

Job Description	
Job Title:	Head of Clinical Services – South
Department:	Clinical
Division:	Wheelchair Services
Location:	South
Responsible to:	Clinical, Quality and Governance Director
Responsible for:	Regional Occupational Therapist / Regional Rehabilitation Engineer in location
Purpose of Job:	
<p>You will be responsible for providing leadership to all clinical staff in areas of identified responsibility.</p> <p>Ensuring delivery of exceptional standards of care, service user safety and clinical effectiveness, you will continually seek to drive improvements to services. Working closely with the Clinical, Quality and Governance Director and the Operational teams to maximise the financial and operational performance, whilst ensuring provision of safe, effective, caring, well led and responsive service user care.</p> <p>At times this position will involve travelling to various service centres to provide support to the Clinical teams.</p>	
Main Duties and Responsibilities:	
<p>Key skills and Experience required:</p> <ul style="list-style-type: none"> • Commercially astute with experience in strategic development of clinical services • Solid experience of working with clinical teams • Registered Allied Health Professional – OT/RE/PT • Evidence of continued professional development • Awareness of HCPC Standards of Proficiency and the HCPC Standards of Conduct, Performance and Ethics • Fully aware of legislation/standards • Understanding of service re-design, clinical pathways, and system reform • Experience of conducting Clinical Supervisions • Experience of developing and supporting clinical teams <p>Duties include:</p> <ul style="list-style-type: none"> • Provide Clinical support, training and leadership to the Clinical teams • Working closely with the Clinical and Operational teams to develop a culture where the very highest standards of safety, quality and excellent service user care are consistently delivered • Developing and maintaining strategic external relationships • Driving clinical recruitment and retention plans • Supporting and expanding the Rehabilitation Engineer training program • Reviewing any audit or inspections reports ensuring compliance with all statutory regulatory bodies or standards • Assessing and planning person centred care approach • Responsibility for effectively implementing Group clinical policies and procedures within area of responsibility to enable the provision of a high-quality service, both in respect of service user care and clinical employee engagement <p>Education</p> <ul style="list-style-type: none"> • Attend appropriate health and safety and other mandatory training in accordance with Ross Care policies • Compliance with Ross Care arrangements for continued professional development • Updating clinical knowledge by attending relevant courses 	

- Always ensure evidence-based practice, to comply with ongoing registration and clinical governance requirements

Professional Responsibility

- Work as a qualified practitioner and be professionally and legally responsible for all aspects of your own work
- To adhere to and apply the code of ethics and professional conduct for your relevant professional body
- Maintain and develop your own clinical competence through clinical supervision, reflective practice, training, and if appropriate special interest groups
- Ensure annual retention on the HCPC/RCT/IPEM register by taking responsibility for own continued professional development and maintain an up to date CPD portfolio to meet the associated standards requirements
- Ensure that clinical practice is evidence based and in line with current best practice
- To be willing to attend relevant training
- Take responsibility for personal and service development objectives identified in monthly supervision / annual appraisals
- To complete necessary and relevant risk assessments
- Report and write up adverse incidents or safeguarding concerns
- Adhere to Ross Care policies and procedures.
- Full UK driving licence

General

- Undertake the job in line with the Company values.
- Perform duties according to all Company policies, procedures and instructions
- This job description shall not limit your role, you will also be expected to carry out any other duties that your Manager feels are within your capabilities and skill set. The above information may not cover everything involved in the position but indicates the size and scope of the role and may be subject to change as the role develops.
- Because of your role, you will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Key Performance Indicators:

- The successful management of internal/external relationships
- The successful management of clinical projects
- Demonstrating and proving good clinical decision making
- Identified processes of improvement to drive efficiency

Person Specification:		
Category	Criteria	Essential (E) Or Desirable (D)
Education, Qualifications & Training	BSc / Diploma in Occupational Therapy or Physiotherapy	E
	State registration with the HCPC	E
	Member of the Chartered Society of Physiotherapy or College of Occupational Therapy	D
	Member of special interest group – i.e. PMG	D
Experience	At least 5 years post registration experience in working with service users and families, especially in relation to social care and equipment provision	E
	Previous experience working within either CES, HIA or Tec services	E
	Experience of conducting clinical supervision	E
	<ul style="list-style-type: none"> • Demonstrate strategies for organising own workload • Demonstrate a flexible and adaptable approach to meet competing priorities • Demonstrate and provide evidence of skill development and provide examples of good practice where key skills have been applied • Confident in the use of computers with knowledge and experience of Microsoft office • Good communication skills both written and verbal. Positive interpersonal skills with an ability to communicate appropriately with colleagues, other professionals, carers and service user • An ability to communicate sensitive information in written, and verbal form to service users, and staff • General understanding of medical conditions you may encounter and their management, including but not exclusively, respiratory, neurological, orthopaedic, and paediatric conditions • Good stress management techniques – ability to cope with stressful situations and challenging service users • Ability to work under pressure • Demonstrate an understanding of risk assessments within the work environment • Demonstrate an understanding of health and safety responsibilities and compliance • Demonstrate an understanding of clinical governance requirements • Demonstrate knowledge and understanding of manual handling techniques and procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

	<ul style="list-style-type: none"> • Understanding of information governance and data protection issues • Knowledge of legal issues (data protection, child protection, health & safety, vulnerable adults, human rights etc.) 	E
		E
Equality	<p>Demonstrate an understanding of managing diversity within the local population and workforce</p> <p>Demonstrate strategies for involving service users and carers in clinical decisions, ensuring all feedback is acknowledged</p> <p>Understanding of multi cultural issues</p>	E
		E
Other	Full driving licence	E
Additional	<p>The post holder will work within all policies, procedures and budgets set</p> <p>The post holder will act at all times in the best interest of the Millbrook Healthcare Group</p> <p>The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.</p> <p>The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.</p> <p>The post holder will not disclose to an unauthorized person any confidential information acquired through official duties unless they have received official permission to do so.</p> <p>Your place of work will be your home location however due to the nature of your role, at least three days per week you will be required to visit the service centres. The Company may at its discretion reimburse any travel or accommodation costs that may be incurred by working at another location.</p>	
Signatures:		
Employee Name:		
Employee's Signature:		Date:
Manager's Name:		
Manager's Signature:		Date:
Director's Signature:		Date:

Please return signed copy to the HR Department for placement on the employee's file.

Created/Updated on:	Created
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