



Trauma Unit Rehabilitation Coordinator

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Trauma Unit Rehabilitation Coordinator
Band	7 – Subject to Agenda for Change
Directorate	Clinical Support Services
Accountable to	Trauma Unit Lead and Acute Inpatients Therapy Operational Manager
DBS Required?	

JOB OVERVIEW

1. Job Purpose

The post holder will work as a core member of the Trust Trauma Unit team ensuring every aspect of care and rehabilitation is seamless and coordinated to ensure the best patient experience and optimal long-term recovery for patients with an injury severity score over 9.

2. Main Duties and Responsibilities

The post holder will

- be an autonomous practitioner holding a trauma clinical case load in own professional field
- work within a defined area of responsibility without direct supervision and within appropriate guidelines as the specialist Trauma Unit Rehabilitation Coordinator for the Trust

- work with the Trauma Unit Team to provide information, support, and signposting to ensure optimal recovery for all trauma patients.
- be responsible for identifying patients who have been assessed as having an injury severity score over 9, creating and managing a live database of these patients to track progress.
- be responsible for coordination and communication of the rehabilitation and repatriation clinical pathways for patients who have suffered major trauma, ensuring the rehabilitation prescription is received from the major trauma centre and disseminated to the relevant clinical staff
- act as an advocate for patients, both adult and paediatric, with trauma-related injuries admitted to the acute hospital, co-ordinating their acute stay, rehabilitation, and discharge from the Trauma Unit
- work as a Key worker and coordinate the care of trauma patients regardless of which speciality they are under
- work collaboratively within the multi-professional team to facilitate a smooth and safe transition from hospital to community or on to further rehabilitation
- be a key member of the MDT - proactively ensuring MDT conversation, development of plans and adherence to agreed actions.
- assist in the completion and coordination of Rehabilitation Prescriptions for eligible patients and liaise with the NMRT (was TARN) administrator regarding quality of data
- provide professional leadership and direction to the MDT in the planning, coordination, and evaluation of the rehabilitation pathway
- attend relevant trauma unit and wider network meetings as a representative of the Trust
- advise on service developments in line with local and national guidance
- work closely with the Clinical Site Managers, consultants, and major trauma centres to ensure repatriation of patients from major trauma centres within specified timeframes to the appropriate clinical speciality ensuring clinical management plans are in place
- collect appropriate data from teams involved in the patient pathway to enable evaluation of service and patient experience
- undertake evaluation of the patient journey, critically analysing areas of good practice and using evaluation tools to identify where pathway improvements could be made and ensuring lessons learned are disseminated to wider multidisciplinary team
- contribute to the investigation and analysis of trauma risks issues, incidents, and death, escalates outcome to trauma unit clinical lead, and implementing learning from actions

Clinical Duties & Responsibilities

The post holder will

- Use advanced skills in analysing the results of the assessments, interpreting a range of options, formulate professional judgements, and work with patients to identify goals which are appropriate for the patient and others involved in their care
- Give specialist advice considering the options available to the multi-disciplinary team on the treatment and handling of patients to maximise their rehabilitation potential and enable the planning of their future clinical management
- Provide highly specialised advice to the patient, family, and carers regarding the management of complex trauma related conditions
- Demonstrate and apply a high level of understanding of the effect of disability, to be able to educate patient and carer in issues relating to their diagnosis/prognosis and rehabilitation, and promote an understanding of its functional implications

- Organise and ensure the delivery of coordinated multi-disciplinary programmes of care for complex trauma patients
- Have applied knowledge of informed consent and patients' capacity to give consent, taking account of these within working practice and providing advice to staff when required
- Ensure accurate written and electronic records are maintained for record keeping including comprehensive assessment reports and TARN data collection
- Actively participate in the discharge planning process to ensure patients are provided with appropriate on-going care following their acute admission
- Attend and contribute to clinical handovers
- Offer clinical leadership to Inpatient Therapy Staff as required
- Coordinate and communicate current and future rehabilitation pathways for patients
- To be responsible for all aspects of own professional activities, ensuring own competence, recognising own professional boundaries, and seeking advice and supervision as appropriate, applying all relevant policies, protocols, and procedures
- Respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs
- Assess and manage clinical risk, responding to and resolving problems in order to reduce risk, maintain patient independence and improve safety.
- Provide advice and develop strategies in relation to outcomes and liaise with other professions/agencies regarding future management
- Contribute to the Trust clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards
- Work with the multi-disciplinary teams to ensure completion of rehabilitation outcome measures on admission and discharge from the trauma unit

Communication

The post holder will

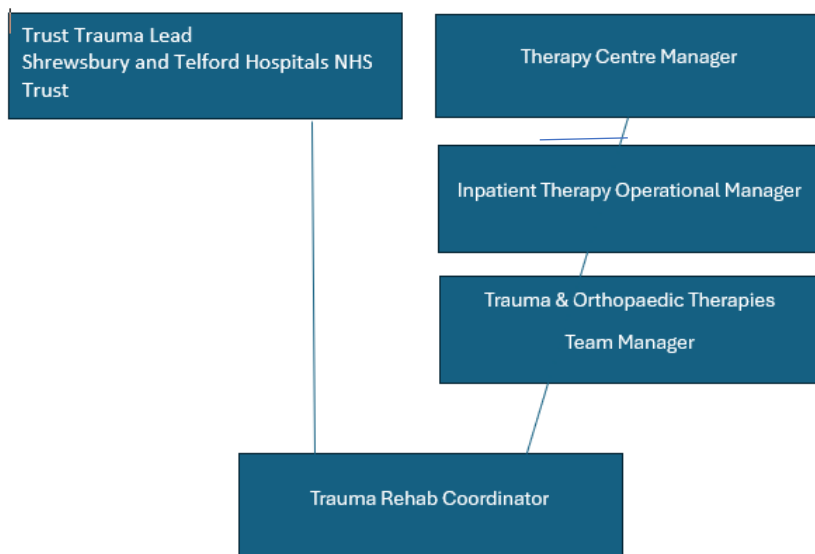
- Demonstrate excellent communication skills both with patients, relatives and other healthcare professionals working within the trust and across the network
- Actively participate in, and foster partnership working with internal and external agencies
- Represent the trauma unit at relevant Trust policy and protocol development groups to ensure that the Trauma Unit is incorporated into Trust wide patient care planning
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients and family/carers to progress rehabilitation programmes and discharge plans, to ensure an understanding of their condition/problem so that patients are supported in self-management of their condition.
- Ensure that full and accurate records of all relevant information is filed in the patients notes
- Effectively support colleagues in their delivery of highly sensitive or unwelcome information regarding patients rehabilitation, goals, progress, potential for recovery and recommended discharge destinations to patients, carers, and other professionals.
- Competently deal with patients/carers who may be dissatisfied with their experience of service provision and demonstrate negotiation skills in seeking an outcome that is acceptable to all parties, using an awareness of the Trust's complaints procedure

Service Development

The post holder will

- Participate in the development and delivery of educational programmes both internally and across the network
- Work closely with the clinical teams to appropriately plan the treatment, and management of their patients in trauma- advising as appropriate to ensure the safe management of cases
- Provide support to all grades of staff regarding the care and management of trauma patients, offering guidance, support, and education
- Lead audits that assess the achievement of Trauma Unit standards and escalate areas of non-achievement to TU governance groups and actively engage staff in their participation
- Demonstrate the ability to reflect on ethical issues and to provide guidance to other staff as necessary
- Critically evaluate current research findings and apply them to practice and disseminate findings at a local level
- Maintain own clinical skills and knowledge to support a professional CPD portfolio to ensure ongoing professional registration
- Contribute to and work within the quality and governance framework, particularly in relationship to patient safety and risk management

3. Organisational Chart (Provisional chart included - subject to change)





PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Degree level or equivalent qualification • Professional Registration with Health and Care • Professions Council (HCPC) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Professional registration with Nursing & Midwifery Council (NMC) • Evidence of relevant and up to date CPD 	<ul style="list-style-type: none"> • Specialist postgraduate qualification / training in rehabilitation at Masters level • Trauma Immediate Life Support (TILS) Certificate • Trauma Nursing Core Course Certificate

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Extensive knowledge of the trauma patient pathway, trauma network, NMTR (was TARN) • Specialist knowledge of conditions relating to traumatic injury • Understanding and experience of audit, quality improvement, service development and research methodology. • Extensive post graduate clinical experience working within a multidisciplinary team at band 6 or above in a range of relevant clinical areas e.g. major trauma, trauma orthopaedics, neuro specialities, spinal injuries, critical care. • Experience of clinical leadership • Evidence of commitment to continuous improvement. • Ability and evidence of experience of working autonomously. 	<ul style="list-style-type: none"> • Membership of relevant special interest group

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent communication and organisational skills • Expert clinical skills in Rehabilitation • Advanced clinical reasoning/problem solving skills • Fluent written and oral English, with the ability to communicate complex information • Knowledge of current health and social care policies and application in clinical area in order to contribute to service development • Presentation skills • Ability to use appropriate I.T. • Ability to communicate with a wide range of specialities • Exceptional critical thinking skills • Professional confidence • Adaptive skills that embrace change and new developments • Commitment, enthusiasm and flexibility • Ability to lead, support, coach and motivate others • Ability to cope well under pressure including dealing with traumatic situations 	<ul style="list-style-type: none"> • Practice placement educator with experience of student education.

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal

basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

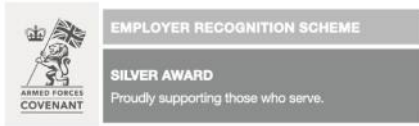
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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