

University Hospitals Dorset

JOB DESCRIPTION

Job Details

Job Title:	Return to Practice Allied Health Professional
Band:	N/A
Directorate:	All
Department:	To be arranged
Base:	University Hospitals Dorset
Responsible To:	Julie Childs and Alice Girling

Job Purpose

To develop clinical and professional competence to meet the standards of proficiency to be readmitted to the Health Care Professions Council register. To contribute to the provision of high standard care and to demonstrate safe clinical practice.

Duties and Responsibilities

Communication and Working Relationship Skills

- To provide information to patients and their significant others with regards to their care and treatment under the supervision of registered AHP.
- To maintain accurate and confidential patient health care records
- To build effective working relationships with the multi-disciplinary teams within and across providers, to meet patient and service needs
- To provide, receive, interpret and communicate information with a range of health care professionals and personnel
- To attend and participate in departmental meetings, handovers, ward rounds and care planning meetings as required
- To provide patient education and information under the supervision of the registered AHP

Analytical and Judgemental Skills

- To recognise any limitations in own practice or theoretical knowledge base and to seek support as required to become competent

Planning and Organisational Skills

- To manage the care of a group of patients under the supervision of registered AHP
- To be accountable for own professional practice and be responsible for acquiring, developing and maintaining competencies and skills
- To be accountable for completion of Return to Practice competency portfolio

Responsibility for Patient/Client Care, Treatment and Therapy

- To demonstrate a range of clinical skills as per the Return to Practice competency portfolio which will be provided

Responsibility for Policy and Service Development Implementation

- To work within national legislation and codes of practice
- To practice in accordance with local policies and guidelines relevant to practice

Responsibility for Finance, Equipment and Other Resources

- To be responsible for equipment and resources used in the course of their work

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- Assist in the development of clinical skills in practice to promote patient well-being and care
- Support the work of supervisors/assessors in practice through working alongside learners
- Support the work of AHP Support Workers

Responsibility for Information Resources and Administrative Duties

- Undertake contemporaneous documentation within scope of practice maintaining confidentiality at all times
- Report and breaches of Information Governance in accordance with Trust policies

Responsibility for Research and Development

- To participate in research and audit activities that enhance, evaluate and influence patient care as required and when the opportunity presents itself

Freedom to Act
<ul style="list-style-type: none">• To practice within own sphere of practice• To assess, plan, implement and evaluate the care of patients, to meet their specific needs, under the supervision of registered AHP• To identify and assess needs for patient care interventions, including the effective delivery of appropriate emergency care

Any Other Specific Tasks Required
<ul style="list-style-type: none">• Any other duties commensurate with the post and as requested by the line manager

CONDITIONS OF SERVICE

As laid down by the University Hospital Dorset, NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 10% carbon reduction by 2016.

Criminal Records Disclosure

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DoH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....
Manager

Signed..... Date.....
Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.