



Rachel Redhead Training and Development Manager

Curriculum Vitae

Professionally Qualified Occupational Therapist, DipCOT,

Member of: Health Professions Council (HPC)
Chartered Institute of Personnel and Development (CIPD)
Associate
British Association of Brain Injury Case Managers (BABICM)
Training Committee

Employment History:

September 2007 – present	Training and Development Manager
November 2006 – September 2007	Acting Training and Development Manager
April 2005 – October 2006	Training and Development Coordinator / Occupational Therapist

Since joining JSP in the role of Training and Development Coordinator, this progressed to Acting Manager to cover maternity leave and on to a permanent post as Training and Development Manager. Between 2005-6 the role included practice as an Occupational Therapist, carrying out assessment and provision of home based rehabilitation and provision of costed Occupational Therapy reports for medico-legal purposes.

My current role includes responsibility for:

- Specified areas of service development to ensure practice is in line with Care Quality Commission (CQC) standards. This includes writing policies, procedures and practice guidelines, ensuring Support Worker Induction and Training meets the requirements set out by Skills for Care and contributing to quality processes including achieving the Investors in People Award.
- Alignment of training and development strategy with organisational development.
- Development of evaluation processes related to training and development.
- Management and delivery of safeguarding adults training programme for JS Parker Ltd staff and Support Workers employed through JS Parker Ltd. This involves some additional training for the Sheffield Safeguarding Adults Team.
- Design and delivery of specified training events for professional staff at JS Parker Ltd.
- Design and delivery of bespoke Brain Injury related training for external organisations.

From June 2009, I am responsible for the overall management of JSP Training Ltd, which in addition to the above includes:

- Management of internal and external training and staff development for JS Parker Ltd, including learning needs analysis, design, delivery and evaluation of the annual CPD programme.
- Management of JSP accredited Support Worker training programme for Support Workers employed through JS Parker Ltd as well as organisations nationally.

February – March 2005

**Locum Senior 1 Occupational Therapist
Sue Ryder Trust, Doncaster**

- Assessment and rehabilitation with neurologically impaired clients
- Advisor to care/support staff in day activity, day care and residential teams
- Working closely with families, carers, voluntary and statutory services.

March 2004 – January 2005

**Senior 1 Occupational Therapist
(Locum followed by fixed term contract)
Community Brain Injury Service, Sheffield**

- Responsible for establishing the Occupational Therapy Service within this new Team.
- Carrying out assessments, designing and implementing home based occupational therapy programmes.
- Working closely with Clinical Neuropsychologist and Speech and Language Therapist in designing and implementing interdisciplinary rehabilitation programmes.
- Working with families, employers, voluntary and statutory services to establish long-term provision including return to education and employment

January 2004 - March 2004

**Senior 1 Occupational Therapist (locum)
Medical Wards, Northern General Hospital, Sheffield**

- Functional assessment to identify the need for services/equipment prior to discharge following an acute admission to hospital.
- Working closely with community services to identify and establish packages of care at home.

September 2002 - January 2004

**Case Manager
JS Parker and Associates, Sheffield**

- Preparation of costed case management reports for adults who have suffered traumatic brain injury for medico-legal purposes.
- On going co-ordination, monitoring and supervision of care and support packages for such clients and their families' pre and post settlement
- Recruitment and management of support staff.

June 2001 - July 2002

**Manager Assessment and Case Management
Services, Rehab UK, London**

- Coordination, development and management of case management services based in London, Birmingham and Newcastle.
- Preparation of costed case management reports for adults who have suffered traumatic brain injury for medico-legal purposes.
- On going co-ordination, monitoring and supervision of care and support packages for such clients and their families' pre and post settlement
- Recruitment and management of support staff.

May 1999 - May 2001

**Senior 1 Occupational Therapist
Neurorehabilitation Unit, Kings College Hospital, London**

- Supervision, appraisal, training and day-to-day management of Occupational Therapists, Rehabilitation Assistants and students
- In conjunction with OT Line Manager, responsible for resources, equipment and service development.
- Carrying out multidisciplinary assessments, designing and implementing rehabilitation programmes.
- Working closely with family members, voluntary and statutory services.
- Responsible for leading projects including developing goal focused programmes, using effective outcome measures, audit and writing and developing policies and procedures.

August 1998 - April 1999

**Senior 1 Occupational Therapist (Locum)
Head Injury Rehabilitation Centre, Sheffield**

- Working in an interdisciplinary team in a regional community outpatient centre for clients who have sustained a traumatic brain injury.
- Key worker to individuals attending the centre.
- Assessing and carrying out treatment programmes in a variety of settings such as at the clients home, workplace, day centres, leisure centres and hospitals.
- Carrying out both individual programmes as well as group programmes such as memory, planning and organisation and anger management groups
- Providing education, advice and support to carers, family members and friends of the injured person.

**Community Rehabilitation Unit, St Mary's
Hospital, Leeds**

- Working in an interdisciplinary team in an in-patient centre for clients who have acquired brain injury or neurodegenerative disorder

Acute Neuromedicine, St James Hospital, Leeds

- Functional assessment, treatment and provision of orthotics.

February - October 1997

**Senior 1 Occupational Therapist (Locum)
Head Injury Rehabilitation Centre, Sheffield**

- Community Rehabilitation for clients with Traumatic Brain Injury
- Younger Disabled Unit, Rotherham General
Hospital**
- Rehabilitation and community integration for clients with complex neurodisability.
- Pinderfields Hospital Trust, Wakefield**
- Acute assessment and intervention, medicine

1996 - 1997

**Senior Occupational Therapist
Bizlink Centre, Singapore**

- Vocational Exploration, Work Rehabilitation and Support into Employment for clients following injury or disability.

1995 - 1996

**Senior Occupational Therapist
Royal National Orthopaedic Hospital, Stanmore.**

- Rehabilitation including provision of orthotics, aids and adaptations for clients with Brachial Plexus and Peripheral Nerve Injury

1994 - 1995

**Staff Occupational Therapist
Sundance Rehabilitation Corporation, Boston,
U.S.A.**

- Mixed caseload in sub-acute in-patient nursing facility.

1991 - 1994

**Basic Grade Occupational Therapist
Pinderfields Hospital Trust, Wakefield**

- Rotational post covering Acute Neuromedicine and Neurosurgery, Neurorehabilitation, Spinal Injury, Burns, Paediatrics, General Orthopaedics, Medicine, Elderly Rehabilitation, Acute Psychiatry.

Professional Qualifications and Training:

September 2007 – June 2008	Certificate In Training Practice (CITP), Development Processes Group Plc, Leeds
April and November 2008	Tutor Assessor Award, OCN Yorkshire and Humber.
January – February 2006	Sheffield Adult Protection Training for Trainers Course, Sheffield
2000	Assessment and Treatment of Adult Hemiplegia - The Bobath concept (3 weeks), British Bobath Tutors Association, Kings College Hospital, London
2000	Assessment of Motor and Process Skills (AMPS), Southampton University
1995	American Occupational Therapy Association certificate

1988 - 1991

**Diploma of the College of Occupational Therapists
University College of Ripon and York ST John, York**

**Expertise sharing:
(External events)**

**Presentation ‘An accredited training
programme for Support Workers’**

Brain Injury Social Work Group National
Conference “ Training and Education in Brain
Injury”, Rutherglen, Scotland, May 2009

Brain Injury Training

Reach Housing, Nottinghamshire, October 2008
and April 2009

Safeguarding Vulnerable Adults Training

Court of Protection Team, Irwin Mitchell Solicitors,
Sheffield, April 2009

Brain Injury Training

Court of Protection Team, Irwin Mitchell Solicitors,
Sheffield, July 2009

**Various training sessions delivered as part of
JS Parker Ltd internal CPD programme. A full
list is available on request.**

Vocational training (external Courses, past 5 years):

- Training and Education in Brain Injury, BISWG conference, Scotland, 2009
- Helping You Implement the Mental Capacity Act in Your Team, Brockwood Training, 2008
- Where are we now? The Mental Capacity Act, Irwin Mitchell Solicitors, 2008
- Deprivation of Liberty, Sheffield City Council, 2008
- Turning Social Care on its Head, Skills for Care Conference, 2008
- Safeguarding Children, Barnardo's, 2006 & 2008
- Clinical and Case Supervision, Skills Development Service Ltd, 2007
- Motivational Interviewing, David Manchester, Clinical Neuropsychologist, 2006
- Sex, Drugs, Rock 'n' Roll and Brain Injury, JSP Conference, 2006
- Coaching Skills for Occupational Therapists, Intention Coaching, 2006
- How to Communicate More Effectively, Mindfields College, 2007
- Putting Adult Protection Policies Into Practice, Sheffield Adult Protection, 2005
- Understanding Internal Moderation and OCN Programmes, OCN, 2005
- Understanding and Dealing With Behavioural Problems After Brain Injury BraintreeTraining, 2005
- Interactive Presentation Skills, NCORE, 2005
- Training the Trainer, NCORE, 2005
- Mind the Gap – Community Support After Brain Injury, BISWG Conference, 2005
- Suicidality After Acquired Brain Injury, Sheffield PCT, 2005
- Self Awareness following Brain Injury, Oliver Zangwell Centre, 2004

A full list including internal training is available on request.