

## Job Description

<b>Job Title:</b>	Clinical Team Lead – Surgery
<b>Job Band:</b>	7
<b>Department:</b>	Therapy Services
<b>Responsible to:</b>	Therapy Lead

## Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



## Job Summary



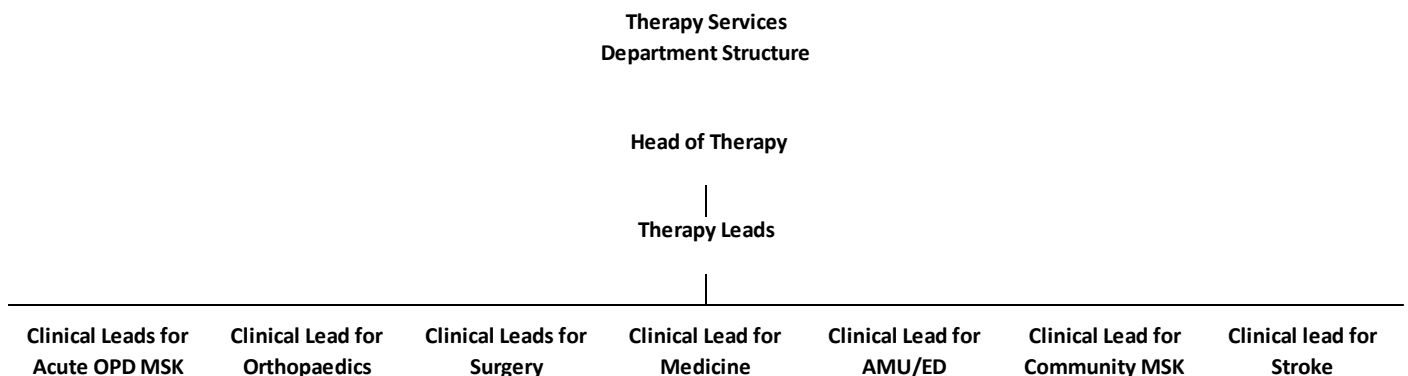
The post holder will be predominantly clinical to provide high standards of therapeutic assessment and treatment working as an autonomous practitioner on all surgical wards.

The post holder will support the immediate therapy team on surgery and will oversee the quality of the clinical caseload across the team, assisting the partner Clinical Team Lead to provide the optimal staffing, and skill mix to match capacity and demand, whilst working closely with therapy staff and the MDT to provide the best patient care and experience.

This post will be responsible for providing staff development and training programmes. The post holder will complete supervision, appraisals, staff competencies and assist with students, induction and training.

The post holder will also deputise for the partner Clinical Team Lead during absence to ensure efficient day to day running of the team.

## **Structure Chart**



## **Principal Duties & Responsibilities**

- Undertake a Team Leader role with the support of the Therapy Leads in planning, coordinating, and delivering the therapy service provided to patients in specialist area, managing staff and resources on a day-to-day basis and adapting use of resources to meet conflicting demands.
- To provide leadership and management to the therapy team within specialist area, including supervision, appraisal, and staff support/development. To be involved in HR and recruitment process for these staff.
- To support the Therapy Leads within area of specialism to promote clinical excellence in accordance with current evidence-based practice and national guidelines ensuring practice of all team members is effective, efficient, up to date and patient focused.
- To support the Therapy Leads in measuring and evaluating services across the speciality to develop and implement a programme of ongoing service improvement to ensure the highest standard of therapy service is delivered to patients throughout Dudley Group NHS Foundation Trust.



- To ensure a culture of multi-disciplinary working, openness, and inclusivity for all team members.
- To plan student placement allocation on the surgery team, and supervise, educate, and assess the performance of students as required and to contribute to the education of students from other disciplines. To support training for other professions such as GPs and other AHP services.
- To support training and development of team members working within the service, ensuring competence in performing duties within an agreed scope of practice.
- To ensure appropriate pathways are followed to help guarantee that patients receive timely assessment and appropriate intervention.
- To support the Band 8As in providing a specialist consultative role with relatives and staff providing advice, recommendations, support, training, and instruction as identified in area of specialism.
- To undertake a Team Leader role within surgery, providing advanced assessment and treatment of patients with diverse presentations and complex physical and psychological conditions. To be a source of expertise, to identify, analyse, evaluate and problem solve to enable the development and delivery of individualized intervention, treatment programmes and D/C planning.
- To act as an expert resource for therapy colleagues, nursing and medical staff and MDT members in discharge planning, including patients with complex needs.
- To work closely with community teams to develop seamless pathways for patients on admission into and discharge from hospital.
- To deputise for Clinical Team Lead on other inpatient teams.

### Management and Leadership

- To support Therapy Leads in monitoring the daily staffing levels and manage the deployment of staff and resources to ensure effective delivery of care regarding patient management and deployment of staff time.
- To actively participate in therapy service team meetings ensuring actions assigned are addressed and delivered within timeframe.
- To support Therapy Leads when required in specific initiatives for Therapy Services in conjunction with the Professional Lead e.g., Infection Control, Manual Handling, National Service Framework, CCG etc.
- To undertake management roles including co-ordinating workloads, delegating duties, mentoring, and clinically developing team staff.
- To plan and organise complex demands to meet clinical need, deciding priorities for own work area, balancing patient related and other professional demands, adjusting as required to ensure that these remain in accordance with those of the service as a whole.
- To participate in recruitment and selection process including open days, short listing and interviewing and acting as an appointing officer during interviews.
- To discuss patients and relatives' experiences with them in order to prevent complaints from developing and to assist the Therapy Leads in investigating and responding to complaints when they arise.



- To contribute to Trust performance and sickness management objectives when required with the support of Human resources colleagues and Therapy Leads.
- To inspire and motivate staff to engage in innovative ways of collaborative working, facilitating and co-ordinating the most appropriate response by the team to any changes in service needs of service provision to ensure responsive and timely service provision.
- To support Therapy Leads in maintaining budgetary control.
- To support Therapy Leads with stock management and safety of equipment used in carrying out therapy duties and to adhere to departmental policy, including competence to use equipment and ensuring safe use of equipment by others through teaching, training, supervision of practice.
- To ensure the effective deployment of all resources to optimise the patient journey and to meet key performance targets.
- To support Therapy Leads with the collection of appropriate data and statistics within specialist area, including analysis and interpretation of data to produce reports.
- To be aware of Health & Safety regulations, implement any policies that may be required to improve the safety of the workplace, record, and report promptly any adverse incident to the appropriate staff, and ensure that equipment use is safe.
- Undertake and update formal risk assessments on all equipment and procedures used by therapists in area of specialty.
- To comply with the Trust, national, professional and department policies and procedures, ensuring implementation in own clinical area and propose changes as required.
- Work within Trust, CSP and RCOT guidelines, have a sound working knowledge of national and local standards, and be involved in reviewing and updating as appropriate.
- To adhere to all mandatory training requirements and ensure the same of all team members in area of responsibility.
- Deputise for Therapy Leads as required.
- There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.
- This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

### Service Development

- To use knowledge and experience regarding the operational planning and implementation of policy and service developments, to take the lead on specific projects, identifying unmet needs and limitations or gaps in service provision. This will include the provision of evidence and data to support service proposals and developments as well as the design and implementation of policies and procedures within the Therapy services or specialist area.
- To use a high degree of analytical skills and judgment to plan, develop and implement strategic and operational management and delivery of the therapy service, in collaboration with Therapy Leads, Head of Therapy and other senior leaders.





- To undertake the measurement and evaluation of current practices, own work, and work of those within specialist area through the use of Evidence Based Practice projects, audit and outcome measures, either individually or with clinical specialist or manager, making recommendations for change.
- To support Therapy Leads in clinical and professional expertise to support planning and decisions regarding skill mix, recruitment and retention of Therapy staff including involvement in recruitment processes.
- To identify and conduct areas for appropriate service and clinical audit including the preparation of reports and findings to appropriate local, regional, and national organizations, working collaboratively with other disciplines addressing areas of multi-disciplinary audit.
- To support Therapy Leads in the implementation of new working approaches using identified recommendations from audit, research, and outcome measures to make evidence-based changes to clinical practice.
- Actively participate in performance review and attend relevant groups within the Medical Division to develop improved systems of service delivery, multidisciplinary policy amendments to contribute in the development of quality initiatives, including standards of patient care and patient metrics and assisting with formulation of new care pathways and guidelines.
- Demonstrate a sound understanding of Clinical Governance and risk management and apply to the work situation.

## Clinical

- To support the Therapy Leads in the planning and clinical delivery of an effective, efficient therapy service in area of speciality, responding to shifting priorities and adjusting plans accordingly.
- To support the Therapy Leads in developing new services, ways of working or extended practice based on current evidence and best practice to optimise the patient pathway.
- To perform, unsupervised, comprehensive assessment of patients, using a high level of clinical knowledge and experience. This will involve the use of advanced investigative and analytical skills, interpreting and formulating diagnoses, prognoses, and individual treatment programmes.
- To have expert knowledge and in-depth experience in the therapy management of patients within area of speciality, acting as an expert for all relevant aspects of the management.
- To provide highly specialised assessment and treatment planning for patients within the clinical area.
- To have expert knowledge and skills in the use and application of relevant equipment to enable the training of others to a given competency.
- To be professionally and legally responsible and accountable for all aspects of own work. This includes the use of autonomy within your scope of practice. To treat patients within professional guidelines and standards as determined by the Chartered Society of Physiotherapy (CSP), College of Occupational Therapy (COT) and Health & Care Professions council (HCPC) and adhere to national and Trust guidelines.



- To demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and manual treatment of patients, and to have expert knowledge, skills and the physical ability for the safe therapeutic handling of patients.
- To supervise, educate and assess the performance of Physiotherapy and Occupational Therapy students to a graduate standard, working with the Universities to ensure the standard of practice and teaching meets those set by the degree level qualification.
- To regularly undertake measurement and evaluation of work and current practice through the use of clinical research, audit, outcome measures and evidence-based practice. From this be able to make recommendations for and implement changes to improve and develop clinical practice.
- To have an expert understanding of the signs and symptoms of sinister pathology. Where there is clinical urgency identified in cases of complex pathology to escalate to most appropriate clinical speciality within appropriate timescales as identified in local pathways and national guidelines.
- Supporting Therapy Leads with the development and evaluation of appropriate pathways for suspected complex pathology.
- To act as a role model with regards to clinical caseload management to avoid delaying patients by prioritising clinical need and utilising appointments effectively.
- Write up research studies and significant audit findings and seek publication in appropriate medical journals.
- To participate in and ensure the effective delivery of weekend or extended access planned therapy services as appropriate to area of speciality. This may include delivery of training and local induction for weekend Therapy staff to ensure competency in the specific clinical area.
- To demonstrate highly developed clinical reasoning skills to undertake risk assessment for patients, carers, and therapists within the hospital and/or community settings.

## Communication

- To communicate effectively with team members, to be open and motivating, sharing vision and objectives to ensure efficient running of the team.
- Be responsible for maintaining accurate and comprehensive patient treatment records in line with Trust Policy, COT, CSP and HCPC standards of practice and departmental guidelines.
- Ensure all Therapists maintain a high quality of documentation and monitor this by completing regular audits.
- Communicate effectively sensitive and contentious information to patients using a range of verbal and non-verbal communication tools to convey complex clinical information to ensure their understanding. This includes patients who may have barriers to understanding or communicating, or who may be unable to accept diagnosis, and may include the breaking of bad news.
- To assess patient capacity, gain valid consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To communicate effectively with, involve, and motivate patients' families and/or carers to maximise rehabilitation potential and to ensure understanding of condition.



- To communicate complex information effectively and work collaboratively with the multidisciplinary team regarding the management, holistic care and discharge planning of patients.
- To communicate professionally and efficiently with administrative team to support patient pathway.

### **Education and Training**

- To create and maintain an effective learning environment for all staff including students, ensuring all staff have access to appropriate support and supervision mechanisms, which will enhance learning.
- To organise and conduct induction for new staff, delegating as appropriate.
- To assist in the identification of training needs within own team and across therapy services as a whole.
- Use expert knowledge to supervise, educate and assess the performance of therapy staff in area of speciality. To support colleagues with clinical cases where appropriate through mentoring, clinical case studies and peer reviews.
- To be a resource of expert advice, teaching and training to other members of the Multi-Disciplinary Team regarding the therapy management of patients within area of speciality
- Contribute to the education of undergraduate medical and nursing students within area of expertise and provide opportunities for team members as applicable. This will be to support relevant educational programmes.
- To demonstrate ability to perform as a clinical educator ensuring the provision of high-quality practice placements which include training, supervision, and written assessments for students within specialist area. Ensure relevant members of team also demonstrate these competencies, contributing to a positive learning environment for students.
- To be an active member in the in-service training programme by contributing to in-service training sessions, tutorials, journal club, external courses and reflective practice, and to lecture on internal and external therapy courses.
- Be responsible for maintaining own competency through CPD activities.

### **Organisational Values**

#### **The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.



This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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### **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

### **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

### **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

### **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.





## **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Claire Bousfield, Therapy Lead
<b>Date:</b>	February 2024
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	

