

JOB DESCRIPTION

'Happy to talk about flexible working'

Job title:	Clinical Supervisor
Department:	Wellbeing Team
Hospice band:	Clinical Band 7
Reports to:	Wellbeing Team Leader
Responsible for:	N/A
DBS required	Enhanced

Job purpose

This role enables us to provide clinical supervision to our staff, both clinical and nonclinical staff on a one-to-one basis and in groups, as well as supporting generally the work of Birmingham Hospice.

The purpose of clinical supervision is to provide a safe, facilitated space for reflection. In this space, clinicians and non-clinicians can share, reflect, and learn from events, experience, and their emotional responses within their work setting. By so doing, the clinician can benefit in terms of personal development and professional competence.

The role requires the ability to provide supervision to a wide range of clinical and nonclinical staff from different professional backgrounds working at different levels of expertise. At Birmingham Hospice, supervision is offered to counsellors, other colleagues working in the wellbeing team, medical & nursing staff, & nonclinical staff as required.

The clinical supervisor will work collaboratively with supervisees to facilitate in-depth reflection on issues related to work and practice. In each case, the joint goal is to enhance the supervisee's wellbeing while improving the effectiveness of each supervisee within their role.

Main duties and responsibilities

- To prepare appropriately for sessions and to manage all related notes and documentation effectively and with due regard to confidentiality.
- Deliver 121 supervision and in small groups
- To have a high level of presence with all teams in the organisation, clinical and non clinical.
- To provide clinical supervision following theoretical theories and models.
- To collaborate with supervisees to contribute to the maintenance of regular, well-timed supervision sessions.
- Plan, develop and implement reflective sessions for staff, both proactive and reactive as required.



Kindness



Togetherness



Positivity



Openness



Respect



Innovation

- To attend regular clinical supervision sessions with the external clinical supervisor.
- Work flexibly as part of a small team to provide maximum coverage for supervision, such as in the event of emergencies and attend team meetings as frequently as possible; represent Birmingham Hospice to external organisations as required.
- Undertake any other relevant and necessary tasks, as agreed with the Director of Clinical Services and Wellbeing Lead.
- Abide by all Birmingham Hospice's policies and procedures.
- To consistently demonstrate professional standards of practice, professionalism and integrity.
- To have a small caseload of clients from the wellbeing service.
- Adhere to a recognised ethical framework.
- The role requires flexibility on working hours to meet the needs of the service.
- To attend 121-line management with the Wellbeing Lead.
- The role requires the post holder to work at both Hospice sites (Selly Park and Erdington).
- The post holder will be required to plan and deliver education and training programmes for both internal and external stakeholders.

General duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

Equality and Diversity

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

Health and safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.

- All employees must comply with all hospice health and safety procedures infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional development

- All employees must participate in an annual appraisal and develop a personal development plan with their line manager.
- All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding children, young people and vulnerable adults

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment pandemic or major incident.
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.

PERSON SPECIFICATION

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Hospice band:	Clinical Band 7

Requirements	Essential	Desirable	How identified
Education and qualifications	• University degree or higher education diploma in appropriate subject. • Qualification in clinical supervision • Accreditation/registration as a supervisor with BACP/UKCP/BPS or equivalent • Significant experience of providing both individual counselling and group work in a healthcare environment • Comprehensive knowledge, experience and respect for professional boundaries and ability to maintain confidentiality at all times • Commitment to own continuing professional and personal development • Knowledge of complex issues involved in therapeutic work within the field of palliative care		I,A

	• Understanding management of risk within clinical supervision provision • Good planning and organisational skills to work independently with a high degree of self-management • Adept at record-keeping in terms of registering attendance, supervision session content and appointment planning • Understanding of the charity sector • Commitment to on-going supervision of supervision • Experienced, independent professional who has a proven track record in terms of self-management		
Knowledge and experience	• Resilience, reliability, flexibility • Excellent communication skills and commitment to work collaboratively with the Clinical Psychologist, the Wellbeing team and across all departments of the Hospice. • Commitment to and interest in the overall development of the Hospice and its services. • Ability to work in a small team.		I,A

	• Interest in continuing professional development.		
Personal skills and attributes	• Excellent communication and interpersonal skills to deal with a variety of internal and external stakeholders. • Ability to communicate topics of a sensitive nature effectively. • Results orientated and problem solving approach to work with a focus on making effective decisions. • Ability to be creative for continuous improvement and to contribute towards a culture of innovation for the wider organisation.. • Ability to work both alone and in a team. • Attend and participate in departmental and team meetings and other meetings as required.	• Understanding of and living the vision, mission and values of Birmingham Hospice. • Commitment to, understanding and promotion of equality and diversity within all areas of the workplace. • Proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.	

A= Application form

I=Interview

T=Test

C=Certificate