

Job Description

Job Title:	Clinical Team Lead: Equipment & Telecare Services	Job Number:	Y5083D
Services:	Therapy & Equipment Services	Grade:	8
Location:	Integrated Community Equipment Store		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide effective leadership and management of the Integrated Community Equipment Service and Telecare Service; ensuring services are delivered to quality standards and the service remains responsive and flexible to meet the needs of all stakeholders.

Main Duties and Responsibilities:

1. Be responsible for all aspects of the operational management of the ICES and Telecare service. Manage staff within the teams on the proper interpretation of their role in accordance with their position and level of accountability.
2. Establish and maintain within the delegated responsibilities the operational policies for the Teams in conjunction with the Service Manager, and update as necessary.
3. Within delegated responsibilities be responsible and accountable that the ICES and Telecare services meet the standards of procurement, storage and supply of equipment. Ensuring adherence to infection control, decontamination, medical devices guidelines and health and safety standards.
4. Responsible and accountable for ensuring a safe working environment; team compliance with health and safety, infection control standards, risk assessment and the safety and security of the accommodation.
5. Maintain a working knowledge of all relevant national and local legislation, codes of practice and departmental policies and procedures, ensuring that these are adhered to and communicated within the post holder's areas of responsibility.
6. Have delegated responsibilities for the management and allocation in respect of all budgets devolved to post holder. Support the full monitoring and reviewing processes in respect of the

same. Ensuring the delivery of cost effective services to meet need.

7. Provide clinical expert advice and support to service users and prescribers on all aspects of equipment provision and use
8. Be accountable for the authorisation of expenditure from the ICES and Telecare budget; ensuring value for money from both a procurement and assessment of need perspective.
9. Ensure accurate data is contained within the recording systems used and the requirements of the Data Protection Act are complied with and audited as necessary.
10. Contribute to performance management requirements and national and local performance indicators, as necessary.
11. Have joint responsibility with the Service Manager for establishing effective working relationships with other agencies including the independent and voluntary sector group and providers.
12. In conjunction with the Service Manager, manage staff in the Team including recruitment and selection, induction and probation; identification of learning and development needs, supervision; disciplinary and grievance matters, and performance assessments.
13. Ensure effective communication is maintained within the teams. Actively participate in staff meetings. Ensure the briefing of staff is effectively undertaken and that Council and Department Policies and Procedures are also effectively communicated.
14. Investigate complaints, disciplinary and grievance matters and contribute towards positive employee relations, taking advice from /advising the Service Manager of issues in these areas as they arise.
15. Provide cover for the Service Manager and/or colleagues in their absence if necessary.
16. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	ICES & Telecare operational leads	Responsible to:	Service Manager: Therapy & Equipment Services
Date Reviewed:		Updated:	July 2021

Person Specification

Job Title:	Clinical Team Lead: Equipment & Telecare Services	Job Number:	Y5083D
Services:	Therapy & Equipment Services	Grade:	8
Location:	Integrated Community Equipment Store		

Area	Description
------	-------------

Knowledge:	The City Council's Equal Opportunities Policy and how to ensure service provision which is sensitive and relevant to all people with care and support needs and carers
	Relevant legislation, including but not exclusive to: Health & Safety, Equality Act, Care Act, Mental Health Act, , Housing Grants Construction and Regeneration Act, Children's Act.
	Clinical expertise on disability and/or frailty, the impact of on an individual or carer and the range of services/products available to meet their needs.

Skills and Abilities:	Able to organise and manage own work and that of others
	Able to anticipate and respond appropriately to situations of conflict and disagreement
	Effective communication skills - verbal and in writing
	Ability to chair meetings
	Supervision of a range of staff within the Team.
	Able to provide expert clinical advice on the range of equipment available and its use and contraindications for use. Also appropriately challenge inappropriate equipment requests.
	Able to develop effective working relationships with health, social care and third sector colleagues.
	Able to work in line with service standards and objectives and assist the monitoring of performance against relevant local and national indicators
	Work in an anti-discriminatory way with people with care and support needs, carers and colleagues, and promote anti-discriminatory practice within the team.

	Able to investigate and manage disciplinary, accident/near misses and complaint matters.
	Able to contribute to the budgetary control process, including the authorisation, monitoring and projection of expenditure and the application of other funding streams
	Able to participate in the recruitment and lead on the effective induction of staff
	Able to lead, motivate and support staff
	Able to make decisions in the absence of the Service Manager

Experience:	At least 2 years' post-qualifying experience with health or social care services for adults/older people
	Management of a team

Educational:	Professional qualification in either Occupational Therapy, Physiotherapy, Nursing and current registration with relevant professional body
	Evidence of personal development and commitment to learning.

Special Requirements:	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).
------------------------------	--

Date Reviewed:	July 2021	Updated:	
-----------------------	------------------	-----------------	--