



Job Description

Post: Practice Leader
Accountable to: Middle Management Team (MMT)
Reporting to: Care Coordinator

Main Responsibilities

- Promoting quality of sleep (QoS) & quality of life (QoL)
- Ensuring there is a positive work culture based on PBS practices
- Meeting service user needs & wants
- Coaching staff (modelling & feedback)
- Reviewing staff practices
- Reviewing active engagement in meaningful activities & relationships
- Safeguarding service users from harm

Practice Leader Qualities

Tick the boxes that you feel apply to you (*providing an honest reflection helps with understanding where further training or support is required*)

<input type="checkbox"/>	Person centred
<input type="checkbox"/>	Clear and consistent
<input type="checkbox"/>	Focused on good communication with colleagues
<input type="checkbox"/>	Knowledgeable of the person's needs
<input type="checkbox"/>	Able to role model to others
<input type="checkbox"/>	Organised
<input type="checkbox"/>	Confident
<input type="checkbox"/>	Reliable & Committed
<input type="checkbox"/>	Team Player
<input type="checkbox"/>	Able to maintain a positive attitude
<input type="checkbox"/>	Creative
<input type="checkbox"/>	Able to inspire others
<input type="checkbox"/>	Enthusiastic
<input type="checkbox"/>	Focused and determined
<input type="checkbox"/>	Responsible
<input type="checkbox"/>	Focused on empowering and developing people

Developing Own Knowledge & Skills

To be able to support your team to develop and grow, you will need to view training and development as the key to providing excellent standards rather than viewing this as a barrier or a hurdle to overcome.

You will not only complete the training set out in your own training and development plan (and support your team to do the same with theirs), but also feedback to your line manager if additional training is required specific to the person or people you support.

If I were to make the statement '*training & development is critical for me and for my team to improve the quality of support being provided*' would you?

<input type="checkbox"/>	Strongly Agree
<input type="checkbox"/>	Agree
<input type="checkbox"/>	Disagree
<input type="checkbox"/>	Strongly Disagree

Promoting Sleep Hygiene Principles

Good quality sleep is critical for both body and mind and should be viewed as a 'universal healthcare provider'.

Supporting people to improve quality of sleep (QoS) underpins positive behaviour support and your role will be focused on ensuring that you (and your team) provide support to people to encourage sleep hygiene principles that will improve quality of sleep overall.

Your own sleep pattern will affect how you perform in your job role and your own physical and emotional health so you can find some top tips for improved sleep at:

<https://www.premiercareplymouth.co.uk/improving-sleep-top-tips/>

Are you a:

<input type="checkbox"/>	Night Owl (30% of population)	You go to be late at night / early in the morning and find the mornings more difficult
<input type="checkbox"/>	Morning Lark (40% of population)	You go to bed early and wake up early
<input type="checkbox"/>	Somewhere between an owl and a lark (30% of population)	You tend to go to bed a bit later than a lark (but not as late as an owl) and wake up later than a lark would but earlier than an owl

Promoting Quality of Life (QoL)

Your role will involve having an understanding of, and actively promoting QoL for the people you and your team support.

Improved QoL will lead to less anxiety and distress which in turn reduces challenging behaviour such as aggression towards others, self harm and destructive behaviour.

QoL is measured using the PERMA model and you will need to be able to understand this model and be able to ensure that your team 'buy in' to this concept and actively work towards improving QoL for the person or people they support.



Tick below the ways in which you think that you could improve both QoS and QoL.

<input type="checkbox"/>	Investing in training & development opportunities
<input type="checkbox"/>	Researching yourself and sharing findings with the team (from reputable sources)
<input type="checkbox"/>	Ensuring the service user (and where applicable their relatives) are actively involved in making decisions about their care (<i>rather than just being a passive recipient of care</i>)
<input type="checkbox"/>	Having clear and individualised support plans in place which the team have read and understood
<input type="checkbox"/>	Providing direct support to staff (role modelling, observing and feeding back)
<input type="checkbox"/>	Communicating with a manager if something else is needed i.e. assistive technology
<input type="checkbox"/>	Analysing data / information to monitor for changes

Responsibility to the Team

Your role as Practice Leader is focused on ensuring that the team are skilled and knowledgeable in their own roles and while formal training does play an important part in developing staff, it's proven that the only way this will be embedded is by continued support from management after formal training.

By investing in the development of staff you will also improve their job satisfaction, reduce their stress and improve retention within the team.

To do this, you will need to be able to follow three steps consistently which are:

- 1) Role Model
- 2) Observe
- 3) Feedback

Being able to manage your team effectively is reliant on you being able to prioritise workload and dedicate a portion of your time so that you can support improvement of their work practice and this cannot be done from a distance.

You will need to be work alongside staff, showing / guiding them so they can visually see what is expected of them. You will then need to spend time observing that they've taken on board what is being expected and finally you will then need to feed back through informal discussion or through supervision / probation so that they can reflect on their practice and adapt if needed.

You will also need to be able to recognise when others within the team demonstrate good practice and then share this as an example.

Which management style do you feel best reflects how you tend to manage people (*you can select more than one*):

<input type="checkbox"/>	Authoritative (dictating to others exactly what needs to be done)
<input type="checkbox"/>	Persuasive (selling ideas to get 'buy in' from the team)
<input type="checkbox"/>	Paternalistic (focused on welfare of team and depends heavily on gaining loyalty and trust from the team)
<input type="checkbox"/>	Consultative (asking opinions and thoughts of every single staff member before making a decision yourself)
<input type="checkbox"/>	Participative (the full team are an active part of the decision making process)
<input type="checkbox"/>	Collaborative (creating open forums for ideas to be discussed, majority rules and staff take ownership of outcomes)
<input type="checkbox"/>	Transformational (focuses on pushing team to achieve greater accomplishments through encouragement and pushing people out of their comfort zones regularly)

Systems & Processes (Quality Assurance)

Your role as Practice Leader is focused on service users receiving an excellent standard of care and support and you will need to use a number of different systems and processes to support and monitor this, each of them having a specific purpose. Some of these are listed below and fall under your responsibility as Practice Leader and are an expectation of you in your role.

- Updating support plans & risk assessments (including positive behaviour support plan)
- Implementing professional recommendations and guidance
- Submitting Practice Leader reports
- Carrying out 'practice check' visits (formerly known as spot checks)
- Conducting health and safety checks
- Promoting cleanliness of home and maintaining tenancy
- Carrying out staff supervisions, probations and appraisals for your team
- Preparing and holding team meetings
- Monitoring the training database and setting clear training targets
- Providing analysis i.e. outcomes, sleep, behaviour
- Record audits (including daily records, medication and finances)
- Ensuring service user meetings are held at regular intervals
- Updating health action plans and hospital passports
- 1:1 meetings with line manager to ensure open communication

This role does involve actively coordinating your workload and your line manager will be able to support, where it is needed, to help you prioritise – always ensuring that the first thought is outcome rather than task.

Which parts of the Practice Leader role do you think you might need to develop on? (*please select any of the options you feel applies to you*)

<input type="checkbox"/>	Using information technology i.e. computers
<input type="checkbox"/>	Self management (organising yourself)
<input type="checkbox"/>	Being able to prioritise
<input type="checkbox"/>	Directly managing a team
<input type="checkbox"/>	Confidence in your own abilities
<input type="checkbox"/>	Managing conflict within the team
<input type="checkbox"/>	Communicating with others
<input type="checkbox"/>	Understanding the organisations policies & procedures

Your responsibility to service users

Below are the key areas of responsibility to the service users in your role as Practice Leader, these cannot be just words that are used to describe our values but instead should be embedded in our culture as part of who we are (rather than who we say we are).

Equality & Diversity	Valuing People	Positive Risk Taking
Person Centred Support	Mental Capacity	Safeguarding
Communication	Independence	Inclusion / Participation
Physical & Emotional Health	Positive Behaviour Support	Active Support
Quality of Life (QoL)		Quality of Sleep (QoS)

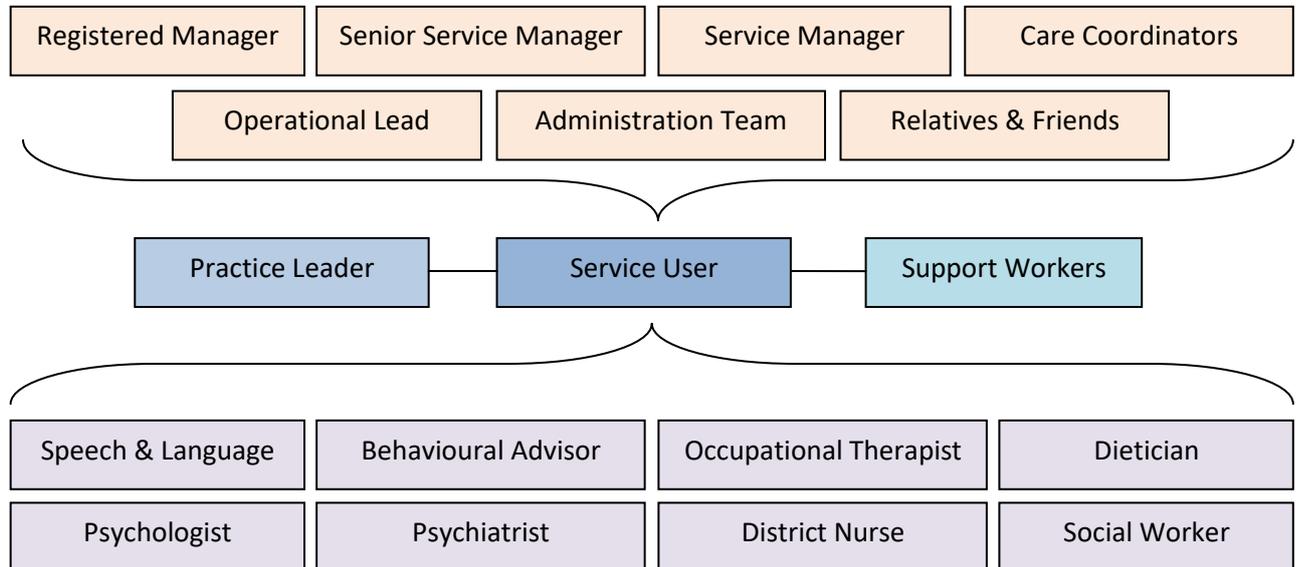
There can sometimes be barriers to these responsibilities and so the success of your role (and the support someone receives) is based on your ability *to communicate with your line manager* if you feel that any of these areas are being affected, below are some examples – can you think of any others to add?

Potential Barrier	What could this impact on?
Health & Safety / Duty of Care	<i>Positive Risk Taking, Independence & Mental Capacity</i>
Paper based quality assurance i.e. checklists	<i>Task driven focus rather than outcomes</i>

Working in Partnership

In your role you will need to work closely with a number of different people who all play a role in ensuring that people's needs are being met. Some examples are provided below.

Your role is the vital link between all other people involved in a person's life and so effective communication is critical in making sure that everyone has the information they need to carry out their roles effectively.



Outcome Expectations

If you are carrying out the Practice Leader role effectively and are well supported by the management team, it is expected that:

- That there will be a positive work based culture within the team
- That positive behaviour support practices are embedded within the team
- There will be a reduction in incidents of anxiety / distress
- Communication needs will be met
- There will be an improvement in the service users physical and emotional wellbeing
- There will be an increase in service user's independence
- There will be an increase in opportunities for meaningful activities
- The staff team and the service user will feel more empowered
- The staff team will become more knowledgeable / skilled
- Staff retention will be improved

Additional Information

- To complete and submit 'Workplace Wellbeing Questionnaire' prior to each probation review / supervision
- To undertake any duties consistent with the overall purpose of the post as directed by management team
- To abide by terms and conditions of employment contract
- To take part in on-call duties as part of a rota system
- The post holder may be based at any location within Premier Care (Plymouth) Ltd.
- Premier Care (Plymouth) Ltd is an equal opportunities employer and we welcome applications from all sectors of the community.
- Premier Care (Plymouth) Ltd operates a non-smoking policy.

PERSON SPECIFICATION

Practice Leader

CATEGORY	REQUIREMENTS	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<i>Education / Training</i>	<ul style="list-style-type: none"> Diploma - Practice Leadership <p>Or be willing to work towards Diploma in Practice Leadership</p>	D E	Application form and Certificates
<i>Experience</i>	<ul style="list-style-type: none"> 2 years experience working with learning disability service users 2 years experience working in a senior / supervisory position 	D D	Application form, Interview and references
<i>Knowledge / Skills / Abilities</i>	<ul style="list-style-type: none"> Knowledge of positive behaviour support Knowledge of practice leadership Knowledge of the Health and Social Care Act 2008 and Essential Standards for Quality and Safety to the service provision and other relevant legislation. Knowledge of Health and Safety in the workplace, legislation and risk assessment. Knowledge of electronic communication systems. Ability to present an excellent role model for good practice. Ability to work on own initiative while making positive use of supervision and training. Ability to manage time effectively Good reporting and recording skills. Ability to communicate verbally and in writing with a broad range of people. 	E D E E E E E E E E	Explore at Interview Application Form Interview and References
<i>Disposition</i>	<ul style="list-style-type: none"> Commitment to quality services. Patient & Tolerant. Positive attitude to service provision. Reliable & Flexible. Motivated and committed. 	E E E E E	Explore at interview
<i>Company</i>	<ul style="list-style-type: none"> Commitment to organisations aims and objectives. To represent the company in a positive manner. Well presented. 	E E E	Explore at interview
<i>Anti-Discrimination</i>	<ul style="list-style-type: none"> Commitment to promote, monitor and maintain the equality and diversity policy. 	E	Explore at interview
<i>Physical</i>	<ul style="list-style-type: none"> Able to carry out the duties of the post with reasonable adjustments where necessary. To hold a current driving license. 	E D	Health Form