

Job Description

JOB TITLE	Personal Functional Assessor
LOCATION / DEPARTMENT	All Locations
REPORTS TO / SUPERVISED BY	Clinical Delivery Manager

MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

To conduct personal and independent assessments patients/service users and to use this information to analyse and interpret all available information and medical evidence and provide a report in a professional and concise manner.

KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)

- To work to productivity and quality targets and standards agreed between the IPRS and its Healthcare Partners and to proactively seek and respond positively to feedback
- To analyse and interpret clinical information and medical evidence and provide a report in a professional and concise manner
- Provide medical advice and carry out medical examinations
- Carry out medical assessments to provide advice on capacity to carry out functional activities and work
- To provide comprehensive reports to enable decision making
- Ensure professional standards are maintained in all medical work
- Responsibility for achieving service and quality targets
- To ensure that the English language content and grammar of reports are of a good standard before being forwarded to the client.
- Produce succinct, accurate reports in plain English
- To ensure reports are completed to a high standard achieving “Grade A” reports
- To carry out amendments on own reports when highlighted to do so by members of the Audit Team

General:

- To take initiative in maintaining your individual professional development in order to stay current with clinical evidence and practise.
- To liaise between Administration/Head Office Staff and other clinicians, management and external clients, when any queries arise and dealing with the queries in a prompt and professional manner.
- To work with other IPRS staff, such as Group Clinical Operations, Project Managers and Directors particularly with regard to improving the service to the client.
- To maintain patient and client confidentiality when working from home, providing a suitable work space for this.
- To maintain high privacy and security levels on computers and laptops and internet connections used to carry out the above tasks.
- To have an understanding of and work within the agreed client Key Performance Indicators.
- To maintain high professional standards and attitudes when dealing with clients and clinicians.
- To undertake any other duties compatible with the grading of the post, as required

QUALIFICATIONS, TRAINING AND EXPERIENCE:

(E) Essential, (D) Desirable

Physios/OTs

- Qualified Chartered Physiotherapist or Qualified Occupational Therapist (E)
- Member of the UK Health & Care Professions Council (HCPC) (E)
- Member of the Chartered Society of Physiotherapy (MCSP) or College of OT's (COT) (E)

Paramedics

- BSc or Qualified Paramedic (E)
- Member of the UK Health & Care Professions Council (HCPC) (E)

Nurses

- Qualified Nurse (E)
- Member of the Royal College of Nursing (RCN) (E)

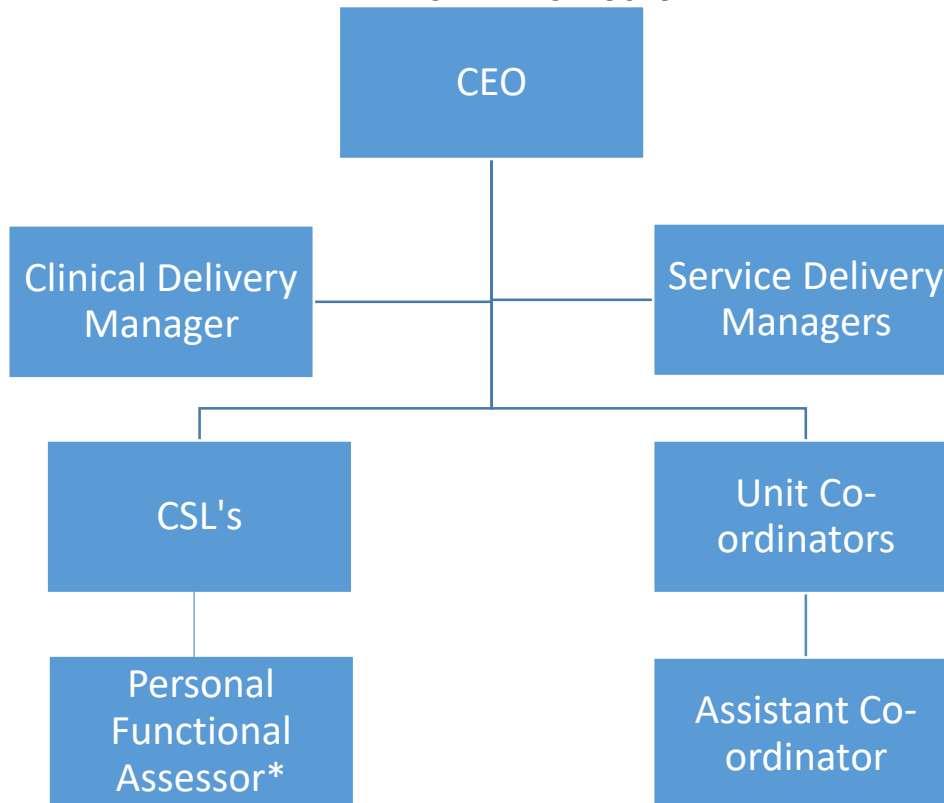
All

- Evidence of continuing professional development (E)
- Previous experience in using computer software including Microsoft Office (E)
- Previous experience of using online/computerised reporting templates/databases (D)
- Previous example of working within Clinical Audit / Report Checking Department (D)
- Previous experience of conducting personal assessment (D)

DBS and BPSS CHECK REQUIRED:

Yes

MANAGEMENT STRUCTURE



*Denotes the related job role