

<b>Job Title</b>	<b>Team Lead</b>
<b>Band</b>	<b>AfC Band 7</b>
<b>Responsible to</b>	<b>Clinical Lead</b>
<b>Accountable to</b>	<b>CSU Manager</b>
<b>Base</b>	<b>In CSU geography</b>

## **Job Purpose**

To provide clinical and professional leadership and manage 0-19 public health nursing (health visiting and school nursing) teams, ensuring the delivery of a comprehensive and high-quality needs led service  
To plan, organize and evaluate an innovative public health service, and where appropriate, delegate to other members of the team to ensure delivery of a high-quality service  
To provide a skilled, effective and evidence based public health service to clients in a variety of community settings.

To work in collaboration with other health care and service providers to ensure seamless delivery of services for clients and communities

To collaborate with team colleagues to deliver the Quality Strategy objectives.

Plan, organise, evaluate, and where appropriate, delegate to other members of the 0-19 team to ensure delivery of a high-quality service.

To develop leadership and management skills in others; supporting teams to be involved in planning, implementing, and evaluating services

To promote effective teamwork within the wider multiagency team and with other health care and service providers to ensure seamless delivery of services for clients and communities.

To monitor the quality-of-service provision, reviewing key performance indicator reports and identifying areas for service and professional development and facilitate their implementation.

The team lead will be expected to deliver high quality clinical responsibilities within their professional area of expertise. The team leader will not be expected to cover any clinical responsibilities outside of their scope of professional practice.

To ensure the timely delivery of the essential elements of the public health nursing service specification

To lead their team to deliver the service in line with key Trust Strategies

The post holder will be responsible for:

- Management and Leadership
- Clinical Duties
- Quality and Performance
- Professionalism
- Teaching and Training

## **Main Duties and Responsibilities**

- Management and Leadership
  - To establish and maintain a good working relationship with colleagues, the wider CSU health care team and other health, education, and social care providers, to provide a comprehensive service to clients
  - To provide facilitative and supportive leadership and management to the public health team members
  - To have line management responsibility for the team including authorising annual leave via Allocate, monitoring of sickness absence, recruitment, performance management and application of HR policies as necessary including accurate recording
  - To initiate and where appropriate take the lead responsibility for service development activities.

- Together with colleagues across the CLCH NHS Trust identify and manage the levels of staffing required to meet service needs utilising established resources
  - To ensure the even distribution of work amongst team members, delegating and assigning roles and work as necessary to meet statutory and locally agreed deadlines
  - Assist and where appropriate lead on all elements of the recruitment and selection of staff
  - To take appropriate action regarding any accident or incident to client, staff or visitor within the scope of the post holder's responsibility and in line with CLCH NHS Trust policy, and to report on DATIX
  - To be responsible for the care and safekeeping of equipment issued for personal and team use within the scope of the post holder's responsibility and in line with CLCH NHS Trust policy.
  - To actively chair and participate in and record team meetings
  - To be a member of working parties and groups e.g., shared governance and quality improvement considering aspects of the service and professional practice as required
  - To apply equal opportunities in practice considering own behaviour and the needs of clients and colleagues
  - To assist in monitoring related budgets, and ensuring budgetary issues are considered in the development and provision of the service with the Clinical Lead
  - To deputise for the Clinical Lead as agreed
  - To work collaboratively with the Professional Lead for Children's Nursing on aspects of clinical practice
  - To set objectives and review performance for team members identifying individual training and development needs ensuring all staff in the team are participating in managerial supervision at 4-6 weekly 1:1s
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- Clinical
    - To act as a clinical resource and provide clinical management and professional leadership for the 0-19 team, which supports and facilitates the development of the public health service
    - To provide a skilled, effective, and evidence-based service to clients in a variety of community settings to include school, home, GP, children's Centre, and community clinics.
    - Any clinical responsibilities provided must be delivered within the professional area of expertise i.e., health visiting or school nursing
    - To have an overview of the profiled health needs for the local community ensuring that the 0-19 service meets the needs of the local population, that resources are utilised effectively, and any service gaps identified and addressed.
    - To support the identification, prioritisation and implementation of health assessments, programmes of care, to ensure the delivery of the healthy child programme
    - To work with the team with the planning, organising, and coordinating of health clinics or health promotion groups as appropriate to the local population
    - To have an overview of the children known to be at risk and / or in need within the team. To liaise with the safeguarding team as necessary and GPs to share information as appropriate according to the CLCH policies
    - To ensure that team members are attending safeguarding supervision. To actively promote an approach of professional curiosity within the team and awareness of contextual safeguarding
    - To work in partnership with other health professionals and agencies to safeguard children and young people. To ensure staff prepare for, attend, and participate in all relevant case conferences and inter-agency meetings relating to children at risk and / or in need adhering to CLCH and LSCP policies
    - To work in a collaborative manner with health, education and social care service providers and other agencies to ensure seamless delivery of services
    - To ensure that any team members who undertake non-medical prescribing are delivering this activity in line with required professional and CLCH NHS Trust standards
    - To have an innovative approach to practice in response to changing service needs and priorities. Acting as a change agent and facilitating the change process
    - To support the development of evidenced based 0-19 standards and care pathways in relation to clinical practice which adhere to NICE guidelines.

- Quality and Performance
  - To monitor standards and performance of the team, in line with quality governance and CLCH NHS Trust objectives. Manage objectives set locally, as a team and individually
  - To contribute to the undertaking and reporting of performance measures, alerting Clinical Lead of any shortfalls
  - Provide gap analysis and action plans to resolve non-achievements of standards and key performance indicators, alerting senior management to any risk of non-achievement
  - Incorporate data into all aspects of decision making, using data to help identify gaps in service performance and measuring service impact. For example, skills gap across services
  - to support the CSU Manager with the delivery of the Quality Strategy action plan
  - Actively participate in the learning from incidents/complaints e.g., 7-minute briefings
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- Professionalism
  - To be aware of, and act in accordance with, the CLCH NHS Trust clinical, safeguarding and organisational policies and guidelines to be aware of, and act in accordance with, the NMC Code, Standards and Guidelines
  - To be responsible for own professional development through active learning and reflective practice
  - To maintain appropriate and up to date knowledge and skills by undertaking continuing education in accordance with personal and service needs
  - To ensure the team members are maintaining accurate and contemporaneous records.
  - If undertaking any clinic activity, ensure records are accurate and contemporaneous
  - To work on own initiative, planning, prioritising, and organising own workload.
  - To contribute to the preparation for any inspection and completion of subsequent action plans e.g., CQC
- Teaching and Training
  - To develop and ensure an active learning environment for all staff within the skill mix team.
  - To actively participate in the teaching and support of staff and act as a buddy/mentor for new and less experienced colleagues in a comparable role
  - To support the provision of training and mentoring support to all learners
  - To ensure that a local induction programme is in place for new members of staff
  - To ensure that all newly qualified team members receive preceptorship
  - To ensure that all new team members complete all requirements during the probation period, including statutory and mandatory training
  - To actively promote clinical supervision for team members in line with CLCH NHS Trust guidelines
  - To participate in and where appropriate identify and initiate research and audit to ensure the development of effective and innovative practice and maintenance of standards
  - To participate in an annual appraisal and maintain a personal development plan for staff members.
  - To ensure that arrangements are in place to facilitate continuous professional development in line with the organisations training and development strategy therefore promoting a culture of lifelong learning

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

**Person Specification Job Title: Team Lead**

Factors	Criteria	Assessment Method
<b>Education/Qualification</b>		
Essential	<ul style="list-style-type: none"> <li>Registered Nurse/Registered Midwife</li> <li>Specialist Community Public Health Nurse qualification- school nursing or health visiting BSc or diploma</li> <li>Current NMC registration</li> <li>Evidence of continuing post-registration education and training</li> <li>Mentor training</li> <li>IT Literate</li> </ul>	AF/IV
Desirable	<ul style="list-style-type: none"> <li>PHSE credited course</li> <li>Evidence of other post registration education and training in specialist areas e.g., Epilepsy, allergies</li> </ul>	AF/IV
<b>Experience</b>		
Essential	<ul style="list-style-type: none"> <li>Recent health visiting or school nursing experience</li> <li>Experience of coordinating and leading multi-skilled teams</li> <li>Be able to co-ordinate health promotion initiatives in line with local and national health improvement targets</li> <li>Experience of working collaboratively as part of a multi-disciplinary team and inter-agency working. Ability to facilitate joint working practices</li> <li>Experience of organising and managing own workload and that of others</li> <li>Experience of undertaking comprehensive health assessments, planning, and implementing evidence-based programmes of care</li> <li>Writing care plans</li> <li>Experience of developing the public health agenda</li> <li>Experience of teaching others and mentoring students</li> <li>Experience of receiving and delivering clinical supervision.</li> </ul>	AF/IV
Desirable	<ul style="list-style-type: none"> <li>Experience of innovative practice or project management.</li> <li>Experience of line managing team members</li> <li>Experience of developing clinical standards and protocols.</li> </ul>	AF/IV
<b>Skills &amp; Knowledge</b>		
Essential	<ul style="list-style-type: none"> <li>Knowledge of recent developments in public health nursing and health and social care legislation.</li> <li>Current knowledge of safeguarding children's guidelines and relevant legal aspects</li> <li>Knowledge of the public health agenda and the health care needs of individuals in the community</li> <li>Appropriate knowledge of clinical skills i.e., administration of immunisations</li> <li>Knowledge of quality issues, the audit process and clinical governance</li> <li>Knowledge of NMC Code</li> <li>Knowledge of Personal Development Planning</li> <li>Knowledge of clinical supervision</li> <li>Knowledge of how equality and diversity can be implemented in practice</li> <li>Knowledge of managing difficult situations and conflict resolution</li> <li>Knowledge of implementing evidence-based practice</li> <li>Ability to work without direct supervision and plan, organise, review and prioritise own workload and that of others</li> <li>Able to delegate work effectively and safely</li> </ul>	AF/IV

	<ul style="list-style-type: none"> <li>• Ability to be flexible and responsive to client and organisational needs</li> <li>• Ability to lead and motivate a team towards a shared vision of the health visiting service</li> <li>• Ability to make informed decisions under pressure</li> <li>• Be able to use information technology</li> <li>• Ability to make informed decisions under pressure</li> <li>• Be able to identify and access sources of information to inform practice</li> <li>• Critical appraisal skills and ability to utilise research evidence in practice</li> <li>• Good communication skills, both written and verbal</li> <li>• Able to adapt to change and have an open approach to new ways of working</li> <li>• Office management and caseload organisational skills</li> <li>• Able to work in a multidisciplinary team</li> <li>• Motivated to learn and develop to meet the needs of the service</li> <li>• Willingness to facilitate and support the learning and development of others in the practice environment</li> </ul>	
<b>Key Attributes</b>		
Essential	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills with good listening skills</li> <li>• High level of work organization, self-motivation, drive for performance and improvement, and flexibility in approach and attitude.</li> <li>• Strong sense of commitment to openness, honesty, and integrity in undertaking the role.</li> <li>• Ability to use clinical and IT systems required of the role</li> <li>• Able to carry out the duties of the post with or without adaptations</li> </ul>	AF/IV
<b>Assessment will take place with reference to the following</b> <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b>		