

Job Title: Vocational Co-ordinator Pain

Department: Pain Management Vocational Co-ordinator

Division: Surgical Directorate

Reports to: Principal Occupational Therapist Pain

JE Ref: HCS1174

Grade: CS07

JE Date: 28/02/2023

To develop and direct the provision of therapeutic vocational rehabilitation in the Pain Management Service. In an appropriate, supportive and sympathetic environment which encourages individual/personal development, reduces or minimises symptoms and encourages social inclusion in the community. To support the Occupational Therapist with vocational rehabilitation and volunteering opportunities with the public and voluntary sectors.

Job specific outcomes

1. Participate with Occupational Therapists in the screening, assessment and vocational support of referred patients. To assess and install equipment to maximise independence in clients' homes. Assist with the completion of re-housing and medical adaptation forms to be reviewed and signed off by the Occupational Therapist
2. Responsible for planning, risk assessing and delivering vocational rehabilitation placements, to provide a safe working environment for pain clinic clients and pain support jersey members to enable them to develop work and communication skills to the highest feasible level.
3. Plan and arrange supported work placements in a wide range of open employment settings. Monitor the patients in these settings, communicating with and actively supporting the employer and employee to promote a successful placement.
4. Evaluate the needs of patients, discussing these with them and planning short/long term strategies to meet these identified needs and promote maximum independence. Assisting with multi-disciplinary sessions as required.
5. Ensure that Health and Safety standards are adequately maintained; using unit Health and Safety policy e.g., Sharp instruments kept secure, fire exits, machinery and equipment kept in good order and that staff, patients and visitors are not exposed to any danger.
6. Promote the active involvement of patients in decision making processes involving their personal development.
7. Prioritise future development needs and the plan and agree interventions for the patient to continue their development as the case evolves. Including and funding applications to support this.
8. Attend relevant staff and clinical meetings to discuss and agree future case management.
9. Attend relevant education and training and keep up to date with current practices (in conjunction with six-month PRA)
10. Supervise other team members in their day-to-day duties when allocated
11. Maintain appropriate patient records of assessment intervention and progress to monitor effectiveness of intervention and to facilitate intervention planning, long term patient management and for departmental purposes. Maintain data for audit input.
12. Identify, establish and monitor budgets for the units to ensure proper use of resources and ensure effective controls are applied.
13. Adhere to the principles of Core Values.

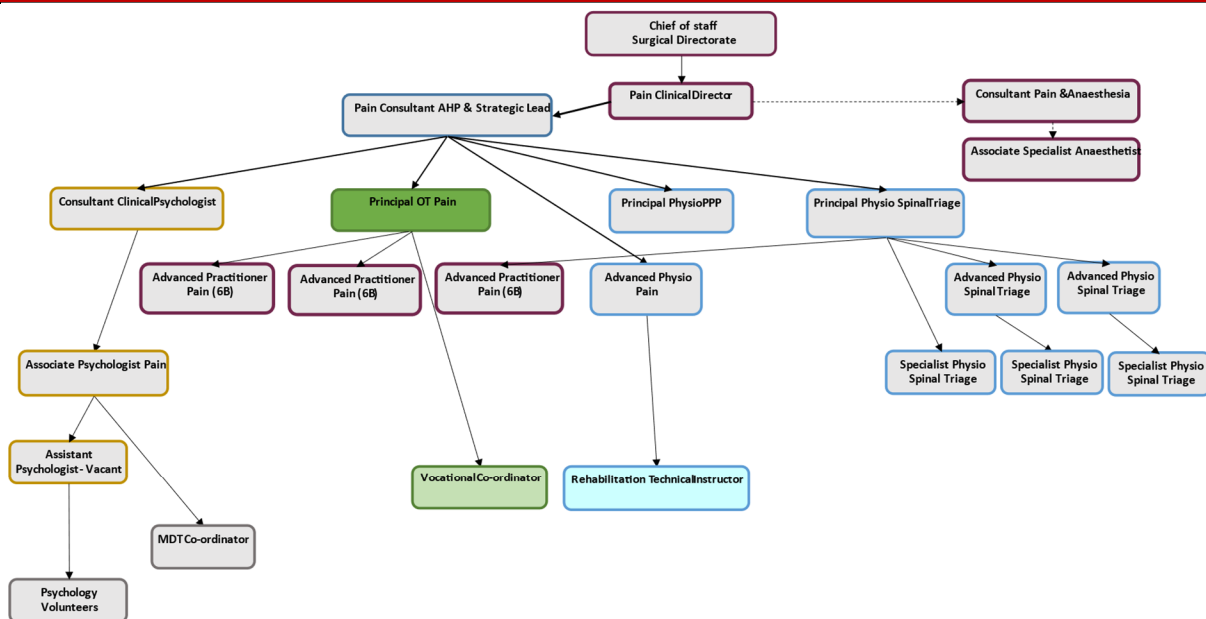
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice
- Ensure appropriate communication of relevant patient information through the maintenance and updating of patient/client records in line with the requirements of Clinical Governance and Quality as set out in the Standards of Practice from the CSP; HCPC and HCS.
- To meet all requirements of Clinical Governance (e.g. statutory & mandatory training; CPD; reflective practice etc.) *and propose* any necessary changes to service delivery, which this may give rise to.
- *To interpret and inform the Consultant Leads of specific national and professional evidence and policies which affect the specialist area.*

Department Organisational Chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Experience and knowledge of a wide range of practical work activities (professional qualification or appropriate apprenticeship) with some teaching or instruction skill.</p> <p>Good general level of education; literacy and numeracy skills to GCSE grade C standard or above</p> <p>Completed in-house training in Pain science</p>	
Knowledge	<p>Supervisory experience gained through practical management in a work environment (to NVQ 3 standard)</p> <p>In-house training to develop and improve knowledge in the speciality of pain</p> <p>Minimum of 3 years' experience in a health, social service or person-centred environment</p> <p>Experience of effective communication with people with mental and/or health difficulties</p> <p>Good interpersonal skills and an interest in promoting the independence of individuals</p>	
Technical / Work-based Skills	<p>A thorough understanding of common IT packages for patient outcome data collection and audit work. Knowledge and understanding of Health and Safety requirements as applied to the various activities and environments with this post.</p> <p>Vocational Co-Ordinator Job Description amended November 2022</p> <p>Mandatory fire, manual handling, resuscitation and first aid skills(provided by HCS)</p> <p>Clean Driving Licence and own vehicle</p>	
General Skills/Attributes	<p>The post holder must exhibit good motivation, communication and diplomacy skills and be able to deal with patients in an empathetic manner in order to encourage them throughout their rehabilitation.</p> <p>The ability to express themselves clearly, verbally and in writing, is essential in preparing, presenting and maintaining records on patients.</p>	
Experience		

	<p>It is necessary for the post holder to work independently; a level of maturity and self-directed time management, gained within an appropriate setting is necessary as is the ability to understand and work within the parameters and limits of own qualifications.</p> <p>It is essential that the post holder can demonstrate a flexible and positive attitude towards people who have a disability and / or may come from a wide range of social backgrounds.</p> <p>In-service training is given to ensure basic levels of knowledge of the work of Occupational Therapy and the requirements of patients so that the vocational work can be tailored to meet the needs of patients.</p>	
<p>Criteria relating to Safeguarding</p>	<p>Sensitivity to dealing with patients with complex social and behavioural backgrounds often with beliefs conflicting to their best management.</p> <p>This will involve both awareness of and up to date mandatory training in safeguarding and vulnerable adults.</p> <p>Up to date DBS enhanced check and up to date adult safeguarding.</p>	
<p>Delete as appropriate: <i>Clinical Post not yet known</i></p> <p><i>Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.</i></p> <p>The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.</p>		