



Headway Approved Provider Scheme

Role of Lead Assessor

- Title:** Lead Assessor (self employed)
- Responsible to:** Headway Approved Provider Manager
- Main Purpose:** To undertake assessment visits to Units undergoing evaluation within the Headway Approved Provider (AP) scheme.

Core Responsibilities

1. To read through returned Statement of Compliance and relevant reports in advance of onsite AP Assessment visits.
2. To work as an equal partner with the Service user perspective assessor during onsite visits, with a core focus on ensuring that all Headway AP core domains are adequately monitored during the visit.
3. To undertake a debrief meeting / discussion after the visit with the SUP Assessor.
4. To liaise with the AP Manager and/or AP Associate Manager, as required, to clarify issues that arise during assessment.
5. To prepare a draft assessment report in association with the SUP assessor.
6. To pass the finalised report to the Headway AP Manager and/or AP Associate Manager and inform the Unit of the outcome.
7. Where a reassessment visit is required, subject to the range / nature of action plans specified, to accompany the SUP assessor and undertake steps 2 – 5 as above.
8. To undertake announced interim reviews to Units holding AP status.

Key Responsibility & Expectations

To act as a representative of Headway UK and uphold the reputation of the charity at all times.

To complete the induction training consisting of shadowing an interim review, accreditation assessment and completing one accreditation assessment with supervision.

To undertake a minimum of 4 accreditation assessments in a year.

Person Specification:

1. Applicants must hold a professional qualification (practicing, non practicing or retired) e.g. OT, SaLT, Nursing or Physio, with relevant experience of ABI.
2. The assessor must be able to remain objective during assessments (e.g. opinions cannot be influenced by prior experiences).
3. Ability to respect confidentiality issues e.g. information given about / by service users within the visit.
4. Knowledge of key issues e.g. Mental Capacity Act, Safeguarding, CQC inspection framework.
5. Ability to review a wide range and significant quantity of evidence presented by each Unit prior to and throughout the on-site assessment visit.
6. Ability to engage with staff and service users / family about their perceptions of the Unit undergoing assessment.
7. Ability to note down / accurately recall key information during the visit, for debrief discussion with the SUP assessor and the AP Manager, as appropriate.
8. Good verbal and written communication skills:
 - Ability to summarise information gathered during assessments in the assessment report, providing Quality Guidance and Action Plans, as appropriate.
 - Ability to feedback accurately to providers regarding the assessment findings and provide guidance and support, as required.
9. Ability to travel independently to and from assessment visits.