

**Rehabilitation Coordinator**

**Job description & Person Specification - Guidance**

**Title:** Rehabilitation Coordinator

**Salary Band:** Band 7 (Minimum)

**Responsible to:**

**Accountable to:**

**Hours per week:** 37.5 hours, Monday to Friday

**Context**

The measures for a Major Trauma Coordinator service were outlined in NHS England’s National Peer Review Programme, published in November 2014. Then in April 2016, these were updated in the publication of the ‘Quality Surveillance Team: Major Trauma Services Quality Indicators’.

For Trauma Units, the measures state:

* There should be a rehabilitation coordinator who is responsible for coordination and communication regarding the patient’s current and future rehabilitation available 7 days a week.
* The post can be provided by an individual in an existing role but cover arrangements must be in place to ensure service provision 52 weeks of the year.
* The coordinator service should be provided by nurse or allied health professionals of band 7 or above with experience in rehabilitation.
* This post can be shared with the Trauma Coordinator.

NHS England (2016) *Quality Surveillance Team: Major Trauma Services Quality Indicators:* T16-2D-103, p33

**POST SUMMARY**

The role of the Rehabilitation Coordinator is multi-faceted and incorporates key functions i.e., practice development, education, policy, and guideline development. They are to ensure that every aspect of care with regards to patients admitted with traumatic injury is seamless and coordinated to ensure the best patient experience and optimal long-term recovery. The Rehabilitation Coordinator will coordinate the patient pathway from admission to discharge for patients with highly complex needs. The goal of the Rehabilitation Coordinator will be to coordinate the care of all major trauma patients who require ongoing inpatient and community rehabilitation following a traumatic injury. This will include but will not be limited to:

* Coordinating the patients care whilst in the acute care setting
* Liaising with family members and carers
* Assisting in facilitating the transfer to appropriate interim facilities whilst liaising across the trauma Network and rehabilitation units
* Providing high level leadership in the provision of high quality and safe patient care pathways
* Providing education, guidance, and support for staff

**In a case where the Rehabilitation Coordinator role is shared with the Trauma Nurse Coordinator and fulfilled by a Nurse, the person specification outlined in the Trauma Nurse Coordinator should be referred to, or vice versa dependent on the candidate’s role.**

**Key Working Relationships**

* Trauma Coordinator
* Trauma Unit Director
* Lead Nurse for Trauma
* Trauma Network Executive Team
* Clinical manager for the Occupational Therapy and Physiotherapy teams
* Psychiatry liaison team
* Heads of Nursing in ED and Surgery
* Practice Development Nurses
* Consultants and specialities within the Trauma Unit
* All AHP and nursing staff
* Network Trauma Unit Leads
* TARN Data Coordinators
* TARN Lead
* Theatre staff
* Bed and clinical site management teams

**Main duties and responsibilities**

* Act as an advocate for patients with trauma-related injuries and their families coordinating their acute stay, rehabilitation, and discharge from hospital and provide highly specialised advice where required
* Act as a key worker and coordinate the care of major trauma patients regardless of the 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 vital member of the Multidisciplinary Team (MDT), attending MDT meetings and ward rounds and ensuring actions are taken forward and completed
* Ensure all major trauma admissions are highlighted to the service. When overnight or at the weekend, this should occur at service resumption the next working day
* Facilitate the delivery of the prescribed care and rehabilitation plans during the inpatient stay
* View, coordinate, and input into any online referrals (e.g., badgernet) as and when required within the TU.
* Undertake coordination of rehabilitation activity, referrals and transfers in a timeframe that will accelerate progress and improve outcomes
* Empower patients to make informed choices regarding their rehabilitation
* Work closely with relevant specialities within the Major Trauma Centre and Network hospitals, community care, GP’s, and private providers as appropriate
* Ensure the information documented on the rehabilitation prescription is clear, concise, timely, accurate and patient friendly
* Have responsibility for overseeing the completion and coordination of the Rehabilitation Prescription and ensuring this is shared with the patient, their family, GP, and onward caregivers
* Ensure that care provided, and services delivered are in line with National Service Frameworks, NICE guidelines, Social Care Policies and Procedures and the Clinical Governance Framework. Understand the legal framework around gaining informed consent for treatment and implement appropriate procedures in line with Trust policies
* Signpost and refer patients and their families to the appropriate services and information which will support their rehabilitation and ongoing needs
* Ensure patient and/or their family/carers are provided with written information specific to the Trust about the facilities, care, and rehabilitation available to them
* Maintain patient databases and work with the TARN data coordinators to ensure accurate data is available
* Undertake regular audit and collate and utilise data to drive improvement within the Trust
* Provide a single point of contact between the therapies team, the patient and their families and carers, the medical team on the wards and the discharge coordinator/bed management team for patients
* Participate in relevant policy and guideline development and develop SOPs as required
* Ensure that patients are transferred to those units as outlined in the Network repatriation policy in a seamless manner
* Liaise with key members of the Trauma Network team, building relationships and pathways to ensure the patient pathway is smooth and safe
* Engage with the Trauma Network and attend key meetings and conferences
* Participate and collaborate in peer review, working closely with the wider members of the trauma team
* Have an active role in trauma governance. This includes adverse or serious incident management, attending the Trust Trauma board meetings, representing the Trust at all levels, coroner’s inquests etc
* Support the investigation and resolution of complaints or concerns arising from the service
* Ensure that safeguarding concerns regarding children or adults are acted upon and dealt with promptly
* Maintain up to date knowledge of best practice
* Initiate, plan, develop and implement training programmes and practice development initiatives on a multi-professional basis suitable for your teams and strive to encourage ongoing professional development
* Mentor and support team members ensuring that they develop an understanding of the service and its role in the wider trauma networks
* Provide a leadership role model and demonstrate expert knowledge and high standards of clinical practice
* Participate in the development and delivery of educational programmes as requested by the trauma Network
* Engage with the National Major Trauma Rehab Group and ensure any guidance is implemented within the Trust where appropriate
* Represent the Trust at local, regional, and national meetings developing appropriate links and acting professionally as an ambassador for the Trust
* Manage, oversee, and maintain vital equipment required to run the trauma service
* Maintain accurate, comprehensive, and up to date documentation, in line with legal and departmental requirements
* Deal with highly sensitive situations with patients, relatives, and carers where communication is difficult and support more junior members of staff with these patients. For example, explaining and dealing with the implications of a diagnosis (spinal cord injury, for example)
* Maintain own clinical professional development (CPD) by attending courses, training, reading, using reflective practice thus keeping up to date with evidence-based practice, and incorporate it as necessary into your work
* Broaden own clinical knowledge and skills by attending appropriate external courses as identified through appraisal e.g., MSc modules
* Develop links and gain knowledge from other professionals working within the trauma service by attending appropriate external lectures and meetings e.g., special interest groups

**Person Specification**

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| **Post** | Rehabilitation Coordinator | **Band** | 7 (minimum) |

***Essential*** *defines the minimum criteria needed to carry out the job and the job cannot be done without these.*

***Desirable*** *refers to criteria which are not essential, and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken into consideration in a job evaluation panel.*

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| **Attribute/Skills** | **Essential** | **Desirable** | **Measurement** |
| **Qualifications** | BSc (Hons) in Nurse/Occupational Therapy/Physiotherapy/Psychology or any other AHP degree or equivalent  Registered professional (NMR, HCPC or NMC)  Evidence of continuing professional development relevant to post | Post grad formal qualification (i.e., MSc Module)  Leadership Training  Clinical Education qualification  Membership of relevant professional or clinical interest group | A/I |
| **Experience** | Relevant post graduate experience, including experience within Trauma and/or Orthopaedics and/or Neurosciences, and complex injury cases  Clinical experience in the NHS or similar health service across range of acute/rehab settings  Undertaken audit, collating, and presenting information  Contributed to service and clinical pathway improvement | Experience in completing Rehabilitation Prescriptions  Experience with TARN and data entry  Experience of working in both the acute and community setting | A/I |
| **Knowledge** | Knowledge of current and emerging NHS and private care rehabilitation strategy and policy  Knowledge and understanding of the health and social care agenda |  | A/I |
| **Skills** | Excellent communication skills across all mediums and levels of the MDT  The ability to communicate and build rapport with patients and families  Well-developed leadership and management skills  Effective presentation skills  Ability to work both independently and as part of a team  Good understanding of IT systems and technology  Organised and able to plan workload | Prior experience of teaching  Ability to identify and assess potential risks involved in work activities and processes for self and others  Project management skills | A/I |

A: Application

I: Interview