

Recruitment Pack



Head of Rehabilitation Therapy

There's a seat waiting for you at The Katie Piper Foundation...



Join us as the Head of Rehabilitation Therapy and you'll be part of a creative and dedicated team. We have a relentless focus on making life easier for people with burns and scars.

It's such an interesting time to work in visible difference. And here especially. We've got a brand new service - the UK's first ever live-in rehabilitation centre for adults with burns and scars. We'll be ten years old this year.

The team's passion for this life-transforming cause is contagious. You'll be working alongside this team, with the key focus of leading and managing our rehabilitation service whilst also being able to use your own skills and expertise as a therapist providing hands on care for patients.

You'll be a massive influence on shaping our current and future operations and therefore people's lives who have been through the very worst and deserve to thrive.

Thank you and best wishes, Sarah Green, Chief Executive.

Job Description

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| Job Title: | Head of Rehabilitation Therapy |
| Location: | KPF Rehabilitation Centre in Merseyside |
| Hours: | 35 hours per week |
| Annual Leave: | 28 days per annum plus bank holidays |
| Duration: | Permanent |
| Reports to: | Chief Executive |
| Salary: | Starting at £41,000 per annum. Negotiable depending on experience. |

Job Summary

To lead, manage and develop the KPF rehabilitation service and where needed undertake clinical work with patients in the KPF rehabilitation centre. Ensuring the provision of excellent rehabilitation care and clinical governance at all times.

Ensuring all key developments and changes in burns rehabilitation are filtered through to service whilst actively promoting of the service to possible referrers.

Key Responsibilities

Clinical

- To provide strong leadership of the KPF rehabilitation service.
- To agree clinical governance standards and protocols with the Clinical Director and ensure these are monitored and adhered to within the rehabilitation service.
- To provide a high quality, expert therapy service to a specialist caseload of complex patients requiring general burns and scar management.
- To manage a complex caseload using advanced clinical reasoning, critical thinking, reflection and analysis. This will include advanced therapeutic assessment and diagnosis of patients with diverse presentations and complex physical and psychological conditions to gain consent to develop and deliver individualised treatment programmes.
- To be the liaison between the different key service providers and KPF.
- To undertake service audits at agreed points alongside key staff to allow service development and improvement.
- To set objectives for the rehabilitation service with chief responsibility for driving to deliver against those objectives.
- To ensure all necessary internal policies and procedures are in place for the rehabilitation service and are reviewed and updated as required.

Rehabilitation team

- To line manage and direct the KPF rehabilitation team including the formulation and implementation of work plans for the team and appraisals.
- To provide advice, consultation and training (including mandatory) to staff working in the rehabilitation team, ensuring CPD opportunities are provided, recorded and maintained for all.
- To ensure all team members are up to date on required policies and procedures.

Patient care

- To work alongside the Head of Patient Support on the admissions screening process to agree suitability for patient admission.
- Leading on the planning and delivery of patients' treatment in consultation with other members of the multi-disciplinary team.
- To undertake clinical work in the rehabilitation service where needed to ensure excellent continuity of care.
- Planning and coordinating patient discharge back to the GP, burns service and patient.
- Ensuring budgets and financial planning for patients is monitored and reported as required to the Chief Executive.

Service development

- Building relationships and liaising with potential referrers i.e. NHS burns services and insurance case managers to ensure a flow of eligible patients.
- Leading on the monitoring and evaluation of all patient activity to ensure comprehensive outcome measures are regularly reported back to the trustees, staff team and external stakeholders.
- Working with the Charity Director and Clinical Director and other staff from the rehabilitation centre to develop and improve the service utilizing an evidence based approach, including;
- The introduction of new treatments and interventions within burns rehabilitation
- Identification and introduction of new referral sources.
- Expanding the scope of the rehabilitation service and ensuring accessibility for beneficiaries.
- Ongoing assessment of existing service partnerships and any new potential partnerships.
- Leading on the development of research projects relating to the rehabilitation centre in consultation with the Chief Executive and Clinical Director.
- Keeping up to date on all relevant updates from burns networks and relevant bodies such as The British Burns Association (BBA) and filtering information where appropriate to the team. Ensuring the rehabilitation service complies with the BBA Burn Therapy Standards and BBA Burn Care Standards.
- Compiling and providing submissions for relevant sector conferences and talks. Presenting at these events or agreeing with the Chief Executive and rehabilitation team the most appropriate combination of presenters.

General

- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
- To ensure the rehabilitation service maintains the highest standards of clinical record keeping including electronic data entry and recording in the KPF patient database, whilst also ensuring key partners have information they require to comply with their own data requirements.
- Assist in budget setting for rehabilitation working alongside the Head of Patient Support. Ensuring finances are monitored in line with the set budget.
- Reporting as required to the Chief Executive, trustees and other staff (where relevant) on service progress and potential developments.

Additional:

- Provide cover for colleagues as directed by the relevant Manager or Chief Executive.
- The post will be subject to regular annual staff development review.
- The post holder will be expected to produce work of a high standard and to promote quality at all times.
- The Katie Piper Foundation is committed to Equal Opportunities for all present and potential members of staff and patients, therefore expects all employees and volunteers to understand, support and apply this through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.
- The post holder will be expected to keep themselves updated on all matters relating to procedure and policy.
- The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or The Katie Piper Foundation, reporting any potential risks.
- Where the post holder is a member of a professional body they are required to conform to the professional standards set by that body. Ensuring registration is current and practise continuous professional development.

This is an outline Job Description and may be subject to change, according to the needs of the service, in consultation with the post holder.

Your Team and Key Relationships



The KPF staff, a trustee and physiotherapists at our partner hospital

- You'll be part of a team of 10 with a mixture of full time and part time staff all with difference responsibilities across the charity.
- You will be responsible for the rehabilitation service working closely with the Head of Patient Support and report directly to the Chief Executive.
- As well as the wonderful wider KPF staff team, you'll need to develop relationships with; The Board of Trustees including Katie, patients, beneficiaries, providers and suppliers.
- Location wise, you will be based at the rehabilitation centre in Merseyside. Many of the team that are not hands on with patients are home based and cover all bases by being spread around the UK. You will be required on occasions to come to London for team and board meetings at various points in the year. It does come naturally to us to reach out to each other and share exciting news and challenges, but we don't take that sense of team connection for granted.

Person Specification

| Factor | Essential | Desirable |
|----------------------------|---|---|
| Education / Qualifications | <ul style="list-style-type: none"> • Degree or equivalent in Physiotherapy/Occupational Therapy/Rehabilitation • Evidence of relevant postgraduate education and training | <ul style="list-style-type: none"> • Masters level degree in Burns/Physiotherapy/Occupational Therapy/Rehabilitation |
| Experience | <ul style="list-style-type: none"> • Significant postgraduate clinical experience in a relevant field ie burns/plastics/ rehabilitation • Experience in managing a clinical and managerial caseload ensuring that clinical governance and quality assurance standards are met • Experience of service development in healthcare, including commissioning • Experience of safeguarding and risk management when working with vulnerable adults and children • Experience of developing and implementing policies and procedures • Experience in delivering clinical education and supervision to staff and students. | <ul style="list-style-type: none"> • Experience of research in healthcare |
| Skills / Knowledge | <ul style="list-style-type: none"> • Highly specialised knowledge and experience of assessment, evaluation and advanced treatment techniques in the field of burn therapy and rehabilitation • Excellent understanding of NHS burn care • Understanding of data protection and information security in health and social care • Excellent understanding of safeguarding and risk management when working with vulnerable adults and children • Strong networking and stakeholder management skills | <ul style="list-style-type: none"> • Understanding of the charity sector, including working with trustees, volunteers and funders • Proven experience in developing, organising and presenting staff training programmes related to a specialist field individually and to groups |

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| | <ul style="list-style-type: none"> • Excellent attention to detail with good spelling, punctuation and layout of documents • Good working knowledge of Microsoft Applications | |
| Communication Skills | <ul style="list-style-type: none"> • First class communication skills, both written and verbal • Strong interpersonal skills with ability to communicate effectively at all levels • Proven ability to motivate and facilitate teams through change | |
| Qualities / Attributes | <ul style="list-style-type: none"> • Empathy • Honesty • Flexibility and adaptability • Problem solving • Self-motivated, able to work on own initiative and as a team member • Ability to work flexibly and prioritise a diverse workload | |

We welcome diversity

The Katie Piper Foundation is committed to building and developing a workforce which reflects the diversity of the people we support. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias.

We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

Your Application

Please email in PDF format, both your CV and a supporting statement to mercedes@katiepiperfoundation.org.uk

- Closing date: By midnight, Friday 28th February 2020
- First interview: w/c 9th March
- Second interview: either w/c 16th or 23rd March
- Your supporting statement is such an important part of your application. We can't make assumptions about your suitability, so the information that you give there is key for us for shortlisting. Please show how you meet the person specification and would deliver on the job description for *this* role *specifically*. Please *do* use lots of examples. We are looking for evidence that you can thrive as Head of Rehabilitation Therapy.
- Your statement should not exceed 1,000 words. Please do call or What's App Sarah Green, Chief Executive if you have any questions on 07904 143894.
- Please note that we reserve the right to close this recruitment process early, should we receive a high volume of applications.
- Please note that all offers of employment will need references deemed satisfactory by KPF, proof of eligibility to work in the UK and a DBS check.

Data Protection

The data you provide in your job application will be used by KPF to assess your suitability for employment by us in the role you have applied for. We only share your data with third parties to obtain criminal records checks (where necessary) and to process data on our behalf (such as our payroll provider). We won't use your data for marketing or fundraising purposes. By applying for this job, you consent to KPF processing your data (including any criminal offences data and sensitive personal data given such as data relating to your ethnic origin or sexual orientation) for this purpose.

Thank you for considering joining us



**We look forward to receiving
your application to join us in
our work towards having a
world where scars don't limit a
person's function, social
inclusion or sense of well-
being**