

JOB DESCRIPTION

<u>JOB TITLE:</u>	Clinical Nurse Lead
<u>GRADE:</u>	Band 6
<u>DEPARTMENT</u>	As Designated
<u>LOCATION:</u>	As Designated
<u>RESPONSIBLE TO:</u>	Ward Manager
<u>ACCOUNTABLE TO</u>	Clinical Manager

MAIN PURPOSE OF THE JOB

They act as a Clinical Nurse Lead within a multi-disciplinary team, developing collaborative, needs based care plans, through assessment, planning, implementation and evaluation.

They act as an identified deputy in the absence of the Ward Manager.

They facilitate and coordinate clinical practice, ensuring high standards of evidence based care and treatment.

They are visible and accessible to patients, families and carers working together to ensure efficient, effective and caring services.

They lead on the implementation of all performance indicators, essential standards and quality outcomes

They develop and where appropriate deliver training packages to enhance the knowledge and skills of the workforce and students.

They facilitate staff appraisals and Clinical Supervision and support personal development plans

They provide compassionate care that is based on empathy, kindness, respect and dignity

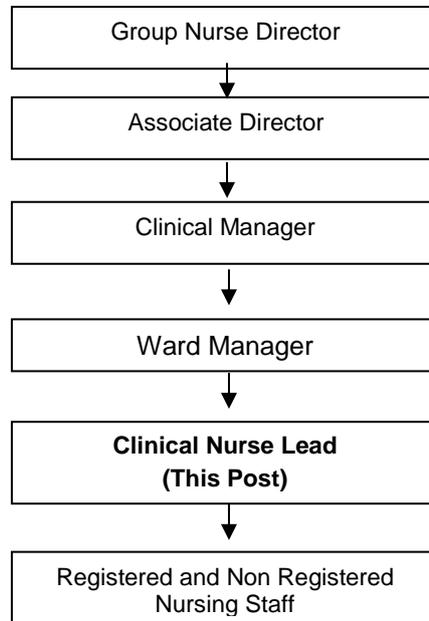
VISION AND VALUES

Our Vision is: “To work together, with compassion and care, to keep you well over the whole of your life.”

Our Values are:-

- Caring Compassionate
- Respectful
- Honest and Transparent

ORGANISATIONAL CHART



COMMUNICATION & RELATIONSHIPS

Provide and receive complex and sensitive and difficult information, which may be in a challenging and emotive atmosphere.

Communicate and collaborate with ward manager peers, medical staff, patients, families and carers, general public, external agencies, voluntary agencies, GP's, other regional NHS Trusts

Listen to services users and carers to promote and practice shared decision making

Collaborate with service user/carer groups and representatives to promote service improvement and development

Organise, facilitate and chair daily reviews, handovers, multi-disciplinary reviews and ward meetings; ensuring robust information pathways.

Prepare and present accurate reports both verbal and written.

Adopt and oversee accurate, robust and high standard of record keeping

Communicate with service users and carers in order to positively develop therapeutic relationships

Promote and practice a culture of compassion where relationships are based on empathy, kindness, respect and dignity

Demonstrate excellent interpersonal skills in managing conflict and resolution

Adopt a common sense approach to confidentiality

Contribute to the management of complaints and serious incidents investigations

Attend meetings in the absence of the ward manager

Represent the team at operational, and clinical forums as delegated by the ward manager to ensure effective two-way communication.

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

Be registered with RMN/RNMH/RNLD qualification

12 to 24 month band 5 qualified nurse experience dependent upon service need.

Hold ENB 998 or P126/127 or equivalent qualification

Demonstrate post registration experience

Have previously functioned in in-patient areas

Understand and implement mental health legislation

Demonstrate continued professional development

ANALYTICAL AND JUDGEMENTAL SKILLS

Assess, plan, implement and evaluate care, treatment and risk for individuals with complex needs.

Recognise potential risk and risk situations and act accordingly in conjunction with Trust and legislative policies.

Consolidate clinical theory and practice.

Implement action plans

Resolve staffing issues and undertakes appropriate actions in a crisis.

As determined by the service/clinical need the post holder may work as a Non-Medical Prescriber (NMP) within their area of competence.

Where this is the case, the NMP will practice in accordance with both the NMC Standards of Proficiency for Nurse and Midwife Prescribers and also the NTW Medicines Policy NTW(C) 17.

PLANNING AND ORGANISATIONAL SKILLS

Prioritise work, oversee and coordinate clinical resources on a daily basis to meet service user needs.

Contribute to the planning of the future delivery of inpatient services

Be accountable for staff rotas, ensuring adequate provision of staff across shifts and taking appropriate action when staff numbers are below acceptable levels.

PHYSICAL SKILLS

Complete 5 day basic Prevention and Management of violence and aggression training

Have and demonstrate standard basic keyboard skills

Implement safe moving and handling techniques

Meet the physical requirements of the post subject to any requirements for the Trust to make reasonable adjustments for the post holder.

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

Deliver and maintain high standards of clinical care and contribute to achieving the Care Quality Commission Essential Standards. They will identify and act on any circumstances or practices which may compromise standards, quality of care and/or patient safety and report to the ward manager.

Advocate and maintain a philosophy of care which is person/carer centred, maintaining dignity and independence and consistently right for that person at that time.

Lead collaboratively with the ward manager in the implementation of care delivery systems, ensuring contemporary clinical practice is outcome focussed and of the highest professional standard.

Devise, implement and evaluate individual plans of care based on a person centred assessment.

Develop and deliver therapeutic clinical based interventions which meet the complex needs of service users.

Ensure that robust risk management systems are implemented and functioning.

Assist in establishing systems to promote regular family/carer contact support to encourage collaborative decision making

Assist, support and debrief service users and carers following critical incidents and difficult situations

Assist in establishing systems to promote regular family/carer contact support to encourage collaborative decision making

Challenge practice high may be out-dated or no longer appropriate by developing effective change management strategies to continuously improve practice and service provision.

Have courage to speak out, challenge and act when things feel wrong.

Promote and practise a culture of compassion where relationships are based on empathy, kindness, respect and dignity

Co-ordinate and implement the Care Programme Approach within the Multi-Disciplinary Team to ensure effective and appropriate teamwork

Demonstrate and promote safe practice in medication management, including storage, administration and stock control.

Implement local Safeguarding procedures and other statutory requirements.

POLICY AND SERVICE DEVELOPMENT

Implements Trust policies

Contribute to achieving all required Trust Quality & Performance objectives

Maintain Health and Safety Standards using existing mechanisms e.g. Clinical Risk Assessment, Environmental Risk Assessment, Moving and Handling, COSHH

Contribute to developing, delivering and maintaining the Ward Operational Policy.

Support any review of service provision

Contribute to the development of Trust wide policies and procedures.

Describe the current national and local priorities which have an influence on service provision.

FINANCIAL AND PHYSICAL RESOURCES

Operate trust policy for patient's monies, valuables and belongings

Ensure the ward environment is maintained to a high standard of cleanliness and repair in accordance with national guidance standards and local policy

Assist ward manager in effectively administering ward budget.

Order, monitor and maintain ward equipment and supplies.

Be an authorised signatory within delegated limits

HUMAN RESOURCES

Address any potentially discriminatory practice

Promote and manage staff health and wellbeing

Assist, support and debrief staff when dealing with difficult situations

Participate in their own clinical supervision and provide it to allocated staff.

Facilitate appraisals, identifying best practice and areas for development.

Provide effective mentorship and supervision of students and preceptorship of newly qualified staff.

Assist in Implementing policies and procedures i.e.: clinical supervision, disciplinary, recruitment and selection, sickness and absence, performance and personal development of staff.

Assist in managing complaints and incidents, reporting in line with Trust policy

Assist the ward manager in ensuring the ward is adequately staffed with the appropriate gender / skill mix to meet the needs of service users.

Delegate tasks and activities to team members taking into consideration the skills, experience, ability, support and supervision of staff

Promote continuing professional development of all staff within the ward.

Be responsible for the day to day supervision of the ward; acting as an identified deputy in the absence of the Ward Manager.

INFORMATION RESOURCES

Ensure compliance with Data Protection Act, Freedom of Information, and Records Management Policy.

Maintain and update service user/carer information

Supports change associated with the development of I.T. systems.

Provide information and reports to ward manager.

Assists ward manager in interpreting data from a variety of sources and implement findings.

RESEARCH AND DEVELOPMENT

Undertake surveys and audits in own work area.

Participate in clinical audits as required and action findings.

Act on service development in response to changing needs of service users, local and national priorities and guidelines utilising best practice.

FREEDOM TO ACT

Practise within the boundaries of National, Regional and Local Advisory Bodies

complying with Trust policies and procedures

Maintain professional standards working within the NMC Code of Professional Practice and Guidelines; manager is available for guidance.

Use own discretion and judgement for problem solving and crisis resolution

Maintain professional and personal learning in accordance with PREP requirements and formulate a development plan based upon training and development needs and the needs of the service.

PHYSICAL EFFORT

Push/ pull trolleys/ wheelchairs

Assist service users with personal care (i.e. dressing, hygiene, toilet needs) involving bending, kneeling, and twisting

Facilitate patient movement around the ward within Trust moving and handling guidelines. Transferring and manoeuvring service users into positions for personal care and treatments several times each duty

Use physical intervention skills including restraint of service users following the Trust training guidelines and policies

MENTAL EFFORT

Concentrate on service user treatment and care. The work is regularly unpredictable in responding to and dealing with service user crises.

Resolve problems in the team which requires mental concentration and focus.

Concentration required when checking documents/ service user notes and administering medication, whilst subject to frequent interruptions from service user/ relatives/ team members/ phone calls

Concentration required whilst maintaining service user observation levels according to Trust policy

Service user behaviour can be unpredictable requiring immediate change to activity

Coordinate and chair Care Program Approach reviews with a multi-disciplinary team setting up to 4 times per week which can last up to 3 hours

Prepare reports for and attend other meetings as required e.g. Mental Health Act Review Tribunal or Managers Hearings

EMOTIONAL EFFORT

Deal with distressed/ anxious/ worried/ upset/ angry service users and relatives occasionally have to care for terminally ill service users

Due to nature of service user group, can be expected to deal with severely

challenging behaviour

Will be expected to impart unwelcome news

WORKING CONDITIONS

Regular exposure to body fluids

Verbal aggression from service users can occur most days, several times per shift, depending on service user group

Physical aggression from service users is a potential hazard because of unpredictable nature of service user group.

The post holder may be required to work within different areas across the Trust.

Exposure to constant and excessive noise.

SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<u>Education and Qualification</u>	Professional Nursing qualification e.g.RMN/RNMH/ RNLD ENB 998 / P126/127 or equivalent. Student Assessor /Mentor	Therapy Based Training qualification Qualification to Degree level Management Qualification Staff Training and Development Leadership experience Non-Medical prescribing
<u>Knowledge and Experience</u>	12 to 24 month band 5 qualified nurse experience dependent upon service need. Continued professional development Post registration clinical experience Staff Appraisal Clinical Supervision Mental health/learning disabilities needs Care Co-ordination Safeguarding Carer needs Innovative practice PMVA Clinical Audit Risk management and Health and Safety legislation	

	<p>Mental health legislation</p> <p>NMC standards and professional accountability</p> <p>Patient information system(RIO)</p> <p>Training and induction of staff.</p>	
<u>Skills and Competencies</u>	<p>Good interpersonal and Communication</p> <p>Collaborative working</p> <p>Time Management</p> <p>Change Management</p> <p>Conflict resolution</p> <p>Risk Assessment/ Management</p> <p>Ability to meet deadlines</p> <p>Ability to prioritise</p> <p>PMVA</p> <p>Delegation</p> <p>Ward coordination</p> <p>Multi Disciplinary and interagency working.</p> <p>Resource management</p> <p>Basic IT skills</p>	<p>Leadership</p> <p>Operational Management</p> <p>Recruitment and Selection</p> <p>Change Management</p> <p>Presentation</p> <p>Debriefing</p>
<u>Role/Team specific requirements</u>	<p>Flexible</p> <p>Approachable</p> <p>Open to change</p> <p>Confident and assertive</p> <p>Robust</p> <p>Motivated</p>	

	<p>Demonstrates respect dignity and integrity</p> <p>Trustworthy</p> <p>Embraces diversity</p> <p>Innovative</p> <p>Professional</p>	
<p><u>Personal Characteristics</u></p>	<p>Open and honest</p> <p>Demonstrate commitment to the Trust's vision and values</p>	