

Person Specification – Heart, Lung and Diagnostics AHP Divisional Lead

	Essential	Desirable
Qualifications & Training	<p>Diploma / Degree in relevant Allied Health Professions discipline</p> <p>HCPC Registration</p> <p>Relevant post graduate clinical and management training as evidenced within up to date CPD portfolio</p>	<p>Active membership of relevant professional governing body</p> <p>Educated to, or evidence that working at, masters level of practice</p>
Experience	<p>Evidence of extensive post graduate clinical experience working within acute surgical services including critical care</p> <p>Evidence of development of clinical expertise, leadership and management skills</p> <p>Experience of operational management within the NHS</p> <p>Experience implementing change or new services within a clinical service</p>	<p>Experience managing a multi professional team</p>
Knowledge, Skills & Abilities	<p>Evidence of effective communication, interpersonal and leadership skills</p> <p>Ability to manage the workforce needs within a clinical service</p> <p>Presentation and report writing skills</p>	<p>Experience in research and/or quality improvement.</p>
Additional job requirements e.g car driver, unsocial hours	<p>Flexible with working hours, which may include weekend working or extended days</p> <p>Ability to work well within multi professional teams demonstrating strong personal values</p>	<p>Car driver/full driver's license</p>

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Divisional AHP Lead

Department(s): Rehabilitation Department

Responsible to: Head of Rehabilitation and AHP Lead

Job Description Reference:

No of Job Holders: 2

2. JOB PURPOSE

To provide effective senior leadership and direct operational management to all AHP services provided by the Rehabilitation Department across the clinical division (H&L or NES) within NHS Golden Jubilee as required.

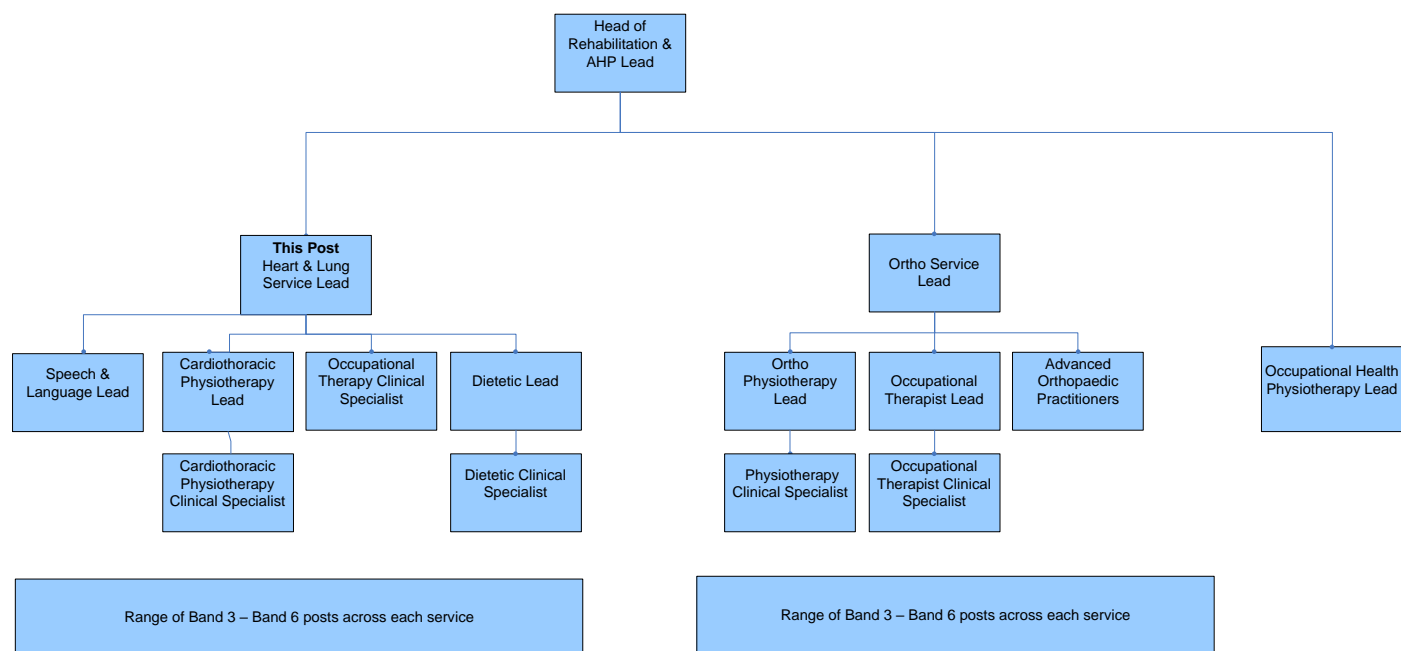
As the Divisional AHP Lead has responsibility for planning, co-ordinating, delivering and evaluating all AHP services provided to the speciality areas by the rehabilitation department within the clinical division. This includes Physiotherapy, Occupational therapy, Dietetics and Speech & Language Therapy (and any other AHP services provided by NHS GJ)

To carry out any other duties as required to manage the day to day function of the divisional AHP services and the Rehabilitation department

As a highly specialised practitioner takes responsibility for own highly complex caseload, incorporating patient assessment, diagnosis, treatment and discharge of patients within own professional role.

To deputise for the Head of Rehabilitation (HoR) and other AHP Lead as required.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

NHS GJ provides a wide range of clinical services across both the Heart, Lung & Diagnostics division as West of Scotland Heart & Lung Centre and the National Elective Services division with expanding Elective Orthopaedic and General Surgery programme.

As divisional AHP lead the post holder will be accountable to the Head of Rehabilitation within NHS GJ. They will be responsible for the AHP workforce and delivery of AHP services within the clinical division (H&L or NES) including Physiotherapy, Occupational Therapy, Dietetics and Speech & Language Therapy and any future AHP services provided by NHSGJ (with exception of Radiography)

Responsible for appropriate and efficient workforce planning of AHP services across the clinical division including 7 day working, on call cover and extended day working patterns to ensure adequate staffing levels and skill mix are maintained in response to clinical demands.

Lead the development of AHP services within appointed clinical division in support of the evolving national role of NHSGJ supporting delivery of the Board Strategy, Phase 2 Expansion plans, Covid recovery plan, and West of Scotland Heart and Lung Centre. This will include working closely with the HoR and relevant divisional management team to ensure AHP services are in a state of readiness for planned expansion of services.

As a highly specialist autonomous practitioner, within HCPC registered professional role, will be responsible for own complex clinical caseload within clinical specialty.

5. MAIN DUTIES/RESPONSIBILITIES

Clinical

To be accountable and responsible for all professional and legal aspects of work including direct and indirect patient care within scope of practice.

To carry out highly specialist assessment and manual therapeutic techniques of patients as an autonomous practitioner, including those with highly complex presentations.

Use highly developed specialist knowledge and clinical reasoning skills, based on evidence based practice to determine a comprehensive clinical diagnosis and determine appropriate therapeutic treatment from a range of options.

Act independently to evaluate effectiveness of treatment plan and changes in patient condition, and modify package of care accordingly. This is done on an ongoing basis throughout the patient's episode of care.

To use counselling and motivational skills to support patients to accept changes in health status and adjustment in social and vocational roles as a result of illness.

Provide patient education, risk factor and sensitive lifestyle advice relating to their medical condition in groups including partners and carers.

To liaise directly with members of the multi-professional team (MPT) and other health care professionals regarding patient assessment, treatment and progress both within and out with the hospital.

To be responsible for maintenance of accurate and up to date patient documentation and regular audit of record keeping; to include comprehensive progress and rehabilitation referrals to appropriate hospitals, accurate mandatory statistical information to reflect care provided meets professional, local and national standards.

Responsible for proactive approach to continued professional development to keep up to date with developments in practice and other related professional practice through personal study, in-service training and internal/external courses.

Adhere to HCPC Codes of Professional Conduct and guidelines relevant to clinical area

On occasion to participate in 7 day working as required

Managerial

As divisional AHP lead responsible for the co-ordination and management of all AHP clinical services within the division. This includes workforce planning and responding to changing needs of the service to meet clinical demand whilst maintaining high quality patient services.

Appropriately delegates tasks or responsibilities to team leads, or others, within the service to ensure service compliance with expected levels of service delivery, patient care, mandatory training, TURAS appraisals etc.

Working closely with the HoR , divisional management team and team leads will promote the development of AHP services within the clinical division identifying opportunities for change and constraints to be managed within the service .

Responsible for managing the recruitment process of AHP staff within the clinical division including submission of VAFS, shortlisting, interview and selection process.

As a divisional AHP lead will regularly deputise for the HoR and AHP lead both internally and externally where required. On occasion this may require the post holder to represent NHS GJ at regional and national AHP meetings i.e. ADSG, CAHPO meetings.

Regularly provides HoR with complex verbal and written updates on AHP service activity within the clinical division highlighting areas of good practice, challenges within the services and opportunities for development of services.

Support staff with their health and wellbeing, monitoring staff attendance and managing short term absence within the team in accordance with NHS Scotland Attendance Policy escalating any long term concerns to the HoR. This will require the post holder to work closely with HR, Occupational Health teams and team leads.

Working closely with divisional AHP lead from the other division to facilitate flexible working arrangements across both divisions. This will involve management of rotational staff between services and process for maintenance of core skills required to support cross divisional working.

On occasion may be required to provide cross cover to the AHP Lead within the other clinical division to ensure continuity of services in their absence.

Governance

Promotes the integration and compliance of local NHSGJ and national policies and guidelines across AHP services within the clinical division to ensure safe environment for patients and staff, reporting back any areas of concern to the HoR. This relates to all relevant HR, once for Scotland and H&S policies including infection control.

Suggests and implements changes to guidelines or protocols related to the safe and effective delivery of AHP services within the clinical division.

Responsible for informing HoR of any AHP clinical risks within the division for inclusion in the departments local risk register and regular review of risks and mitigations in place. Escalates all 'High' or 'Very High' risks to the HoR for inclusion on Divisional Risk Register.

Promotes an environment within the team that supports Equality, Diversity and Inclusion in the workplace.

Working closely with team leads will identify staff to HoR and HR for escalation to formal conduct or staff grievance process. This may include leading on investigatory processes where appropriate.

Responsible for developing and implementing AHP clinical policies, procedures and guidelines within the clinical division.

Ensures professional and organisational Standards of Practice are understood and integrated into the work of the team.

Education and Research

Ensure all new AHP staff within the clinical division are offered a full AHP and organisational induction complying with the boards KPI

Ensures the continued professional development of all AHP staff within the clinical division through provision of established programme of objective setting, clinical supervision and annual TURAS appraisal. Coaches and mentors staff within the division to promote ongoing professional development.

Ensure regular programme of education and peer support available to all AHP staff within the clinical division. Provides expert teaching and clinical supervision to the AHP team including the formal assessment of their clinical competence where required.

Provides both spontaneous and planned highly specialist advice, teaching and training to other members of the multi-professional team, educational staff and others.

Ensures that all AHP services within the clinical division are able to support practice placement requests as outlined within the Practice Placement Agreements with local HEI's and in line with requirements of HCPC registration. This includes ensuring that all practice educators are competent in the clinical assessment and training of under graduate and post graduate students within their professional role.

Promotes an environment of research and quality improvement within the clinical division and encourages staff to take on research projects within the department to raise the AHP profile.

6. SYSTEMS AND EQUIPMENT

The post holder will understand, appropriately select and monitor safe use of clinical equipment by self and other members of team ensuring the safe and competent use of specialised equipment in line with national guidelines as determined by their clinical role ie. VF for SLT, suctioning equipment for PT.

The post holder will be competent in the use of and have responsibility for ensuring that the team are competent to use the following:

- Organisational & local Health and Safety Guidelines, Risk Assessment and Incident reporting mechanisms through DATIX and Sharepoint for accessing and developing policies.
- IT systems – including SSTS and TURAS, eESS, Jobtrain, MS Teams, PACS, Excelicare, clinical portal, CIS, EPR etc
- Responsibility for ensuring maintenance / repair and cleanliness for effective and safe use of

equipment within a clinical environment

The post holder will be required to use Microsoft Office and Report Manager in collation and completion of statistics on service activity and outcomes. They will be responsible for creating and maintaining databases and spreadsheets to monitor and demonstrate AHP service activity

7. DECISIONS AND JUDGEMENTS

In conjunction with the HoR makes judgements concerning the development of AHP services within the clinical division and progresses these within a local and national strategic framework. The post holder proposes, implements and manages service changes/developments within the rehab team which may directly affect patients.

To manage the service taking accountability for their own professional actions and must be able to justify decisions when making judgements which affect both patient care and management of the clinical team.

The post holder will work as an autonomous practitioner and will have the ability to identify their own training needs through discussion with the HoR. The post holder will also be able to identify the training needs of the clinical team and formulate appropriate training plan to address these i.e. LNA

The post holder will translate decisions into local guidelines to be implemented. There are often conflicting professional, clinical, national and local indicators which require the post holder to clarify and identify the best pathway/outcome for the service and service users.

The post holder requires to use discretion, persuasion, influence and problem solving skills to manage the AHP services within the clinical division.

The post holder will use workforce planning tools, available data and professional judgement tools to establish appropriate workforce requirements for the AHP services within the clinical division.

The post holder will be an authorised signatory for small budget to be held within the clinical division (up to £500) and will be responsible for managing the purchase of essential equipment for use by patients across AHP services. * to be confirmed with finance

8. COMMUNICATIONS AND RELATIONSHIPS

Patients and relatives/carers

Demonstrate an expert ability to communicate highly complex clinical and sensitive information effectively and appropriately using a range of verbal, non-verbal written and presentation skills.

Conveys highly complex terminology into lay terms and where there may be barriers to communication. e.g. non-English speaking patients.

Provides support, reassurance and encouragement to patients and their carers as part of the

rehabilitation process.

Encourage and motivate patients to maximise outcomes, recognising those who are in pain, afraid or reluctant, and require reassuring, motivating and persuading to comply with treatment.

Uses highly skilled communication to convey potentially unpleasant and sensitive information to individuals regarding their condition, physical and functional limitations. This may be contradictory to patient and carer expectations and desires or express a poor prognosis.

Utilise appropriate methods and aids e.g. audio visual aids or music when working with patients in groups for either education or exercise purposes

AHP staff (internal/external to Division)

As an expert resource responsibility for cascading information, empowering staff to work effectively, coaching and developing staff

Regularly engages in highly complex information sharing with the Head of Rehabilitation in relation to service and staffing issues.

Continually delegates tasks clearly to AHP Team Leads and wider AHP workforce within the clinical division ensuring safe, effective cover across the division

Uses empathy and understanding when dealing with distressed staff, patients or relatives.

Multi Professional Team

To work as an integral member of the multi-professional team (including doctors, nurses, AHPs and pharmacists), communicating, making recommendations and referring to all relevant disciplines of staff to maximise patient care and promote effectively coordinated multidisciplinary working.

To provide professional advice and guidance, within registered AHP profession, to appropriate members of the MDT regarding the appropriate management of complex or long term patients.

Required to represents the views of the AHP workforce within the clinical division at divisional meetings including clinical governance, divisional management meetings

On occasion required to presents complex, sensitive or contentious information to large groups of clinical or non clinical staff e.g business case

9. PHYSICAL SKILLS/ EFFORT

Manual handling of patients on a daily basis. This may include very immobile, obese, unwilling patients for lengthy periods e.g clinical assessment and implementation of rehabilitation programmes

Frequently dealing with acutely ill patients with multiple problems, who may require mechanical

support to sustain life.

Performs potentially invasive, unpleasant and potentially distressing procedures to acutely ill patients. e.g. suctioning respiratory patients, conducting swallow assessments with high risk of aspiration

Frequently setting up and use of essential therapeutic equipment such as IPPV, hoists and tilt tables which requires manipulation, dexterity and strength often having to manoeuvre in confined spaces.

Assisting patients with transfers, walking and stair practice – this may include sudden and unpredictable changes in movement or faints/falls which require physical support and/or lowering to the floor ensuring patient and staff safety.

Significant element of walking, climbing stairs, standing and working within confined and awkward spaces on a daily basis.

May adopt static postures for lengthy periods whilst assessing dependent patients

Mental Demands

Prolonged periods of intense concentration and proactive engagement with patients, especially new patients, complex patients and those with communication difficulties

Responding to frequent and unpredictable changes in patients' condition – this requires being alert in order to undertake a high standard of clinical reasoning involving constant reassessment regarding clinical management.

Balancing clinical and managerial duties by using excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service.

To be able to diffuse potentially hostile and antagonistic situations with staff, patients and relatives using highly developed negotiation and interpersonal skills.

Very frequent interruptions – answering pager, supporting less experienced staff and students

Requirement for ongoing service development to improve efficiency and effectiveness of services within the allocated budget, e.g. 7 day working and Enhanced recovery

Emotional Demands

Dealing with acutely complex patients who are relatively unstable and require constant monitoring throughout treatment.

Dealing with patients who are in pain, anxious, distressed, and emotionally labile.

Undertaking distressing treatment modalities e.g. naso-pharyngeal suction, Videofluoroscopy and those which may increase discomfort or pain levels.

Dealing with death, bereavement and terminally ill or long term patients with psychological support

requirements.

Managing staff and students e.g. managing poor performance. short notice absences and emotionally dealing with staff members who may be upset or distressed at work

Working Conditions (Clinical)

Frequent exposure to bodily fluids (urine, faeces, blood, vomit, saliva, sputum) e.g. post-surgical wounds.

Occasional contact with abusive and aggressive patients/carers or members of the public.

Occasional exposure to body odours and infrequent exposure to fleas, lice and potential infectious diseases e.g. shingles, scabies

Potential exposure to transmissible diseases and infections e.g. Tuberculosis, Covid-19

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Ensure all patients within the clinical division receive the highest standard of appropriate care in accordance with recognised best practice guidelines.

Undertaking a physically and mentally demanding job whilst taking care to safeguard own health and safety as well as that of patients and colleagues.

Continually measure, monitor and manage clinical performance of all AHP staff within the speciality and operational management of the unit.

Undertaking formal and informal assessments and appraisals of students and staff in particular those where poor performance is identified, or conflict management or mediation skills are required.

Balancing competing demands of staff, students and own caseload.

Regular changes in AHP team personnel through ongoing recruitment, rotational posts across both clinical divisions and established rotations with local health boards e.g., NHS GG&C.

Dealing with long term high morbidity or mortality and palliative patients in emotive areas and supporting team members during these difficult cases.

Managing the provision of AHP workforce across 7days, and extended working days, to ensure sufficient clinical cover and responding to the immediate demands of unexpected absence or staff shortages to maintain high levels of quality care whilst maintaining good work/life balance for staff.

Balancing the demands of a complex caseload with the managerial challenge of maintaining and developing AHP services within the division in line with GJNH and professional standards

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

The post holder must be a registered Allied Healthcare Professional (AHP), educated to degree level (or equivalent) with relevant post graduate qualifications or equivalent experience and HCPC registration

Advanced knowledge and experience of a wide range of medical conditions and expert knowledge of respiratory / surgical conditions requiring continual updating of knowledge

Advanced clinical reasoning skills

Extensive post graduate training and relevant experience in workforce planning, staff management, supervision and team leadership as evidenced by Continuous Professional Development portfolio

Relevant experience leading and implementing change management projects to develop or improve services.

A proven track record of creating a common purpose and instilling organisational values and behaviours that promotes the corporate vision

Management or highly specialist clinical experience within an NHS or similar complex multi-professional organisation

Significant postgraduate experience gained in a variety of health / social care environments

Proficient in use of commonly used IT systems e.g. word processing, use of internet, data base management

Desirable

Member of relevant professional body eg. Chartered Society of Physiotherapy (CSP), Royal College of Speech & Language (RCSLT), Royal College of Occupational Therapists (RCOT), British Dietetics Association(BDA)

Member of relevant specialist interest group

Active involvement in professional development at regional or national level

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department/ Line Manager Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

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Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST:	AHP Divisional Lead – Heart, Lung and Diagnostics
JOB REFERENCE:	57012
HOURS:	37.5 per week
CLOSING DATE:	7 July 2021
INTERVIEW DATE:	27 July 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£50,470 to £54,482 per annum

3. Grade

This post is offered at Band 8a

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.