

Director of Allied Health Professionals (AHPs)

Job Description and Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Director of Allied Health Professionals (AHPs)

Division – Trust Services

Department – Chief Nurse Team

Band – 8d

Salary – £75,914- £87,754

Location – Trust wide

Hours of work – 37.5 per week

Contract length - Permanent

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award-winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the Southwest has to offer.

A digital exemplar

Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organisations.

Sustainable healthcare

We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust

Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provide a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

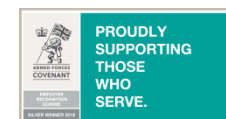
About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

We are
supportive
respectful
innovative
collaborative.
We are UHBW.



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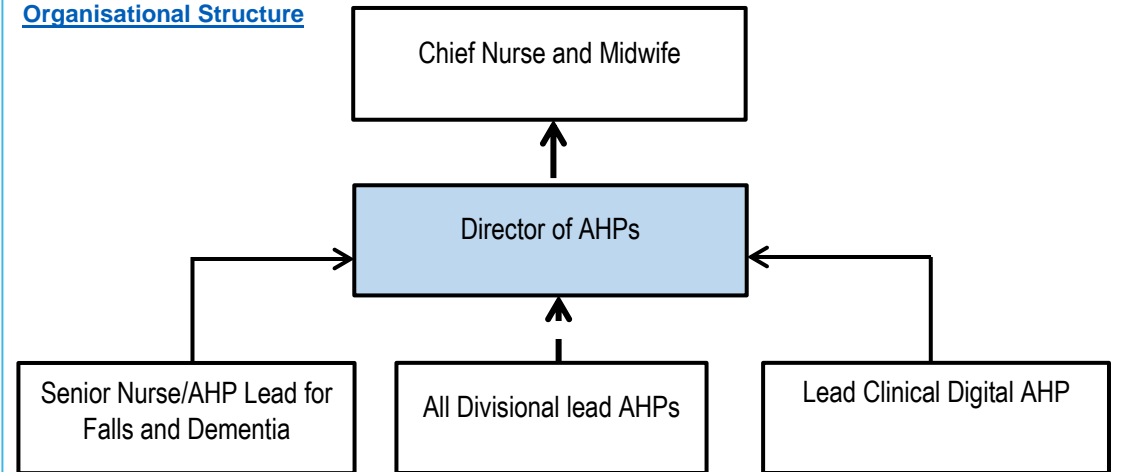
Main Duties and Responsibilities

The post holder will take a lead role across the Trust in transforming services and patient pathways to ensure provision of high quality, safe and innovative acute clinical services within the Trust and BNSSG system. This means providing professional AHP leadership within the organisations and strategically across the Integrated Care System, working in a highly collaborative way to deliver significant organisational transformation and efficiencies whilst bringing together AHP professions at all levels. The role will include supporting the Chief Nurse providing professional leadership to all professions within the AHP work force, developing and maintaining links with regional and national professional bodies. On behalf of UHBW the post holder will influence national policy, respond to national professional issues, implementing and embedding new professional development initiatives relevant to individual professions and to the collective staff group as a whole.

Corporate:

- Play an active role as a member of the Trust's senior quality team, contributing to the development and implementation of the AHP strategy and corporate objectives, both within the Divisions, Trust wide and within BNSSG, regionally and nationally and provide a key contribution to the development of strategic plans, policies and procedures, ensuring implementation within the Divisions in collaboration with the Divisional Heads of Therapies and AHP service leads.
- To be accountable for and take the lead on identified corporate projects and programmes of work focused on the delivery of high quality, safe, efficient patient pathways.
- Collaborate with healthcare and other partners in the BNSSG system and regionally and nationally where appropriate) developing AHP and healthcare strategy and policy and leading/contributing to specific project work.
- To support the Chief Nursing team by deputising, as appropriate for both the Chief Nurse and Deputy Chief Nurse in their absence and representing them externally as required.
- To be the accountable corporate lead on agreed transformation work streams – internally and system wide.
- Contribute to a triangulated appraisal process for AHP divisional and service leads.

Organisational Structure



Key Relationships

Internal:

- Chief Nurse and Midwife
- Heads of Quality
- Divisional Directors of Nursing
- Medical Director and Deputies
- Divisional Directors
- Trust Secretariat
- Head of Midwifery
- Assistant Director of Workforce
- COO Team
- Lead AHPs
- Assistant Director of Education
- Contract Team

- Executive and Non-Executive Directors
- Corporate Quality and Safety Team
- Communications Team

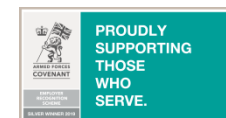
External:

- Healthier Together – BNSSG
- Safeguarding Adults Boards
- Safeguarding Children Boards
- Commissioners (CCG and Spec com)
- Commissioning Support Unit
- Care Quality Commission
- NHSE/I

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Digital transformation:

- To be the accountable senior clinical AHP lead for Digital Services and developments to support the safe and efficient design, implementation, and use of informatics solutions to deliver improvements in the quality and outcomes of care
- To work with the Deputy Chief Nurse, the lead Clinical Digital AHP and the clinical digital Multi-Disciplinary Team providing expert clinical input in the planning, development, delivery and evaluation of systems and services to support clinical practice and quality care, in conjunction with heads of services
- Be responsible for leading and supporting the delivery of a range of innovative digital and information strategies to achieve Trust goals.

Professional Leadership:

- To lead and motivate AHP personnel within the Trust, ensuring that there are appropriate structures, policies and practices in place to achieve the highest levels of professional performance.
- To collaborate with members of the Divisional Boards to ensure processes are in place to optimise the best use of the AHP resource, including monitoring productivity measures such as the model hospital/GIRFT.
- To lead on a Trust wide approach to developing clinically effective AHP led advanced clinical practice models and support the Trust wide workforce development of Advanced Clinical Practice.
- Ensure that professional standards are maintained, and continuous service improvement is delivered through leadership and effective succession planning.
- Support divisional lead AHP's/service leads on capability and performance issues/referrals to relevant professional bodies.
- Provide mentorship or coaching for healthcare staff as appropriate.
- Support and enable divisional Heads of Therapies/Service leads and Divisional Directors of Nursing to:
 - a) Deliver on all annual operating plan objectives (Local and corporate).

b) Be a learning organisation.

a) Achieve Operating Plans and meet Cost improvement Project targets.

- Provide professional leadership for the Trust Lead for falls and dementia and Lead Clinical Digital AHP. Chair the relevant Trust wide forums and ensure delivery of an annual work plan/service improvement plan.
- Provide professional leadership for advancing frailty models in UHBW and across BNSSG.
- Provide professional leadership for enhancing patient flow through the Organisation ensuring adherence to the SAFER patient flow bundle of care.
- Develop links with BNSSG system and NSHE/I AHP leads and contribute to the development of AHP services.
- To be the AHP trust lead for patient experience and safeguarding-
- Professional Lead for the co-ordination of AHP training and education needs analysis working with the Associate Director of Education.
- Professional lead for the AHP apprenticeships working with the Associate Director of Education
- Provide advice to the Trust on matters relating to AHPs
- Lead on the Trust's AHP workforce strategy
- To actively influence the employee relations agenda for the AHP workforce, taking part where necessary in procedures that address conduct, performance, grievance and attendance issues, in line with Trust policies, working closely with the HR function.
- Frequently use highly developed communication skills to resolve highly complex, high-impact situations in highly complex environments. This may be where communication is necessary to large groups of staff, commissioners, partner providers (locally and nationally), patients/families/carers, Trust board, where there may be significant barriers to acceptance or the necessity to influence or reassure those involved.
- To take part in the trust-wide/divisional manager on call rota.

Service Development and Improvement:

- To lead on the development of a quality governance framework for AHPs, ensuring visibility and oversight of the quality, safety and performance related to AHP practice at UHBW, ensuring it supports both the divisional annual business plans and corporate strategy.

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- To encourage and support AHPs in benchmarking practice/service delivery against similar centres, seeking opportunities for service redesign and embedding new ways of working.
- To support the Chief Nurse and Deputy Chief Nurse as required in the marketing, planning and commissioning of services.
- To work collaboratively with senior nursing colleagues and AHP leads on a comprehensive marketing and branding portfolio in order to raise the profile of AHP roles at UHBW nationally and internationally.
- Participate in the planning and management of capital projects, service transfers and developments as required.
- To be the professional advisor on integration of clinical services (involving AHPs) across UHBW as part of the Weston integration plan.

Financial and Operational Management:

- Provide leadership to Divisional AHP Leads and service leads to ensure effective use/ management of the Trust AHP resource including productivity. Working in partnership with divisions and external agencies to review operational models of AHP delivery ensuring that the current configurations are offering best value for the organisation and best outcomes for patients.
- Undertake expert analysis of highly complex and contentious problems and develop practical workable solutions to address these, planning strategically, ensuring tact and creativity in prioritising work programmes in the face of competing demands.
- Contribute to as a minimum an annual review of all AHP skill mix and establishments, using national and professional benchmarks.
- Actively taking responsibility for managing relevant strategic and divisional risks in the Chief Nurse portfolio, seeking to mitigate and manage such risks as necessary.
- Ensure oversight of Quality Impact Assessment processes in respect of AHP cost improvement and transformation plans.

Research and Development:

- Foster, encourage and support research in collaboration with the Trust's research team and the universities.

Quality of Care and Treatment:

- On behalf of the Chief Nurse be accountable for ensuring that national quality and environmental standards are achieved, in relation to:
 - Falls
 - Dementia
 - Frailty
- To contribute to the leadership and delivery of the clinical governance agenda, as required by the Chief Nurse, including ensuring that the Care Quality Commission Regulatory Outcomes are met as a minimum standard.
- Provide professional advice and input to complex and professional clinical incidents, complaints, serious incidents and RCAs.
- To work collaboratively with Heads of Quality to provide good governance and reporting into relevant divisional, Trust groups, commissioning groups.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Ability to manage complex clinical and operational situations that involve staff from all levels within an organisation and across a range of professional and organisational boundaries. (E)
- Detailed knowledge of current professional issues, both in education and practice. (E)
- Demonstrable change management experience. (E)
- Demonstrable track record of achievement at a senior AHP role in the acute setting. (E)
- Experience of working with multi-agency committees and establishing relationships with external organisations. (E)
- Proven experience of leading and managing substantial change within a complex environment. (E)
- Have an understanding of key areas of Health Policy and their impact on provision of care. (E)
- Recent proven track record in managing and delivering the quality agenda in clinical practice in the NHS. (E)
- Have experience of preparing and presenting written briefings at a senior management level. (E)
- Experience of developing and building research capacity and capability. (E)
- Experience of working at system level. (E)

Qualifications and Training

- Registered AHP with current relevant registration (E)
- Evidence of professional and managerial development (E)
- Masters Level Degree or equivalent (E)
- Management or leadership qualification (E)
- Evidence of strong and recent commitment to continued personal development (E)
- This role requires extensive and highly specialist knowledge across a range of disciplines (strategic planning, service redesign, financial management and workforce redesign) underpinned by advanced theoretical knowledge and relevant practical significant experience at a divisional and corporate level. (E)

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Aptitudes

- Good organisational and personal effectiveness skills (E)
- Ability to plan ahead and manage the translation of strategic intent into operational reality (E)
- Excellent communicator at a senior level and across organisational boundaries (E)
- Excellent interpersonal and communication skills at all levels including clinical staff (E)
- IT skills to include Microsoft Word, Excel, Outlook (E)
- Ability to prioritise work and manage deadlines (E)
- Ability to work for and as part of a team (E)
- Ability to work independently and demonstrate initiative (E)
- Team worker, able to relate to all grades of staff (E)
- Able to work and remain calm in a busy environment (E)
- Methodical with attention to detail (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient, and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes, and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents, and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas, and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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