Job Description – Lead Clinician

Job Title: Lead Clinician/Site Lead

Location: Locality

Reports to: Locality Clinical Lead

Job Purpose:

The Lead Clinician is a specialised operational senior management role and may cover multiple sites in a geographical operating region across care and education.

Key Stakeholders:

Internal

- Locality Clinical Lead
- Head of Clinical Operations
- Regional Directors / Heads of Service / Heads of Care
- Staff within the locality
- Central Office Staff

External:

- The Relatives, advocates and others of the children, young people and adults we support
- The children, young people and adults we support
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community
- Neighbours

Key Responsibilities:

- Audit and collate individual needs as identified on placing documentation both for existing young people and adults and as part of the new admissions process
- Co-ordinate and deliver clinical services for young people and adults, aligned with each provisions completed needs audit.

- Co-ordinate and deliver evidence-based practice training according to their clinical discipline at the appropriate level for all staff across the group, including trauma-informed practice and neuro-diversity awareness.
- Co-ordinate and monitor universal, enhanced and specialist assessments and interventions to be delivered across the division ensuring alignment with the OFG TIP and AAD strategies.
- Co-ordinating therapeutically led consultation by appropriately qualified professionals, to care and education teams to embed and develop evidence-based practice.
- Ensure that where appropriate stated needs on Education, Health and Care Plans (EHCP's) are being met and delivered across the divisions.
- To support service delivery and operations in line with the OFG vision, mission and values
- To line manage staff within the service allocated by the Locality Clinical Lead, ensuring that the service provided meets the standards and levels required

Key Outputs

- The local management / co-ordination, development and delivery of services at the universal, enhanced and specialist level of intervention across their responsible provision(s) comprising of care, education and clinical services, in line with the groups 'Integrated Model of Care' via training and consultation.
- To support the provisions to meet and exceed regulatory requirements leading a 'gold standard' provision; achieved via working closely with Registered Manager/s, Principals, Heads of Education and/or Care to support the implementation of OFG's integrated model of care
- The effective co-ordination of resources contributing to service and cultural improvement and individual development, as well as reinforcing practice of preventative / reductive, early, proactive intervention; ensuring / enforcing that reactive / crisis approaches are minimised to emergency use only
- To monitor and achieve group led quality assurance standards across all services in line with regulatory standards, best practice guidelines and internal measures.
- To support the maintenance of clinical governance information for the service and supply regular update reports to key stakeholders.

Responsibilities

- To audit and monitor children /young peoples' and adults' needs from the point of joining a service, ensuring that all identified wellbeing and clinical needs are catered for.

- To ensure the implementation of the 'Integrated Model of Care' in line with the strategic plans set by OFG and as supported by the Locality Clinical Lead, while reporting to the provision's senior management team / all levels as required

- To locally provide planned structured support to all education, residential services and foster care staff in their area(s) of responsibility to enhance performance, understanding and delivery of the groups 'Integrated Model of Care'
- To ensure the effective application of operational systems and processes to analyse data, as provided by OFG, and locally review operational practices identifying early warnings to ensure expert planned support, guidance and advice is in place to all staff in regards to children / young people and adults personal development, behaviour and welfare
- To locally act as a mentor, coach and adviser to all staff on personal development, behaviour and welfare functioning at a local level, providing support to staff where appropriate and in line with the provisions intervention strategies to minimise the impact of crisis and improve poor performance
- To co-ordinate and support the delivery of direct specialist services and training, inductions for groups of new starters and ongoing training to existing staff teams (with a particular emphasis on trauma informed practice and understanding neurodevelopmental differences), develop the practice and theoretical knowledge of the workforce and support the development of all staff in relation to working with personal development, behaviour and welfare difficulties.

Supporting Responsibilities

- As an operational manager of services, the Lead Clinician is to ensure all leadership and management provided holds in mind the standards set as part of the 5 pillars of operational functioning that comprise leadership & management and advises and guides in this regard
- Leadership & Management – to locally support and guide, ensuring they are fully resourced, trained & experienced to deliver outstanding services.
- Premises – to resource and monitor clinical services and the wider provision, ensuring that the provision is compliant to people's individual EHCP's, placement plans, and each clinician's relevant governing body, communicating and addressing any concerns appropriately.
- Finance – to support the Locality Clinical Lead in adhering to the allocated annual budget for their responsible clinical locality provision(s).
- Safeguarding – to support and develop services to promote and meet all standards of safe practice, including recruitment and supporting documentation related to the effective functioning of the Clinical and Wellbeing Team, such as but not limited to; Service Level Agreements (SLA's), Clinician Profiles, Service Review Plans and Assessment / Progress Reports. You will support in the completion, monitoring and recording of Safeguarding Concerns, LADO referrals, risk management, bullying and exploitation – offering expert advice and guidance as required.

- Progress & Quality – to support and develop the promotion of positive outcomes for young people and adults, supporting the effective assessment of needs, planning and measurement of progress and the quality assurance of all services, models and approaches locally offered

- People & Wellbeing – to support and develop services to invest in people. To deliver training, workshops and chair meetings as required. To monitor the emotional welfare of the workforce across the divisions, supporting local leaders to intervene and support as appropriate, to improve staff retention.

Key Activities

- To consistently act and behave in line with the organisation's vision, mission, values and Code of conduct, role modelling, coaching and mentoring in this regard.
- To plan and structure working time so as to provide meaningful and consistent guidance and support to direct staff and appointed clinicians in the delivery of the groups 'Integrated Model of Care'.
- To manage / coordinate, deliver and monitor the delivery of Clinical services to meet the needs requirement in young peoples and adults Service Review Plans, assessments, outcomes measures' and reporting and recording systems.
- Ensuring that compliance is met and information is adequately communicated and / or circulated to all parties involved in the care and education of each individual, while supporting the reviewing process jointly with the Locality Clinical Lead
- To provide consistent planned and structured (immediate if required) feedback in respect of all matters addressed so as to enhance performance, understanding and service delivery in real time to the provision's senior management team and also the Group
- To build positive and constructive relationships with all staff and appointed clinicians involved in delivering the groups 'Integrated Model of Care' across the provision - so as to enhance performance, understanding and service delivery.
- To complete the quality assurance of operational central systems and processes in a structured and strategic manner to ensure adherence to policies and generate meaningful reports / data for the senior management team, supporting governance and to make improvements to local functioning and ensure that the data, which is remotely accessible by the Group, is accurate and relevant to Key Performance Indicator (KPI) incidents
- To implement and support on the referrals and admissions process as required and in line with the provisions local policy and procedure and through liaison with the allocated Admissions Manager
- To attend meetings as required in line with the role.
- To keep abreast of current theory and practice and undertake ongoing professional training and research in line with relevant government body requirement.
- To maintain good relationships with, and up-to-date knowledge of, local authorities and statutory bodies and regulations.

Additional Responsibilities

- Any other reasonable duties commensurate within the post as requested by the Executive Team and Regional Directors
- Work within deadlines and respond in a flexible way to the changing demands of the provision.
- Work within the provisions of the Data Protection Act / GDPR, observing strict confidentiality in relation to all aspects of work undertaken.
- Respond sensitively and professionally in supporting and maintaining good relationships with colleagues and all contacts who work in partnership with the Group.
- To be aware of and work within the Company's health and safety policies, relating to the working environment and building security, reporting any issues promptly to the facilities team.
- To be aware of equal opportunities issues and to work positively towards anti-discriminatory and anti-racist practice.
- Develop personal skills and capability through on-going training as provided internally by the company or externally subject to Company approval and as agreed with the Line Manager
- Safeguarding is everybody's business. The welfare and safeguarding of children / young people and adults we support should be of paramount consideration, whatever your role or level of responsibility is within the organisation.
- All employees, panel members, independent workers and volunteers are required to ensure compliance with the company's guidance and policy on safeguarding and are required to attend Safeguarding training appropriate to their level of responsibility.
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

Managing own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and performance management as required.
- Achieve challenging professional goals.
- Take responsibility for your own professional development.

Health and Wellbeing

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people and/or adults.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young adults whose progress, development or wellbeing is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- To be aware of your own wellbeing needs, discussing these with your line manager where necessary to ensure you promote a positive work-life balance.

Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their Line Manager / Clinical and Wellbeing Locality Lead / Regional Head of Wellbeing and Clinical Services or Head of Service/Principal/Head teacher/ Head of Care / Regional Director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

I have read through the job description and agree to perform the duties as outlined above

Job Holder's signature

Name: _____

Signed: _____ Date: _____

Signed on behalf of the OFG Group

Name: _____ Title:

Signed: _____ Date: _____

Person Specification

Experience	**Essential**	**Desirable**
Experience of working with children, young people and/or adults who have experienced trauma, have mental health needs, are neurodiverse and/or complex presentations	✓	
Experience of working using evidence-based assessments and routine outcome measures	✓	
Experience of supervising junior staff	✓	
Experience of line management		✓
Experience of leadership, within a team or working on a project		✓
Skills, Knowledge and Aptitudes		
A passion for working with children, young people and adults with complex needs and helping them make their way in the world	✓	
Excellent organisation skills	✓	
An ability to be flexible and adaptable to work successfully across multiple sites and build effective relationships with a variety of education, care, fostering professionals, as well as family members, carers and other external stakeholders	✓	
Knowledge of the most up to date safeguarding processes and legislation	✓	
A commitment to keeping up to date with the most relevant and recent research theory and evidence as demonstrated by a comprehensive CPD log	✓	
An ability to use supervision and reflective practice skilfully and appropriately	✓	
An ability to be a team member whilst also an ability to work independently	✓	
Ability to work in a timely fashion, keeping to deadlines whilst maintaining a high standard	✓	

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Qualifications and Training

- Allied health professional qualification or OT Qualification ✓
- Registration with appropriate regulatory body (eg HCPC / RCOT) ✓
- Additional leadership qualifications ✓
- Additional supervisory/reflective practice qualifications ✓