

Job Description

Job title:	Clinical Lead
Band:	Band 8a
Responsible to:	Service Operations Manager
Location:	Cambridge and Peterborough

Job Purpose

- The post holder will be responsible for developing and maintaining the clinical foundation of the service. This will include compiling clinical policies and procedures and documenting protocols for clinical working practices within the service. Evaluation will be ongoing to ensure that these reflect the needs of the service, the service user population, the commissioners and prescribers.
- To ensure clinical competency and high standards of clinical practise within the wheelchair service in line with local and national policy.
- To actively promote the service and ensure user involvement in developments.
- To be responsible for the clinical supervision of therapists in the service. This may include Physiotherapist's, Occupational Therapists and Rehabilitation Assistants. It will include supporting team members to meet productivity targets.

Clinical Responsibilities

- To be responsible for co-ordinating and developing the clinical processes within the wheelchair service with flexibility to respond to urgent or unexpected service demands.
- To be responsible for and lead the clinical development of the Wheelchair Service in line with the National Guidelines and in consideration of evidence based practice.
- To establish and develop clinical audit procedures in accordance with Clinical Governance policies and to ensure high quality standards.
- To promote any service developments that have occurred through evidence based practice.
- To clinically supervise staff and maintain a robust supervision structure within the service.
- To promote staff compliance with AJM clinical policies and procedures and to be responsible for regularly reviewing these as required.
- To be responsible for the implementation of Medicines and Healthcare regulatory authority (MHRA) guidelines, and ensure a system is in place to respond to hazard notices and carry out any necessary remedial work to ensure Service User safety.
- To report any issues regarding the Wheelchair Repair and Maintenance team that impact on clinical service delivery to the Operations Manager.
- To carry out highly specialised assessment of service users mobility, posture, seating, tissue viability, and environment, in conjunction with agreed service user outcomes.
- To demonstrate specialist clinical skills when assessing and prescribing manual and powered wheelchairs or specialist children's buggies.

- To carry a clinical caseload of adults and children referred to the service with the most complex postural and seating and mobility needs, and prioritise clinical responsibilities accordingly.
- To use highly advanced clinical reasoning to fit and adjust equipment to meet service user needs. This will also involve detailed instruction on safe use and care of the equipment. In addition, to inform service users of the role and responsibility of AJM's Wheelchair Repair & Maintenance department.
- To develop and monitor high level clinical standards of practice for staff within AJM Healthcare.
- To ensure that all therapists offer a holistic assessment to service users establishing their abilities, limitations and needs with regard to physical, sensory, cognitive, perceptual and social functioning, and determining the need for referral to other services.
- To ensure that all therapists within the service are working in an interdisciplinary manner, to ensure all prescriptions meet service standards and needs of each user to enable maximum independence.
- To develop and monitor the use of Evidence Based Practice throughout the service to ensure meaningful service user outcomes.
- To develop and implement specialist skills and current theories with the staff in line with Evidence Based Practice. To promote at all times the latest evidence based practice.
- To lead on clinical audit and where indicated report on results, including recommendations to the clinical team and use this to influence policy and practice planning.
- Review and update clinical policies in collaboration with the clinical team.
- To select appropriate wheelchairs and seating equipment for assessment with service users at home or in clinics. To loading and store items in own or department vehicle in line with moving and handling regulations and health and safety guidelines.
- To be competent in the use of hoists and manual handling equipment for the purposes of assessment and in order to ensure optimum positioning of service users in wheelchairs and seating systems.
- To use highly specialist analytical skill to identify those service users whose clinical needs are sufficiently complex to require custom made seating.
- To organise school clinics in partnership with parents / carers and paediatric Therapists, to review children's mobility and seating needs as required.
- To maintain up-to date knowledge of the product range available to Wheelchair Services, their clinical application, and to regularly review the product range with colleagues for suitability of purpose, safety and durability.
- To have up to date knowledge of wheelchair equipment supply companies and keep abreast of their product range and the modifications available to the equipment range within the guidelines set by the Medicines and Healthcare Regulatory Authority (MHRA).
- To be responsible for ensuring a current range of assessment equipment is available within the service, and a system is in place for it to be inspected, maintained and cleaned regularly in line with infection control guidelines.
- To assist, guide and support therapists in planning appropriate interventions, decision making and prescribing equipment, particularly for service users with complex needs, or those whose behaviour is challenging.

PROFESSIONAL

- To maintain accurate documentation of all service user contacts and associated contacts (within professional guidelines and in accordance with Trust guidance) and provide functional, progress, and discharge reports to relevant professional parties as required.
- To ensure own and the staffs' Continuing Professional Development in accordance with professional guidelines and Trust policies.
- Maintain an up-to-date appraisal in compliance with AJM policy and seek clinical and professional supervision as necessary.
- Implement the use of regular reflective practice in compliance with guidelines from professional bodies, identifying strengths and needs, and provide evidence of sound clinical judgement.
- Assume professional / clinical supervision for the senior members of the therapy team.
- Ensure adequate clinical supervision structures for all the staff within the team.
- Co-ordinate and attend team and professional meetings as required.
- To ensure that therapists and support staff are complying with clinical risk management procedures
- Work in accordance with AJM policies and guidelines at all times, including lone working, moving and handling and risk assessment.
- Promote at all times the latest Evidence Based Practice.
- Review and update service policies regularly.

ORGANISATIONAL

- To lead on methods of prioritising referrals to the service in the event of a waiting list.
- To monitor and ensure compliance with clinical and operational procedures.
- To develop and meet clinical team objectives which link to the objectives of the Trust and divisional plans.
- To support the Operations Manager with objectives which meet the key demands of the service.

EDUCATIONAL

- To organise and participate in training courses for all relevant groups of staff.
- To organise and conduct a regular In-Service training program, and journal club for the interdisciplinary team.
- To attend training and development courses, both internal and external, in line with objectives set in appraisal, and keep an up-to-date Continuing Professional Development file.
- To develop training, education and competency levels for all staff.
- To provide advice and education as necessary to family members, carers, and other health care professionals or agencies involved in the ongoing care of the service user.
- To lead and coordinate research and clinical audit projects within the team.

COMMUNICATION

- To maintain accurate and contemporaneous patient records at all times.
- To be skilled in highly effective communication with a wide range of people with and without disabilities, across a range of environments and organisations, and to effectively manage challenges created by high expectation, distressing circumstances or inappropriate behaviours.
- To obtain and communicate information, which may be complex and sensitive, effectively with all people using verbal, non-verbal, written and influencing skills.
- To ensure that service development is integrated and appropriate by working in collaboration with other Clinical Specialists and Managers and Rehabilitation Engineering.
- To input all required data into the service database to ensure accurate reporting of information and productivity.

EFFORT

- To respond to an intense working environment by maintaining sensitivity to service user and staff needs.
- To respond to inconsistent work patterns, and adjust diary and re-prioritise accordingly.
- To carry out highly specialised assessments and interventions of Service Users with intense physical effort.
- To travel to community sites (including hospitals and homes) using the most convenient, efficient and cost effective form, this being public transport, cycling, driving or walking as appropriate, and ensure that all staff do the same.
- To work alone in domiciliary settings when performing home assessments, discharge visits or follow-up visits.
- To deal sensitively with service users who have high levels of anxiety due to pain, reduced mobility, or a new environment and support staff to do the same.

Additional Information

Professional Standards

All staff must comply with the AJM Healthcare Staff Code of Conduct.

Equal Opportunities and Dignity at Work

It is the aim of AJM Healthcare to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end AJM Healthcare has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

Appraisal

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

Safeguarding

AJM Healthcare is committed to safeguarding and protecting children and vulnerable adults. All health employees have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to AJM's Records Management Policy. Staff should be aware that patients' records throughout AJM Healthcare will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with AJM Healthcare Policy.

Health and Safety

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and AJM Healthcare Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by AJM Healthcare to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within AJM Healthcare is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Infection Control

All staff are required to follow AJM Healthcare infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

No Smoking Policy

There is a no smoking policy in operation in AJM Healthcare. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

Job Description

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the post-holder.