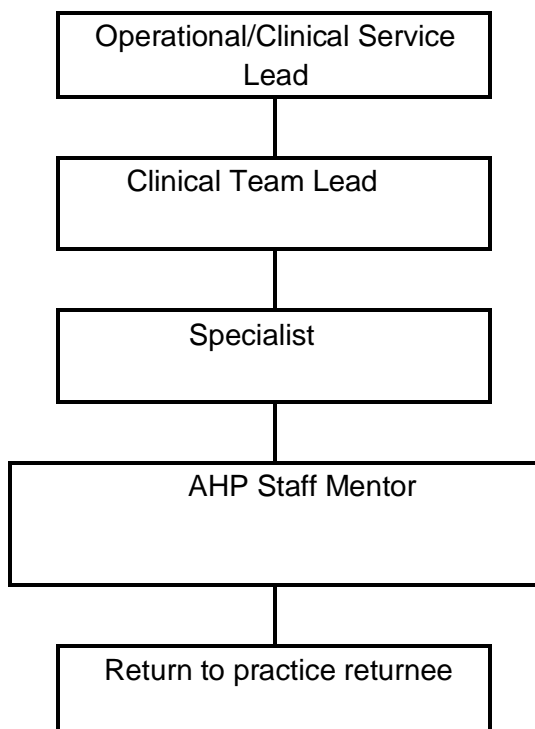


JOB DESCRIPTION

DIRECTORATE:	ALL		
DEPARTMENT:	TBC		
JOB TITLE:	Return to Practice Allied Health Professional		
BAND:	Unpaid honorary contract		
BASE:	TBC		
REPORTS TO:	AHP professional lead and PEF		
RESPONSIBLE FOR:	N/A		
CRB DISCLOSURE REQUIRED:	YES ✓	NO <input type="checkbox"/>	Standard <input type="checkbox"/>
			Enhanced ✓

ORGANISATION CHART



JOB SUMMARY

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

MAIN DUTIES

- 1) Undertake roles and duties outlined by suitably qualified regulated health professionals.
- 2) Deliver a high standard of clinical and/or therapeutic care within varied care settings in accordance with instructions and training received under the supervision of a AHP nominated supervisor
- 3) Seek further advice and support from professionally registered staff where necessary.
- 4) Act as an effective resource of information for patients and their carers providing and promoting health education; support and encourage the patient to meet their own health and wellbeing needs
- 5) Respect the diversity of individual service users and colleagues ensuring that the maintenance of their dignity and your respect for them is an integrated part of all activities undertaken.
- 6) Support the wider clinical team, working co-operatively in the provision of services ensuring actions contribute to a positive and safe working culture and support to deliver a high standard of holistic patient-centred care
- 7) Identify potential risks and report untoward incidents and risks according to Trust/ employer policies and procedures for staff and patients and participate in incident and complaint investigations as required
- 8) Implement programmes of care and contribute to care plan modifications, undertaking risk assessments as directed and within the limits of own knowledge and competence.
- 9) Work within own personal/professional limitations and seek help of others to maintain safe practice.

COMMUNICATION

- 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

TRAINING AND DEVELOPMENT

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

- To be accountable for completion of Return to Practice competency portfolio
- 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
- To participate in research and audit activities that enhance, evaluate and influence patient care as required and when the opportunity presents itself

ORGANISATIONAL RESPONSIBILITIES

- To practice in accordance with local policies and guidelines relevant to practice
- To be responsible for equipment and resources used in the course of their work
- Undertake contemporaneous documentation within scope of practice always maintaining confidentiality
- Report and breaches of Information Governance in accordance with Trust policies
- Any other duties commensurate with the post and as requested by the line manager

PROFESSIONAL RESPONSIBILITIES

- To recognise any limitations in own practice or theoretical knowledge base and to seek support as required to become competent
- To work within national legislation and codes of practice
- 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 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

PERSON SPECIFICATION
RETURN TO PRACTICE AHP

KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED FOR THE POST	ESSENTIAL AT RECRUITMENT ✓	DEVELOPED WITHIN THE ROLE ✓	HOW ASSESSED A – APPLICATION I – INTERVIEW P – PRESENTATION T – TEST
Qualifications <ul style="list-style-type: none"> • Diploma/degree in an AHP profession • Lapsed HCPC registration • European Computer Driving Licence (ECDL) or equivalent level IT skills. 	✓ ✓ ✓		A A and I A and I
Experience <ul style="list-style-type: none"> • Clinical experience of delivering direct patient care in the UK • Post-registration clinical care in a range of settings 	✓ ✓	desirable	A and I A and I
Work Related Knowledge and Skills <ul style="list-style-type: none"> • Excellent working knowledge of the HCPC standards including: <ul style="list-style-type: none"> a) Code of Conduct b) Standards of Proficiency for own profession • Basic research skills. • Numerate. • Demonstrate knowledge of a range of AHP assessment and treatment techniques. 	✓ ✓ ✓ ✓		A and I A and I A A and I

Personal Attributes <ul style="list-style-type: none"> • Ability to work alone as well as part of a team. • Able to work in a pressurised, unpredictable environment, with a proven ability to multi task. • Punctual and regular attender. • Excellent problem solving skills. • Flexible to a variety of demands/enviroments. • Person centred approach. 	✓ ✓ ✓ ✓ ✓ ✓		I I I I A I
Other <ul style="list-style-type: none"> • HPC registered. • Commitment to lifelong learning. • Car driver and has access to a car undertake visits in the community as required. • Moving and handling ability. 	✓ ✓ ✓ ✓		A A A A

EFFORT FACTORS
RETURN TO PRACTICE AHP

• **PHYSICAL EFFORT**

WHAT PHYSICAL EFFORT IS REQUIRED FOR THE JOB?	HOW OFTEN?	FOR HOW LONG?	WHAT WEIGHT IS INVOLVED?	ANY MECHANICAL AIDS?
<ul style="list-style-type: none"> Moving and handling patients for assessment and treatment purposes. 	Daily.	Up to 1 hour.	<ul style="list-style-type: none"> No physical lifting of adults but may facilitate movement. 	<ul style="list-style-type: none"> Hoist. Moving and handling equipment.
<ul style="list-style-type: none"> Driving in some AHP roles 	Daily.	Up to 30 minutes at a time.	N/A.	Car.
<ul style="list-style-type: none"> Moving and handling equipment 	Daily.	Up to 30 minutes.	Variable depends on equipment.	2 people required for some handling

IS THE JOB HOLDER EXPECTED TO SIT / STAND IN A RESTRICTED POSITION?	HOW OFTEN?	FOR HOW LONG?	WHAT ACTIVITY IS INVOLVED?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Less often <input type="checkbox"/>	More than 20 minutes on each occasion.	Kneeling, crouching, facilitating and positioning of equipment or patients.

- **MENTAL EFFORT**

ARE THERE ANY DUTIES REQUIRING PARTICULAR CONCENTRATION?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> • Writing patient notes. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Supervision of co working staff members. 	Daily / Weekly / Monthly.	Up to 1 hour.
<ul style="list-style-type: none"> • Writing detailed reports. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Case conference. 	Weekly.	Up to 1 hour.
<ul style="list-style-type: none"> • Attending training sessions. 	Weekly / Monthly.	Up to 1 hour.
<ul style="list-style-type: none"> • Educating others. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Analysis of assessments and standardised assessment results. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Driving a car. 	Daily.	Up to 30 minutes.

ARE THERE ANY DUTIES OF AN UNPREDICTABLE NATURE?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> Dealing with patients/carers who can be angry/upset/distressed or who have unpredictable behaviour. 	Daily.	Variable.
<ul style="list-style-type: none"> Driving in the community. 	Daily.	Variable.
<ul style="list-style-type: none"> Need to respond to urgent referrals and requests 	Daily.	Variable.
<ul style="list-style-type: none"> Completing home visits in the community 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> Moving and Handling of patients and objects. 	Daily.	Up to 1 hour.

• **EMOTIONAL EFFORT**

DOES THE JOB INVOLVE DEALING WITH ANY DISTRESSING OR EMOTIONAL CIRCUMSTANCES?	DIRECT / INDIRECT EXPOSURE	HOW OFTEN?
<ul style="list-style-type: none"> Dealing with patients with life limiting conditions / severe disabilities and terminal illness. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with varied caseload demands and pressures associated with this. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with patients/carers who have difficulty coming to terms with diagnosis/prognosis. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with emotionally upset patients/carers. 	Direct.	2 – 3 times a week.
<ul style="list-style-type: none"> Dealing with complaints. 	Direct.	Weekly.
<ul style="list-style-type: none"> Dealing with people that have challenging behaviours. 	Direct.	2 – 3 times a week.

- **WORKING CONDITIONS**

DOES THE JOB INVOLVE EXPOSURE TO UNPLEASANT WORKING CONDITIONS?	HOW OFTEN
<ul style="list-style-type: none">• Working in a variety of locations which may not necessarily be ideal for assessment and treatment.	Weekly.

KNOWLEDGE & SKILLS FRAMEWORK (KSF)
SUMMARY OUTLINE

Title of Post: RETURN TO PRACTICE AHP

NHS KSF DIMENSIONS	FOUNDATION LEVEL (SUBNET)	FULL OUTLINE LEVEL	LEVEL DESCRIPTOR
CORE DIMENSIONS			
1. Communication	2	3	Develop and maintain communication with people about difficult matters and/or in difficult situations.
2. Personal and people development	2	3	Develop oneself and contribute to the development of others.
3. Health, safety and security	1	2	Monitor and maintain health, safety and security of self and others.
4. Service improvement	1	2	Contribute to the improvement of services.
5. Quality	2	2	Maintain quality in own work and encourage others to do so.
6. Equality and diversity	2	2	Support equality and value diversity.
SPECIFIC DIMENSIONS			
<u>HEALTH & WELLBEING</u>			
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing			
HWB2 Assessment and care planning to meet people's health and wellbeing needs			
HWB3 Protection of health and wellbeing			
HWB4 Enablement to address health and wellbeing needs			
HWB5 Provision of care to meet health and wellbeing needs			
HWB6 Assessment and treatment planning	2	3	Assess physiological and/or psychological functioning and develop, monitor and review related treatment plans.

HWB7 Interventions and treatments	2	3	Plan, deliver and evaluate interventions and/or treatments.
HWB8 Biomedical investigation and intervention			
HWB9 Equipment and devices to meet health and wellbeing needs			
HWB10 Products to meet health and wellbeing needs			
<u>ESTATES AND FACILITIES</u>			
EF1 Systems, vehicles and equipment			
EF2 Environments and buildings			
EF3 Transport and logistics			
<u>INFORMATION AND KNOWLEDGE</u>			
IK1 Information processing			
IK2 Information collection and analysis			
IK3 Knowledge and information resources			
<u>GENERAL</u>			
G1 Learning and development			
G2 Development and innovation			
G3 Procurement and commissioning			
G4 Financial management			
G5 Services and project management			
G6 People management	1	1	Supervise support workers work.
G7 Capacity and capability			
G8 Public relations and marketing			

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

- **EQUALITY AND DIVERSITY**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

- **HEALTH AND SAFETY**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

- **RISK MANAGEMENT**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

- **DATA PROTECTION ACT**

All members of staff are bound by the requirements of the Data Protection Act 1998.

- **RULES, REGULATIONS, POLICIES, STANDING ORDERS AND FINANCIAL INSTRUCTIONS**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

- **RESEARCH AND DEVELOPMENT PROJECTS**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- **DEVELOPMENT REVIEW**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- **TRAINING**

Postholders are required to attend any relevant and mandatory training for the post.

- **OUTSIDE EMPLOYMENT / OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of ELHT. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

- **REVIEW OF JOB DESCRIPTION**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

- The Trust operates a Smoke Free Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME..... (PRINT)

Postholder Signature: **Date:**

Line Manager Signature: **Date:**
