

# Job Description

JOB TITLE	Personal Functional Assessor
LOCATION / DEPARTMENT	
REPORTS TO / SUPERVISED BY	Clinical Support Lead

## MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

To carry out personal and independent clinical assessments and examinations. To interpret and analyse information gained in assessment, alongside medical evidence provided, in order to create a professional, accurate and concise report to robustly advise on each individual's level of needs and functional abilities.

## KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)

- To carry out detailed medical assessments and examinations.
- To interpret clinical information and medical evidence.
- To critically analyse all information gained and provided.
- To create a professional, accurate and concise report, based on the above and your own medical knowledge, to robustly advise on each individual's level of needs and functional abilities.
- To demonstrate a strong command of written English within reports, including accurate spelling and grammar.
- Ensure professional standards are maintained in all work and that you adhere to your professional code of conduct.
- To provide a positive experience for the claimant and any companions.
- To set a positive example to colleagues, clients and claimants through work quality, productivity and attitude.
- To work autonomously and as a team to meet quality and productivity targets and standards agreed between PFAS and its Healthcare Partners and to proactively seek support and respond positively to feedback to achieve these.
- To work cohesively with Operational as well as Clinical colleagues.
- To ensure reports are completed to a high standard by achieving "Grade A1/A2" reports.
- To complete amendments to own reports within the advised time frame, when highlighted to do so by members of the Audit Team, to ensure quality standards are maintained.
- To work within the scope of the DWP guidance and training provided.

## General:

- To take initiative in maintaining your individual professional development in order to stay current with clinical evidence and practice.
- 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 claimant and client confidentiality when working from home, providing a suitable workspace 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, claimants and clinicians.
- To take ownership over your own revalidation and ensure this is completed.
- 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 (RGN, RMN, RNLD only) (E)
- Member of the Royal College of Nursing (RCN) (E)

All

- Evidence of continuing professional development (E)
- 2 years of clinical experience as a qualified healthcare professional (E)
- A broad clinical knowledge base (E)
- Previous experience in using computer software including Microsoft Office (E)
- Previous experience of using online/computerised reporting templates/databases (D)
- Previous experience of conducting personal assessment (D)

<b>DBS and BPSS CHECK REQUIRED:</b>	<b>Yes</b>
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**MANAGEMENT STRUCTURE**

<b>CSL</b>	<b>Clinical Support Lead</b>
<b>RCM</b>	<b>Regional Clinical Manager</b>
<b>UC</b>	<b>Unit Coordinator</b>

\*Denotes the related job role

**Clinical**

<b>PFAS Managing Director</b>								
<b>Head of Clinical Delivery</b>								
<b>RCM Region 1</b>		<b>RCM Region 2</b>				<b>RCM Region 3</b>		
Canning Town CSL	Croydon CSL	Milton Keynes CSL	Eastbourne CSL	Stanford-Le-Hope CSL	Norwich & Thetford CSL	Colchester CSL	Ipswich CSL	Canterbury CSL
<b>CSL Assistant</b>		<b>CSL Assistant</b>				<b>CSL Assistant</b>		
<b>Functional Assessors *</b>								

## MANAGEMENT STRUCTURE

### Operational

<b>PFAS Managing Director</b>								
<b>Head of Operational Delivery</b>								
<b>Service Delivery Team Lead - North</b>				<b>Service Delivery Team Lead - South</b>				
<b>Milton Keynes UC</b>	<b>Norwich &amp; Thetford UC</b>	<b>Ipswich UC</b>	<b>Colchester UC</b>	<b>Canterbury UC</b>	<b>Eastbourne UC</b>	<b>Croydon UC</b>	<b>Canning Town UC</b>	<b>Stanford-le-Hope UC</b>