

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Director of Therapy Services with Quality responsibility
Responsible to:	CEO
Accountable to:	CEO
Key working relationships:	All Therapy Teams, Director of Patient Services, Ward Managers Clinical Practice Lead, Finance Director, Director of Operations; Ward Managers.

1. JOB SUMMARY

The Director of Therapy Services will work as part of the Leadership Team embedding a culture of High Reliability in addition to ensuring the culture is aligned to the hospital's Values and Behaviours. With overall professional and operational responsibility for all aspects of the Allied Health Profession across Holy Cross Hospital, the post holder will play a major role in the development of a high performing and cohesive team who are effective, innovative and influential across multiple sectors. This role will have an additional responsibility in the delivery of an integrated approach to Quality and the delivery of high-quality services. The postholder will be responsible for engaging all clinical teams as part of the development of a Clinical Quality and Outcomes Framework pertinent to therapies and nursing. Whilst this is a Director role, as a small hospital with 42 beds presently the expectation is that the postholder will be hands on operationally in addition to driving quality and new business.

2. MAIN DUTIES AND RESPONSIBILITIES

- 2.1.1. To provide inspirational and highly visible leadership across the hospital. This will include building successful relationships and communicating effectively with all other professional groups to ensure the delivery of care is standardised and is aligned to evidence-based outcome measures.
- 2.1.2. To manage, enable and motivate all allied health professionals, ensuring therapy services at Holy Cross Hospital are underpinned using evidence-based practice, reflecting national guidance and meeting professional standards
- 2.1.3. To challenge long-held beliefs through the introduction of evidence-based benchmarks and other performance metrics including identification and presentation of results. The post holder focusing on variations in best practice and embedding improvement.
- 2.1.4. To ensure horizon scanning is integral to daily operations, seeking out risks and opportunities for the development and expansion of new neurorehabilitation services.
- 2.1.5. Fostering curiosity and a desire for identifying and reviewing Clinical Risks and implementing the necessary mitigations

- 2.1.6 To work with the CEO and Director of Patient Services to develop and implement Patient Safety Incident Response Framework (PSIRF).
- 2.1.7 To engage with patients and families building and maintaining trusted professional relationships.
- 2.1.8 To work with the HR Manager and lead on succession planning for Allied Health Professionals at Holy Cross Hospital. Develop an Allied Health Profession engagement plan as part of the wider workforce Succession Plan

2.2. Operational Focus

The Post holder will be responsible for the effective day-to-day operational management of the therapy services. This will include but not limited to:

- 2.2.1. Ensuring all therapists working at Holy Cross Hospital work within the scope of their professional and ethical boundaries as dictated by the Health and Care Professional Council. The postholder will provide assurance that all therapists have received as a minimum annual objectives of which have been monitored.
- 2.2.2 Delivering high-quality evidence based and safe practice that is aligned to national guidance and professional standards. The post holder will be integral to the integrated governance framework, taking a lead on quality initiatives pertinent to their area of expertise.
- 2.2.3 As the Department Head the postholder will provide leadership, vision and direction for the therapies teams whilst acting as a subject matter expert in the delivery of therapy services, providing professional and operational advice to the Leadership Team, Heads of Department, clinicians and nursing teams.
- 2.2.4 Take the lead in developing new business with a focus on therapeutic services for Holy Cross Hospital. The postholder will identify and implement a minimum of one new service per year over the next three years, acting as an ambassador for the hospital.
- 2.2.5 As budget holder you will have responsibility for setting and managing the Therapies budget ensuring resources are used effectively whilst identifying opportunities for growth
- 2.2.6 Work with the Information Services Manager to ensure adherence to Information Governance including:
 - Data Security and Accountability
 - Data Quality and Integrity
 - Data Ownership and Stewardship
 - Accessibility and Usability
 - Compliance with General Data Protection Regulation (GDPR)
- 2.2.7 Work with the learning and development lead in reporting the therapy team's mandatory and statutory training compliance and focused remedial action plans.

2.2.8. Work with Human Resources (HR) team to report workforce metrics such as:

- Recruitment and retention
- Succession plans
- Diversity Equity and Inclusion
- Employee engagement and Belonging

2.2.9 The postholder will participate in the Senior Management On Call Rota.

3. QUALITY AND SAFETY

- 3.1. To take hospital responsibility, reporting to the CEO for leading, developing and implementing Patient Safety Incident Response Framework (PSIRF) Please see 2.1.6
- 3.2 Work with the lead for training and development to devise a series of workshops providing assurance of hospital wide understanding of PSIRF.

4. PERSONAL DEVELOPMENT

- 4.1 Participate in the annual hospital appraisal scheme.
- 4.2. Take responsibility for own personal development actively seeking learning opportunities as appropriate.
- 4.3. Be committed to further development of own skills and knowledge.

5. HEALTH AND SAFETY

- 5.1. Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.
- 5.2. Maintain and protect the safety, confidentiality and dignity of patients and families.
- 5.3. Manage and maintain a clean, safe and tidy environment. Take an active role in the prevention and control of infection.

6. GENERAL

- 6.1. Attention to detail, including in terms of presentation, punctuality and supporting the maintenance of a safe and welcoming environment for all.
- 6.2 Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment.
- 6.3. Act in accordance with the hospital's Data Protection Policy.
- 6.4. Be aware of personal compliance with work practice legislation.

Person Specification

		ESSENTIAL (E)	DESIRABLE (D)
Qualification and membership	<p>A Qualified Allied Health Professional</p> <p>Educated to postgraduate level or equivalent</p> <p>A strong knowledge and skill set in quality improvement methods.</p> <p>Evidence of continuous development relevant to the field</p> <p>A management qualification</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	D
Skills	<p>Strong Leadership skills with evidence of motivating individuals</p> <p>The ability to facilitate group work</p> <p>Work autonomously, self-directed, managing own workload and determining priorities</p> <p>Excellent communication skills and strong interpersonal skills</p> <p>The ability to reflect and critically appraise own performance</p> <p>Excellent Microsoft Office skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Experience and Knowledge	<p>Experience of developing a High Reliability Framework in a hospital setting</p> <p>Experience in hospital setting of developing, supporting, facilitating, monitoring and implementing quality improvement and or safer care programs</p> <p>Have evidence of planning and introducing new services.</p>	<p>E</p> <p>E</p> <p>E</p>	

	Can demonstrate the monitoring of existing services and managing change where necessary.	E	
	Experience of working on patient and family/carer engagement / initiatives	E	
	Experience of analysing data and presenting information effectively in report form.	E	D
	Experience of leadership or coaching individuals or team	E	
	Knowledge of research.	E	
	Experience in writing, developing and implementing strategic plans	E	
	Knowledge of the Care Quality Commission Framework and its application to practice	E	

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

Signature:..... Print name:.....
Post holder

Date:

Signature: Print name:.....
Chief Executive

Date:.....

