

## JOB DESCRIPTION

AfC Ref: C0891c

JOB TITLE:	Director of Therapies (DOT)
GROUP:	Primary Care, Community & Therapies (PCCT)
GRADE:	Band 8c
RESPONSIBLE TO:	Group Director of Operations PCCT
ACCOUNTABILITY:	Professionally to Chief Nurse/Chief AHP Operationally to Group Director of PCCT
WORKING CLOSELY WITH:	<p>Group Director of Operations</p> <p>Chief AHP</p> <p>Group Director</p> <p>Group Director of Nursing PCCT and all clinical groups</p> <p>Medical Director</p> <p>Acute &amp; Community Therapy Leads</p> <p>Executive Team</p> <p>Research &amp; Development Lead</p> <p>Directorate Leads/Clinical Leads</p> <p>Senior Finance Managers</p> <p>HR Business Partners</p> <p>Place partners (Local authority leads, place leads, ICS GPs</p> <p>Staff side</p> <p>Professional bodies – RCOT, CSP, RCSLT, BDA, BAPO,</p>
BCPA	

### JOB SUMMARY:

- Be a member of the PCCT senior leadership team supporting the group and the wider organisation/Chief Nurse/AHP in balancing the challenges of providing a high quality and safe service with excellent outcomes in a way that delivers efficiencies and meets the expectation of patients and other key stakeholders.
- Be the profession led for therapies provision across the directorates with responsibility for ensuring operational efficiency and effectiveness, budgetary control, clinical governance, and risk management in collaboration with Clinical/Directorate leads.
- Provide direct support and advise the new hospital project to include the development of Midland Metropolitan Hospital, Sandwell Treatment Centre, Sheldon Block and the continued use of other retained estate and therapy workforce needs.

- The post holder will develop innovative practice in relation to the provision of nursing, midwifery, AHP and other services to patients. This will include networking across the region, nationally and internationally to ensure contemporary best practice is considered to meet the needs of the Trust.
- Be at the forefront of understanding and delivering modern acute and community therapy services and will use expert clinical knowledge and experience to establish and drive new initiatives to deliver high quality and cost-effective services. This includes developing a workforce and delivery model that meets service users and other stakeholder requirements.
- Be responsible for ensuring clinical and professional standards are met across all therapy services, ensuring effective governance, risk, compliance and key quality metrics are in place to deliver safe, effective, high quality services.
- Use expert clinical knowledge to support the Chief Nurse/Chief AHP across all therapeutic services trust-wide supporting deliver of Out of hospital and bed base programmes of work.
- Work with PCCT's Group Director of Nursing and Group Director to deliver high quality clinical services within all community and acute services, intermediate care rehabilitation and medically fit for discharge beds.
- Lead, inspire and develop the therapies workforce within group and across the Trust to deliver high quality, patient centred clinical care that meets the needs of the patient using expert specialist knowledge.
- Work in line with agreed objectives reflecting the quality standards, targets, resource controls, constraints, risks and patient safety and will play an integral role in defining and driving forward the Group's clinical strategy.
- Ensure the budgets set meet safe staffing requirements for the respective services and for supporting the directorate clinical leads in delivering a balanced budget and other key performance objectives.
- Be responsible for developing and building trusting relationships with Trust stake holders, place based colleagues, primary care colleagues, service users, the public and wider communities.
- Represent the Trust/Service at a senior therapy level at stakeholder events, ICS forums, and other forums, senior management board and senior professional forums (AHP council).
- Chair forums relevant to therapies portfolio and quality and safety internal and external developing work/project programmes.
- Work with acute and community colleagues to develop pathways that prevent hospital admissions and facilitate early, supported discharge.
- Be a key Senior trust stakeholder in Sandwell and West Birmingham Place, and relevant ICS forums actively contributing the integration agenda and implementation of change, quality improvement and system learning.
- Work in conjunction with the Trust's improvement team to provide direct support and advice for the development of services to achieve the priorities and long-term vision
- The post holder will implement and monitor the compliance with policies designed to achieve quality and safety in healthcare including Infection Control, Children and Adult Safeguarding, Mental Capacity and Deprivation of Liberty Safeguards, Medicines Safety and Equality and Diversity (this is not an exhaustive list).

## **KEY DUTIES AND RESPONSIBILITIES:**

In undertaking this role the post holder will be expected to a role model and behave in a manner that is consistent with and actively supports the Trust's values visions and objectives.

### **Professional Leadership and Management**

1. Demonstrate effective leadership skills, inspiring teams to deliver the optimum quality of care despite a challenging environment.
2. Apply professional judgement and pragmatism to complex clinical and organisational situations ensuring that any decisions always consider the patient's best interest.
3. Provide professional supervision to and support line management of all band 8c/8b therapists.
4. Be highly visible acting as a role model, maintaining and upholding high standards of professional behaviour and maintaining own clinical skills.
5. Develop and promote a positive culture within the Group to enable continuous quality and service improvement.
6. Act as a role model, demonstrating and upholding high standards of professional behaviour and accordance with the Health & Care Professional Council (HCPC) code of conduct.
7. Provide and receive highly complex, sensitive information where there are barriers or difficulties to understanding or accepting the information; present complex or contentious information to large groups where there may be significant barriers to acceptance, hostility or antagonism and in situations where emotions are high.
8. Proactively promote a positive image of therapies internally and externally
9. Ensure that therapy and therapy support workers are suitably qualified, competent and maintain professional registration in order to deliver safe quality patient care.
10. Lead the implementation of the corporate therapy plans within the Group.
11. Support Directorate Clinical leads in ensuring all therapy budgets (pay and non-pay) are appropriately managed.
12. Work with senior therapists within the Group to develop their ability and leadership skills to effectively manage the therapy agenda and ensure safe and effective patient care.
13. Be an effective leader of change, embedding a culture of continuous quality improvement
14. Influence the development of the future professional agenda working with the Chief Nurse and Chief AHP.
15. Ensure robust systems to ensure the therapy workforce is fit for purpose in relation to statutory and mandatory training, specialist training, leadership skills, overall competences, including non- registered staff.
16. Ensure the Chief Nurse, and Chief AHP are briefed on all professional issues within the Group as appropriate.

17. Represent the Trust at a national or regional level through membership of working groups, publications or conference presentations.
18. Promote good working relationships with other professional organisations including universities, NHS and professional and staff side organisations.

### **Service Delivery and Development**

1. Work with the Group Director of Operations to ensure the service has robust systems and processes in place for:
  - Governance, risk management and quality assurance
  - Patient/service user experience
  - Workforce development and planning
2. Work with the Chief Nurse, Chief AHP and Group Director of Operations to develop strategic and capital plans, preparing and writing business cases and bids for approval at appropriate corporate and place/ICS committees.
3. Maintain a robust approach to planned service developments and its evaluation.
4. Use expert clinical knowledge enabling the ability to take a lead role in the short and long term strategic planning for redesign and modernisation of therapy roles within the Group.
5. Develop a “continuous improvement” approach and structure to operational delivery utilising service improvement techniques as appropriate.
6. Develop effective working systems, the ability to prioritise and meet agreed deadlines.
7. Ensure equity of access to services for all patient and population groups, paying particular attention to the needs of the users and carers from minority populations.
8. Work in partnership with other Trust services, place partners, GPs and other agencies to secure maximum service development opportunities e.g. adult and older people’ integration, discharge to assess, intermediate care and admission avoidance
9. Be a key senior leader in place forums, developing and implementing a partnership approach with key stakeholders and service providers, communicating across organisational boundaries and at all levels within organisations, which ensures the delivery of high-quality care responsible to the needs of place and the local population across the local health economy.
10. Develop effective working relationships with Trust managers, clinicians and partner agencies to enable an integrated approach to service provision and to ensure commissioners receive the required service.
11. Develop excellent relationships with place partners, GPs, Local Authority and other public sector organisations, the private and third sector, the general public and local communities.
12. Work closely with other corporate support functions and Directors to ensure a high-quality service is delivered to service users.
13. Promote an organisational culture which is participative, supportive, innovative and enables calculated/balanced risk taking.

## **Standards of Care**

Work with the Group Director of Operations to

1. Embed systems to deliver high standards of safe care based on best practice and clear evidence and participate in Group reviews
2. Identify clinical risks, developing & implementing action plans to mitigate them as well as alerting the Group Director of Operations and ensuring they are recorded on the appropriate risk register.
3. Implement a robust system across the Group to evidence and monitor the therapy contribution to national and local standards of care:

To ensure

- Service review process within the Group
  - Therapy quality audits are completed and non-compliance addressed.
  - CQUiN actions within the Group are achieved.
  - Regular quality reviews are undertaken for each clinical and team, taking action where necessary to resolve and concerns identified.
4. Undertake regular clinical activity to monitor the quality of care and experience of patients in all clinical settings.
  5. Encourage the development of the therapy research and audit agenda.
  6. Monitor incidents and complaints about therapy care and incidents related to therapies within the Group, ensuring appropriate responses and the implementation of action plans to effectively resolve issues identified. This includes chairing relevant meetings aligned to Patient Safety Incident Response Framework, (completing Structured Judgement Reviews where appropriate) and meeting complainants and sharing learning systematically.
  7. Develop and implement systems to identify opportunities for learning and sharing good practice
  8. Take action when professional standards fall short of those acceptable – including disciplinary action and reporting to the HCPC
  9. Implement a robust system to deliver patient safety assurance
  10. Ensure the implementation and monitoring of standards against the Hygiene Code of Practice and CQC Regulation 12, across relevant services.
  11. Develop and ensure systems of staff support and development are embedded in Group, i.e. career pathways, preceptorship, clinical supervision and mentorship.

## **Corporate**

1. Participate in Trust investigations and disciplinary hearings as required
2. Take the lead for designated corporate projects or programmes of work
3. Deputise for the Group Senior leaders as and when required
4. Annually agree appropriate personal objectives and a personal development plan.

5. Contribute to the delivery of the Trust's strategic objectives
6. Attend and contribute to the Group Management Board, Group Review and other senior forums as required.
7. Ensure that the organisational values are effectively communicated within the service and externally to partners and stakeholders. Cultivate Trust values internally and embody them in day-to-day working.

**Working Conditions:**

1. The post holder will work in a variety of settings across the Trust which will include clinical settings and quality inspections.
2. The job requires the flexibility to work in the evening and at the weekend when required.
3. The job requires the post holder to participate in the Senior On Call Managers rota providing out of hours managerial and leadership cover. This may require an onsite presence out of hours.

**Mental Effort:**

1. The role will require considerable mental effort to engage with both patients, relatives and staff to understand situations, explore options for improvements and achieve positive outcomes

**Emotional Effort:**

1. The post holder will be involved occasionally in highly emotional and/or distressing situations

**Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

**CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

**HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

**RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

#### **EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

#### **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

#### **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

#### **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

#### **INFECTION CONTROL**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

#### **SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.