



For office use only

CAJE REFERENCE **HD11/0079**

DATE APPROVED **04/07/2011**
Updated 18/01/2023

JOB DESCRIPTION

JOB DETAILS

Job Title: Clinical Lead Lymphoedema Practitioner

Pay Band: 7

Directorate: Clinical Support

Department: Physiotherapy

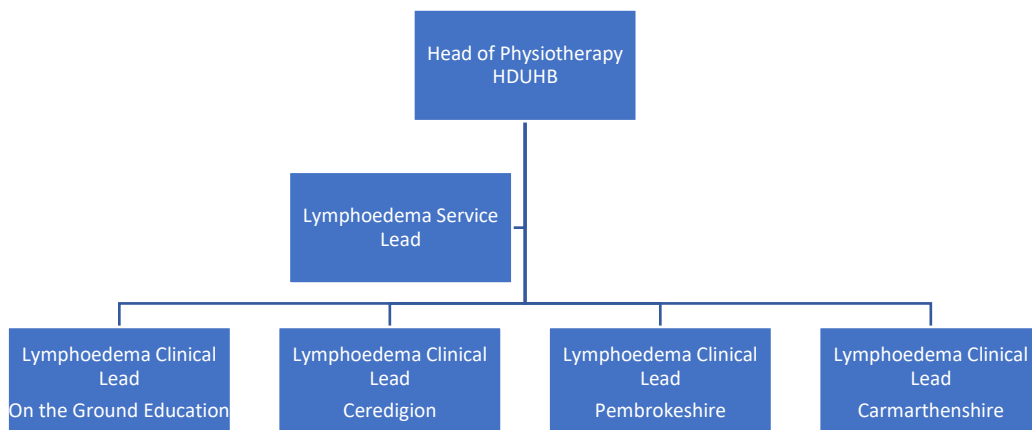
ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to: Service Lead Lymphoedema

Professionally Accountable to: Relevant Physiotherapy Service Leader and Head of Physiotherapy or Relevant Nurse Lead

Responsible For: Junior staff and support workers as delegated

Key Working Relationships: All Wales Lymphoedema Services; Dermatology & Vascular Services; Consultant Oncologists & Surgeons; Clinical Nurse Specialists, Primary Care Teams and Therapy Services.
Lymphoedema Lead for Wales.



JOB SUMMARY / PURPOSE

The post holder will develop and provide clinical leadership for the Lymphoedema service (including both cancer and primary/ non cancer conditions) across Hywel Dda Health Board.

This will involve the post holder.

- developing clinical standards in collaboration with the Service Lead for Lymphoedema.
- maintaining these standards across the Health Board
- Implement the All-Wales competency-based framework for practitioners working with clients with lymphoedema. This will include providing skills-based training within this specialty area.
- undertaking critical analysis, appraisal and synthesis of current research outcomes and/or relevant literature in order to maintain expert levels of knowledge and practice within specialty area.

The post holder will autonomously manage a caseload of clients with highly specialised complex needs, using evidence based/client centred principles to assess, plan, implement and evaluate interventions in primary, community and secondary care settings. The post holder will also play a key role in supporting the service in modernizing services by contributing, planning, developing and evaluating the service within the area of lymphoedema. This will include leading in audit, research and evaluation.

The post holder will work closely with the Service Lead for Lymphoedema to provide an expert resource within the community teams, providing specialist advice regarding the clinical management of individuals presenting with lymphoedema / chronic oedema whilst delivering value based lymphoedema healthcare service for HDUHB.

The post holder will lead and participate in CPD and other development issues with staff, including being responsible for the supervision, training and educational packages for staff within lymphoedema across the Health Board.

They will undertake a team leader role by planning, coordinating delivery and evaluating the lymphoedema service. This will include working in collaboration with physiotherapy service leader and clinical lymphoedema lead for Wales.

The post holder may be required to participate in the provision of a flexible 7-day service, based on service need.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Practice

Provide appropriate highly specialist advice and education to patients, carers, colleagues and other members of the MDT's. This wide knowledge base will be acquired from specialist training, evidence-based practice, national/international guidelines, research and audit

Provide a quality service by practicing as a highly specialist autonomous practitioner. This involves autonomously managing a varied patient caseload where the post holder is required to plan, modify, and carry out complex assessment, diagnosis, and intervention, demonstrating autonomous clinical judgments where expert opinion differs due to an ambiguous or absent evidence base.

Define a differential diagnosis on the basis of evidence from assessments, including interpretation of diagnostic procedures and physical signs and symptoms.

Assess, develop, implement, and modify highly specialist programmes of care and treatment to meet the needs of clients underpinned by current evidence-based practice and national guidance. This will include identifying and advising medical colleagues on the need for further intervention. Treatment modalities used would include multi-layer lymphoedema bandaging for all aspects of lymphoedema management including complex genital swelling, leaking limbs and wound management.

Synthesise complex assessment data to structure clear care plans based on best practice, while continuously evaluating the effectiveness of individual client intervention in relation to planned client outcome and updates/re-align care plan based on progress.

Formulate and apply relevant therapeutic exercise and manual therapy within your clinical specialty and scope of practice. Identify and analyse potential risk in work activities and make judgments about the best course of action to minimize risk.

Use expert clinical knowledge and clinical reasoning skills to make decisions regarding patient management where there is little or no professional guidance.

Formulate and present accurate client reports to others that outline capacity and dynamic relationships of human structure and function, individual variations in ability, health status and how the application of physiotherapy can cause physiological and structural change. This will include discharge summaries to referring agent including advice on future management of presenting condition and possible further investigations to be initiated.

To provide effective high-level communication this will include complex and sensitive clinical and managerial information. This will be provided to patients, carers, colleagues, and members of the extended clinical team including external agencies.

Demonstrates skills in dealing with complex issues to generate appropriate strategies for caseload management. This may include advising other professionals.
Communication and management of potentially difficult and distressing situations.

Accessible and provide specialised clinical advice to colleagues promoting prevention of lymphoedema and lymphoedema management within multi-disciplinary teams

To maintain close links, communication, and liaison between all those involved in patient care, both in the primary and secondary care settings promoting good working relationships at all times.

Designs and modifies group programmes to address defined clinical needs, utilising group dynamics to achieve agreed therapeutic objectives.

Continually evaluates effectiveness of individual interventions in relation to planned goals and outcomes and updates / realigns interventions based on evaluations. Discharge from services as appropriate and communicates these decisions with relevant members of team.

Assess and initiate advice regarding the issue of specialist equipment and prescribe therapeutic supports where appropriate.

Operate within the All-Wales Lymphoedema Strategy for the implementation of information packs for all patients given a diagnosis of lymphoedema, improving their awareness, and understanding of lymphoedema thereby promoting recovery through education.

Retains and demonstrates advanced understanding of the key concepts of the biological, physical, social, psychological, and clinical sciences which are relevant to profession specific practice.

Retains and demonstrates advanced knowledge of current understanding of the philosophy and theory underpinning Physiotherapy.

Instigate and develop opportunities for supporting expert patient roles.

Provide expert clinical opinion in the review and implementation of clinical service models across Hywel Dda.

Take an active lead in the formulation of annual audits, research, and evaluation strategies for lymphoedema.

Be required to travel to and work at other sites across the Health Board as required.

To be professionally, legally responsible, and accountable for all aspects of own work.

The post holder requires a considerable level of physical fitness to fulfil this role. Frequent manual handling, use of static postures and manual dexterity to facilitate assessment and treatments for manual lymphatic drainage massage and multi-layer lymphoedema bandaging.

Clinical Leadership

The post holder will demonstrate leadership and managerial skills in the development and implementation of lymphoedema service and expanding existing services.

Lead on the implementation of the on the ground education role within each county across Hywel Dda Health Board.

Lead in standard setting and implementation for practitioners in Hywel Dda Health Board regarding specialist management of clients with lymphoedema. This will include development of guidance and protocols and pathways of care that span primary, community and secondary care. This will be undertaken in partnership with the All-Wales Lymphoedema lead.

Lead in the critical analysis, appraisal, and synthesis of current research outcomes and or relevant literature in order to maintain expert levels of clinical knowledge and practice.

Lead in the development of effective clinical assessment tools and outcome measures and work towards these.

Lead the work of the lymphoedema clinical practice group in line with the needs of the service.

Lead the development and design of standardised patient information e.g. leaflets

Work collaboratively with practitioners both within Hywel Dda and external agencies in all fields of practice. This will include providing expert advice to staff working in isolation and assessing appropriate clients from other practitioners.

Provide expert advice regarding specialist field both inside and outside the organisation.

Provide second opinions and support staff in the management of complex patient presentations.

Influence the care provided by other Health and Social Care professions through provision of specialist guidance and involvement in formal teaching.

Service Management

To maintain personal and team standards with regard to clinical documentation ensuring this is in line with professional and organization Standards of Practice.

Contribute to multidisciplinary team building and policy development where appropriate, including the negotiation of collaborative working arrangements.

Using specialist knowledge to contribute to service/policy development at departmental level. Be the clinical lead for people with lymphoedema for Hywel Dda.

Represent the lymphoedema service in service planning.

Ensures co-ordination of clinical area including clinical prioritization based on clinical risk, maintenance of minimum staffing levels/ workload and written competencies of team members. The post holder will inform the service leader regarding issues relating to clinical risk.

Advises line manager on issues of service delivery including shortfalls, service pressures, working environment and equipment requirements.

Oversee and manage annual leave cover, sickness reporting and lieu time for own section as delegated.

The post holder will demonstrate leadership and managerial skills in the development and implementation of innovations in practice as well as day-to-day management of a clinical load.

To provide accurate workload and statistical data for clinical area in relation to producing annual evaluation reports, business plans, workforce planning and professional development.

In conjunction with other clinical specialists, ensure the cost effectiveness use of all resources.

To undertake specific tasks as delegated by the Service leader.

Communications

Communicates highly complex, sensitive condition-related information from assessment to clients, carers/ families and multidisciplinary/agency team members/other professionals. This will include diagnosis and prognosis including at times poor prognosis.

Negotiates with patients, families/carers and colleagues to ensure common client led goals and priorities of intervention, empowering clients and carers to make informed decisions about development and progress of the physiotherapy intervention plan.

Demonstrates empathy with clients, carers and families, ensuring that effective communication is achieved often where barriers to understanding exist. This will include at times dealing with patients with complex pain disorders, inability or fear to accept diagnosis.

Possess motivational and reassurance skills even when there is a barrier to communication. This includes adapting communication style with elderly and young clients.

Work collaboratively with the client (and carers/ family) and when necessary, in conjunction with the multidisciplinary / multiagency team to develop a treatment plan or individual goals based on client led priorities that do not compromise service objectives.

Liaise with colleagues and refer to services from other departments when necessary.

Contributes to clinical teams – both multi-disciplinary, multi-agency and uni-disciplinary by discussing own and others input around clients' needs – ensuring a well-coordinated care plan.

Communicate sensitive condition related information with clients, carers, families and the broader multidisciplinary team.

Represent the service in local and national forums providing feedback to service managers and colleagues as appropriate.

Plan and design agendas and produce notes/ minutes for local clinical interest groups or team meetings.

Cascade information as appropriate to team regarding clinical and service information.

Ensure effective communication systems are in place relating to the delegation of tasks to lymphoedema technicians and other Health Care Support Workers.

Deliver presentations regarding specialist service to a broad range of audiences both internal and external to the organisation.

Undertake local induction with staff.

Provide a high standard of customer care and deal with complaints in a professional manner, in line with Health Board policy.

Information Processing

Ensure own and staff compliance with standards and policies in relation to data management and confidentiality.

Ensure own and staff compliance with clinical data collection systems including daily activity and service performance management tools.

Undertake simple analysis of data / service trends and provide advice regarding opportunities for service improvement and efficiency measures.

Provide information to support clinical bids and service modernisation proposals.

Personal and People Development and People Management

Reflects on practice based on critical appraisal of current best evidence both individually and with peers/mentors and identify own strengths and development needs in relation to both core skills and clinical specialism.

Maintain current knowledge of national guidelines and current evidence-based practice in relation to specialty.

Agree learning strategies to meet training and developmental requirements.

Manages own knowledge base; Special Interest Groups, reading etc.

Maintain a Personal development plan/professional portfolio developed within an appraisal framework. This will include attendance at relevant training programmes as identified in their personal development plan.

Facilitate the development of others problem-solving/negotiation skills with structured peer review/ clinical supervision.

Contributes to the development of staff, assistants, students and Volunteers. This will include development of a competency framework and undertaking reviews and complying with Hywel Dda governance framework for learning and development.

Manages and provides appraisal to nominated staff whilst also providing mentorship and support. This includes PDR.

Monitors performance of nominated staff with regard to clinical effectiveness and workload management.

Responsibility for co-ordinating placements within own team as delegated

Be actively involved with fieldwork education including provision of student placements as appropriate.

Provide expert opinion on the development of undergraduate and postgraduate competencies for the specialty.

Contributes to the identification of training needs within the team.

Responsible for actions delegated to support staff.

Plans and provides specialist training and presentations; able to participate in supervision and education of staff from own and other professional groups including those from partnership agencies. This may include presentations at regional conferences/ courses on lymphoedema led by the All-Wales Lymphoedema Clinical Lead.

Provides mentoring and support and second opinions to physiotherapists in relation to highly specialist area.

Able to support others in reflection on practice - peers and mentors.

Participate in teaching patient group / support sessions on a frequent basis.

Develop health promotion activities within Health Board and community within speciality.

Assist the service leader in recruitment and retention of junior staff e.g. interview and selection.

Assist the service leader in building capacity for the service through role redesign of the workforce.

Networking and benchmarking externally regarding lymphoedema management. This will involve membership to the Lymphoedema Network, British Lymphology Society and membership to the Welsh Association of Lymphoedema Services.

Health Safety and Security

Act within legislation, policies and procedures relating to information governance.

Maintain statutory/ mandatory training.

Balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.

Ensure care and maintenance of equipment, ensuring standards of infection control and safety are maintained including those loaned to clients.

Be responsible for the safe use of equipment by junior staff.

Maintain accurate records of equipment on loan.

Enforce appropriate standards in relation to equipment purchase, maintenance and training as defined by Hywel Dda's medical devices policy.

Carry out environmental risk assessment related to discharge ensuring client has all relevant assessments and equipment.

Be responsible for safe use of equipment by others including patients/ carers. Ensuring particular attention to reduce risk of injury to clients and appropriate training for use.

Participates in and develops innovations in area of risk management including quality standards and clinical effectiveness.

Ensure staff compliance with European working time directives.

Enforce appropriate standards relating to infection control and lone working.

Ensure clinical areas comply with security and health and safety standards and report any breaches to the service leader.

Contribute to risk assessments and the development of appropriate action plans to address issues.

Service Improvement

Work closely with the Service Lead and the National Lymphoedema Team in implementation and audit of the on the ground educational programme.

Work with professional line manager to identify opportunities for improvement of service, practice, products and systems in line with current national guidelines e.g. NICE and good practice, and ensure adherence to those guidelines.

Develop care pathways that span primary and secondary care, local clinical standards, guidelines and protocols informed by evidence and in collaboration with other services and the British Lymphology Society and Lymphoedema Network Wales.

Negotiate service change with other members of the lymphoedema team in the context of continued development, implementation and evaluation of service provision.

Take the delegated lead on development of a particular team objective or project in liaison with peers and assumes delegated responsibilities within project framework e.g. compiling draft reports etc.

Demonstrates negotiation skills and management of conflict. Investigate low level complaints and support the service leader in the development of complaint responses.

Ensure when appropriate lessons are learnt from complaints and adjustments made to working patterns as a result.

Organise and manage the administrative tasks relating to the referral, treatment and discharge, related to clients with lymphoedema. This includes collection and collation of statistical data.

Manage and develop working patterns in line with agreements reached. Implement care bundles / standards of care as new guidance emerges.

Contribute to the development of local and national guidelines for clinical specialty.

Provide comments and contribute to draft responses on appropriate consultation documents.

Provide information to support service development bids.

Lead on developing links and partnership working with the voluntary sector to improve support for clients and their carers/ families.

Demonstrate awareness and adherence to service objectives / plan.

Quality

Formulate and deliver Lymphoedema management and prevention within agreed national, local and professional guidance and standards, acknowledging current evidence.

Develop reliable outcome measurement for specialty, using validated tools where possible.

Initiates, implements and monitors research/audit particularly in the area of expertise, based on agreed national standards/ current evidence.

Participates in and develops innovations in the areas of risk management, quality standards setting and clinical effectiveness.

Contributes to others research by providing data.

Facilitate a proactive approach to challenge and question established treatment methods and approaches that is not evidence based, being able to critically appraise information and translate into current practice.

Monitors own highly specialist service delivery and reports to a line manager re project progress and recommendations.

Works independently accessing supervision within an individual performance review framework.

Contributing to the development of local multidisciplinary clinical guidelines informed by evidence for clinical specialism, e.g. clinical pathways.

Demonstrates clinical governance principles as an intrinsic component of practice. This will include individual practice and in general within own speciality.

Lead in the development of written core competencies for practice in the specialty, acknowledging the need to practice at different levels for different grades. This will include annual review of these competencies.

Deliver interventions within agreed National, Local, Departmental and Professional Protocols for speciality and within current evidence underpinning practice.

Use expert clinical knowledge and clinical reasoning regarding patient management where there is little or no clinical guidance.

Demonstrate an understanding of national trends relevant to assessment and intervention within the specialty.

Take an active role within local service and clinical networks.

Instigate and participate in activities that lead to effective patient involvement in service evaluation and design.

Equality and Diversity

Demonstrates consideration of professional boundaries including ensuring clients / carers are empowered to make informed decisions about their own care plans.

Ensure clients have equal access to services.

Ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Ensure all service users are treated with dignity and respect.

Ensure all policies relating to consent and confidentiality are adhered to.

Finance and Resources

Demonstrate patient improvement and cost savings as a result of the implementation of the On the Ground Educational Programme.

In conjunction with other clinical specialists, ensure the cost effectiveness use of all resources.

Identify own responsibility for effective use of time, staff resources and space.

Be able to exercise good personal time management, punctuality and consistent reliable attendance in accordance with Health Board policies.

Understands the need to manage time and resources to maximum effect, prioritising caseload, managing own time and working to deadlines. Identify areas of inefficiencies and provide service leaders with solutions to increase efficiency.

Monitor stock levels and assist in ordering new equipment as appropriate e.g. garments.

Identify appropriate equipment needs within lymphoedema service and ensuring the safe and appropriate use of equipment by others through teaching, training and supervision of practice.

Assessing for and initiating provision of equipment/services provided by other agencies e.g. surgical appliances.

Ensure appropriate delegation of tasks to others, enforcing the national and professional delegation guidelines.

Support the service leader in analysing capacity demand trends and appropriate allocation of resources.

Effort and Environmental

Lifting Patients limbs / bending over clients for assessment & therapeutic techniques

Concentration on treatment techniques - significant clinical caseload

Interruptions during clinical interventions

Travel for interventions within community

VDU use - booking patient appointment, outcome measures, reports

Give unwelcome news - poor prognosis e.g. conservative management of long-term conditions

Deal with difficult situations during complex client interventions

Client hygiene and home environment can be variable

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualification and Knowledge	<p>Appropriate degree or equivalent</p> <p>Professional registration as recognised by HCPC or NMC</p> <p>Significant accredited post graduate specialist lymphoedema management course or dermatology/ tissue viability. This advanced training will be equivalent to Masters level training.</p> <p>Specialist knowledge of chronic oedema/ wound management</p> <p>Involvement in teaching/ presentation sessions</p>	<p>MSc within relevant specialty.</p> <p>Post-graduate qualification up to post grad diploma level in Lymphoedema / chronic oedema/wound management/ oncology /community</p> <p>Non-medical prescribing qualification</p> <p>Clinical Education Training Course.</p> <p>Postgraduate qualifications in research methodology</p> <p>Evidence of leadership courses/ qualifications</p> <p>Evidence of ongoing professional development</p>	<p>Certificates</p> <p>Portfolio</p> <p>Application form</p>
Experience	<p>Significant post-graduate experience; including relevant experience in specialist field.</p> <p>Managing a complex caseload using an advanced clinical reasoning process</p> <p>Significant experience in multi-agency team working within specialist area</p> <p>Therapeutic handling and risk assessments in relation to patient care including severely disabled patients.</p>	<p>Evidence of team management.</p> <p>Experience of service development across professional boundaries</p> <p>Experience in undertaking risk assessments</p> <p>Experience of health promotion and preventative developments within service</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Direct involvement with carers and families and demonstrating advanced communication skills both verbal and written during these interactions.</p> <p>Evidence of supporting service compliance with clinical governance requirements.</p> <p>Leadership of clinical networks/ clinical practice groups</p> <p>Experience in assisting in leading service developments</p> <p>Experience in staff development e.g. Supervision</p> <p>Experience in teaching & presenting within clinical area</p>		
Aptitude and abilities	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do <p>Autonomous practitioner with self-management skills</p>	<p>Extensive knowledge of Research methodology</p> <p>Understanding of the working arrangements and principles of practice of other professional groups.</p> <p>Member of special interest group.</p> <p>The therapeutic application of computer technology</p> <p>Advanced IT skills</p> <p>Analysis of statistical information</p>	Interview References

	<p>Proven advanced clinical assessment/ reasoning/ problem solving skills within clinical area.</p> <p>Possess highly developed visual acuity, perceptual and physical skills</p> <p>Ability to plan and prioritise both own and others workload</p> <p>Ability to work effectively within a team and independently</p> <p>Possess excellent communication skills</p> <p>Possess excellent organizational skills</p> <p>Evidence of critical appraisal/ research/ audit</p> <p>The ability to assimilate national clinical guidance.</p> <p>Ability to maintain accurate clinical records</p> <p>Skilled in unpredictable situations</p> <p>Possess motivational and reassurance skills</p> <p>Ability to present to large audiences</p> <p>Possesses teaching skills</p> <p>Possesses knowledge of current health and social care policies and application in clinical area.</p> <p>Knowledge of interrelationship of lymphoedema and other</p>	<p>Ability to be flexible and innovative in an evolving environment</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------	--

	<p>services.</p> <p>Understands and acknowledges the principles of patient empowerment to achieve optimum clinical outcomes.</p> <p>Basic I.T. Skills</p> <p>Management and application of Health and Safety at Work Act</p> <p>Professional confidence</p> <p>Be able to adapt work patterns when the situation is unpredictable</p> <p>Commitment and well-motivated.</p> <p>Ability to lead, support, coach and motivate others.</p> <p>Ability to cope well under pressure</p> <p>The ability to maintain high levels of concentration, alertness and awareness in unpredictable environments</p> <p>Ability to emotionally adapt to exposure to distressing circumstances</p> <p>Level of physical ability to undertake role effectively</p>		
Other	<p>Prepared to work flexibly based on work pressures.</p> <p>Ability to travel between sites in a timely manner</p>	Wide range of interests	Application Form Interview

Language Skills		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Interview
-----------------	--	----------------------------------------------------------------------------------------------------------------------------------------	-----------

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this, they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health

and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, genderreassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

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 the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an

organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistleblowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.