHS restrictions.
- Work collaboratively with external agencies such as NHS England / Improvement to improve AHP practice workforce by reviewing and utilise guidance and resources available.
- Maintain own professional registration and practice within the HCPC's code of professional conduct and to lead on ensuring that there are systems and processes in place to provide assurance that all registrants are registered and practice within the remit of their professional codes.
- Practice clinically on an agreed regular basis and role model compassionate visible leadership.
- Provide professional and strategic leadership and support to AHPs in line with the HCPC Codes of Practice and competencies.
- Actively support and lead within the We Care programme.
- Actively support and lead strategies to promote and ensure equality, diversity and inclusion for our patients and our workforce, include proactive work to ensure patient engagement and strategies to reduce health inequalities.
- Contribute to decision making at a corporate level within the organisation via membership of the Workforce sub-board committees.

Management

- To lead on compliance and implementation of the national guidance and recommendations from NHSE/I workforce safeguards and NQB guidance.



- To support and advise site Directors of Nursing, with annual establishment reviews and staff deployment and professional risk during exceptional circumstances.
- To be the Trust professional AHP practice and HPC referrals, revalidation and other regulatory and professional activities ensuring a focus on public safety and fairness.
- To be the Trust professional AHP practice lead for workforce and education developments, pre and post registration training programmes, and act as the AHP link to the local HEI's.
- Take an innovative and pragmatic approach to the development of a competency- based workforce, maximising professional role development and developing support roles to best serve the patient need.
- Ensure that systems and processes are robust to ensure provision of AHP practice temporary staffing solutions and that the Trust achieves best value for money with Agency providers.

Practice and Service Development, Research and Evaluation

- Contribute to the body of knowledge and develop AHP practice at a national level, through publications, conference presentations and participation in seminars.
- Actively participate in practice and workforce audit and research to promote evidence-based practice. Implementing recommendations to improve the quality of care.
- To oversee, lead and contribute to research studies, relevant to education, publishing and presenting the results locally and nationally. Support and supervise other colleagues in the implementation of research studies.
- Take the lead, where required on formal audits/investigations
- Promote high quality teaching and research standards among AHP practice and allied health professionals.
- Use local and national benchmarking data to identify areas where the Trust is an outlier and work with services/departments to develop plans to address this.
- Maintain effective information management and communication systems.
- Regularly use computer software to produce reports as appropriate.
- Provide expertise to the Trust in collaboration with local HEI providers, in the implementation of AHP practice workforce developments, including pre and post registration training, annual training needs analysis and CPD requirements

Responsibilities for Financial and Physical Resources:

- Maintain budgetary control within area of responsibility.
- Participate in the Trust on call rota.
- Ensure CPD funds are managed through a robust system, in collaboration with HR Directorate.
- Identify financial and non-financial benefits associated with systems improvement and innovation activities and then promote and achieve benefits
- Be responsible for monitoring Health Education East Kent CPD payments for AHPs and ensuring funds improve quality in training and education provision and the potential of the funds are maximised.
- Be responsible for managing AHP CPD investment reporting and forecasting HEE requirements for AHPs.
- Review staffing establishment to ensure skill mix reflects current workload requirements and delivers the best use of resources.
- Contribute to the corporate development of future HR approaches including workforce planning and changing workforce roles, leading on behalf of AHP's.



- Support the financial governance of AHP practice staff within the organisation by monitoring the use of bank AHP practice and optimum financial efficiency through-out the 24-hour period

Strategic Development

- In collaboration with the Chief Nursing and Midwifery Officer, support and deliver the development of both vision and strategy for the Trust with a particular responsibility for ensuring professional standards are maintained and enhanced.
- Create an environment where Allied Health Professionals embrace improvement as an essential element of healthcare, demonstrated through a quick and positive response in the face of the need for change.
- Through the change process, provide stability and openly re-evaluate decisions in light of new data, conditions or situations and develop alliances that extend beyond the sphere of the profession
- Takes a strategic approach which anticipates the future demands for nurses, and allied health professionals and the impact on patient care in order to identify potential options and risks
- Engage and where appropriate lead workforce design across disciplines

Operational

- Innovate and excel – by actively involving, developing and encouraging staff to shape and influence how the site can improve patient experience, operate more effectively and create a great environment where staff thrive, drive daily improvements, develop and recommend their site as a good place to work.
- Develop business cases for improvement and change to support the delivery of the quality and safety agenda

Clinical

- Maintain personal clinical credibility by assisting with clinical care delivery when required and appropriate given the site demands and requirements of the role and ensure own professional knowledge and standards are current based on the latest evidence and best practice.
- Lead work on the extended role of practice, multi-disciplinary working and development of new roles for AHP practice support staff.
- Ensure compliance with all confidentiality and governance requirements
- Take the lead in ensuring that appropriate performance indicators (Driver and Watch metrics) are monitored and reported and ensure daily improvement actions, weekly evaluation and monthly reporting arrangements for AHP practice are in place and are used to optimum effect
- Represent the Chief Nursing Officer in developing and communicating the hospital vision for AHP practice.
- Demonstrate high levels of personal and professional judgment in determining the acceptable level and mitigation /treatment of risk.

Other Responsibilities

- To promote equality and diversity and the reduction of inequalities in all activities
- To actively support the development of individuals and the team through appraisal, personal and professional development planning, using a coaching and mentoring style whenever possible and appropriate to the situation.
- To deputise for the Chief Nursing Officer and DCNO as necessary.



On Call

- To participate in the strategic on-call rota and maintain competency in line with on-call operational requirements and major incident management.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

How to apply

For more information or to arrange to visit us, please contact Sarah Hayes via the Chief Nursing Office Administrative Assistant, Ashleigh Unsted. Telephone: 01227 206869 Email: a.unsted@nhs.net



Person specification

Requirements	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • Degree or higher education qualification • Masters or other post-graduate Qualification, e.g., MBA (or equivalent) OR relevant on-job experience • Registered relevant AHP via the Health and Care Professional Council (HCPC) • Evidence of significant experience and training in professional leadership e.g. management, mentoring, coaching • Knowledge of leading and cutting edge AHP research and practices across the NHS and wider • Good research knowledge and ability to build research capacity in others 	Specialist training to doctorate or equivalent level	
Experience	<ul style="list-style-type: none"> • Significant senior level experience, with contribution to organisational change programmes and staff engagement • Demonstrable evidence of understanding and experience of professional leadership • Experience of leading transformational change and continuous improvement within the AHP workforce • Proven experience of building and working in partnership with both internal and external stakeholders • Significant experience of: delivering continuous quality improvement, ensuring consistently high standards of clinical safety and quality, engaging and inspiring a professional workforce and working with regulators, e.g., CQC • Experience of managing investigations • Evidence of previous experience of working within a complex and challenging healthcare environment and of delivering operational targets and strategic deliverables at senior level • Experience of workforce planning and redesign • Experience of using resources effectively in a challenged environment, budget management and development of business cases 		

	<ul style="list-style-type: none"> • Experience of effective collaboration with leaders of other health and care disciplines • Experience of system level clinical and professional strategic leadership 		
Skills	<ul style="list-style-type: none"> • A credible senior clinical leader • Strategic thinker and organiser with the ability to articulate a clear vision • Able to employ a range of leadership styles to influence and negotiate effectively internally and externally • Credible, inclusive and visible leader who is able to motivate and inspire teams to deliver high quality care • Able to build and lead teams and to work effectively as part of a team • Ability to understand complex issues, problem solve and propose solutions • Able to lead and develop research into practice • Effective problem-solving skills • Demonstrates strong visible clinical leadership skills • Ability to provide formal teaching development to staff and colleagues • Excellent communication skills (verbal and written) with a range of professional, clinical and nonclinical staff and public • Able to present information written and orally to the highest standard to suit varying audiences 	Experience of being a member of a board	
Other	<ul style="list-style-type: none"> • Leads by example, promoting the highest standards of personal and professional conduct, integrity and probity • Committed to delivering excellent care with compassion for every patient • Politically astute • High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude • Committed to the continuous development of staff and self • Decisive, using sound judgement in decision making in a timely and confident manner • Commitment to developing culture of openness and partnership • High self-awareness, understanding own emotions, strengths and limitations 		

The small print

Band	Band 9
Salary Scale	£99,891 - £114,949 per annum (pro rata, if applicable) Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory, mandatory and essential training.
Hours of work	37.5 hours per week
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Pension Scheme	As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST. Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.
Contractual Notice	Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months' notice Band 7-9 = 3 Months' notice
Probationary Period	New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6-month probationary period. During this time, you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Dimensions

Financial and Physical	Manages	The role requires occasional exertion of moderate physical activity. The day to day management of the role requires that the individual is able to prioritise own workload, work independently, and utilised highly developed interpersonal skills to work effectively across professional and organisational boundaries. There is frequent requirement for prolonged concentration. The
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		role requires occasional exposure to distressing and emotional circumstances.
	Impacts	Trust wide including staff, patients and public and external stakeholders
Workforce	Manages (Bands and WTE)	Will be responsible for providing professional leadership to Senior Nurses/Midwives within area of expertise.
	Located	Co-ordinates across sites with regard to delegated portfolio and specialist staffing needs, but will have designated site
	Impacts	Trust wide
Other		To organise and manage own workload to meet the requirements of the role. Developing a learning culture and facilitate interdisciplinary learning across acute care and primary care. Taking responsibility for the day-to-day management within resource limitations

Communications and working relationships

Internal	Chief Nursing Officer Chief Operating Officer and Deputy COO Director of Nursing Professional Workforce & CPD Executive colleagues and members of the board Hospital DONs Corporate Nursing Team Safeguarding Boards Heads of Therapies Compliance and Assurance Lead Quality Programme Lead Clinical Risk Team Legal Services
External to NHS	NHSEi CCG and Local Authority CQC Community Providers South East Coast Ambulance Service
Other	Social Care Service Users and Relatives Police and other Emergency Services Local dignitaries such as MP's

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	<ul style="list-style-type: none"> Combination of office and clinically based working environments with long periods of VDU usage To work effectively in an environment that is physically unpleasant e.g. cramped, hot and requires the sharing of equipment such as computers or desk space 	



	<ul style="list-style-type: none"> To cope with exposure to patients with communicable diseases / pathologies. To also cope with exposure to bodily fluids to comply with Trust infection control procedures in the handling and disposal of such products
Physical Effort	<ul style="list-style-type: none"> Key board skills required Required to transport small pieces of equipment such as laptop PC occasional requirement to exert moderate physical effort
Mental Effort	<ul style="list-style-type: none"> Requires frequent prolonged periods of concentration Ability to prioritise work load in an ever-changing environment
Emotional Effort	<ul style="list-style-type: none"> Exposure to staff management i.e. dealing with long term sickness, redeployment and redundancy, discipline and grievance, employment tribunals and difficult change management issues May have to deal with staff and occasionally patients and their families who are angry/upset/tearful To be able to cope with the emotional stress of managing patients that are dying, breaking bad news often after prolonged therapeutic relationships have been developed and their distressed relatives To also be able to manage clinical situations where visually distressing sights including making difficult decisions within major incident scenarios where open wounds and injury occur and to lead others who may be vulnerable within this context Must be able to work successfully under pressure of time and resources

Most challenging part of the job

The most challenging part of the role is to balance the setting of professional standards, commissioning and monitoring education and CPD delivery with a longer-term strategic focus aligning professional standards with operational imperatives and operating within a pressured environment with multiple stakeholders, opinions and perspectives. The postholder will need to operate independently, manage the hospital site and interpret organisational policies whilst also holding a trust wide improvement portfolio.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.]

