

## **JOB DESCRIPTION**

|                           |   |
|---------------------------|---|
| <b>JOB TITLE:</b>         | <b>CLINICAL TEAM LEADER</b>   |
| <b>BAND:</b>              | <b>Band 6</b>   |
| <b>LOCATION:</b>          | <b>Acute Inpatient Services</b>   |
| <b>ACCOUNTABLE TO:</b>    | <b>Clinical Lead</b>  |
| <b>LINE MANAGER:</b>      | <b>Ward Manager</b>   |
| <b>KEY RELATIONSHIPS:</b> | <b>Ward Manager, Clinical Team, Medical Team, Service Managers and Hospital Support Service Teams.</b>  |
| <b>HOURS OF WORK:</b>     | <b>This is a full time post of 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service.</b>  |
| <b>JOB PURPOSE:</b>       | <b>To assist the Ward Manager in providing high standard care and treatment of patients.<br/>To carry out day to day managerial/supervisory responsibilities, in conjunction with the Ward Manager.</b> |

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **1. CLINICAL**

- 1.1 To actively participate in the patient programme of care and treatment with other members of the multi-disciplinary team to provide skilled nursing care to a high standard.**
- 1.2 To assist the Ward Manager nurse in ensuring that other nursing staff on the ward provide the agreed standards of care and treatment for patients.**
- 1.3 To actively participate in ensuring that the patients' needs are assessed and identified, and that a multi-disciplinary Individual Treatment/Care Plan is produced and is carried out. The post holder is responsible for the nursing assessment of care needs and the development, implementation and evaluation of their programmes of care without supervision.**
- 1.4 To lead team(s) of nurses at Band 6 and below in providing patient care.**
- 1.5 To advise the Ward Manager on the effects of all nursing interventions**

- 1.6 To organise regular individual patient review meetings and ensuring that all treatment/care programmes achieve the goals and that targets are implemented.
- 1.7 To ensure good and effective communication and integration with the Community Mental Health Teams ensuring high standards of communication with patients, relatives and staff.
- 1.8 To promote the Trust/Hospital philosophy of treatment care
- 1.9 To assist the Ward Manager in maintaining and developing the community role of the ward unit, particularly in respect of after-care of discharged patients.
- 1.10 To co-operate and communicating with other professionals and agencies in the interest of good patient care
- 1.11 To attend case conference/review meetings with other members of the multi-disciplinary team to review patients' conditions and their progress in the programme of care and recovery.
- 1.12 To comply with the agreed Nursing Standards.
- 1.13 To discuss carer needs to all patients you are named nurse to, as appropriate, initially weekly and thereafter on agreed time basis
- 1.14 To ensure that ward and hospital areas remain clean and tidy, working closely with the Ward Manager to create a Therapeutic environment.

## **2. MANAGERIAL**

- 2.1 To take charge regularly of the unit in the absence of the Ward Manager.
- 2.2 To participate in induction and in-service training for nursing staff.
- 2.3 To substitute on behalf of the Ward Manager in their absence and for other nursing staff when necessary.

## **3. ADMINISTRATIVE**

- 3.1 To maintain accurate and up to date patient records.
- 3.2 To fully implement and comply with discharge procedures and standards including CPA/Care Management and involvement in audit.
- 3.3 To assist the Ward Manager in ensuring Trust/Hospital annual objectives, targets and standards are met.

## **4. HUMAN RESOURCES/WORKFORCE**

- 4.1 To assist the Ward Manager in running and evaluating all nursing care and training programmes, liaising with other disciplines and professions in directing effort to a high overall performance in all care and treatment.
- 4.2 To supervise the work of junior nursing staff, through regular supervision and completion of annual Personal Development Reviews.
- 4.3 To assist with the teaching and supervision of other nursing staff and trainee nurses including acting as mentor as appropriate.

**5. FINANCE/RESOURCES**

- 5.1 To comply with Standing Orders and Standing Financial Instructions.

**6. POLICY & SERVICE DEVELOPMENT**

- 6.1 To ensure that the joint Trust and Social Services Policy on CPA is adhered to and to act as 'key worker' as appropriate.
- 6.2 To administer medication/complying with the nursing responsibilities under the Medicines Act (1969); the Misuse of Drugs Act (1971); the local Care of Drugs Policy and any other related Trust procedures.
- 6.3 To ensure compliance with the Mental Health Act (1983) including carrying out registered nurse holding powers as necessary.
- 6.4 To comply with the Hospital Admissions and Discharge policies.
- 6.5 To implement and monitoring all approved Trust Clinical Nurse policies and procedures.
- 6.6 To comply with the Catering and Cleaning standards, in particular, ensuring food hygiene practices and procedures are observed by all staff
- 6.7 To comply with Health & Safety at Work Act and instructing all other staff in their responsibility under this legislation
- 6.8 To comply with the Hospital Fire Procedure and instructing all other members of staff in their responsibility under this procedure
- 6.9 To comply with the Trust's policy in respect of patients' property.

**7. INFORMATION / DATA RESPONSIBILITIES**

- 7.1 To complete local and regional statistical returns as required, including the electronic incident system, Ulysses.

## **8. ENVIRONMENTAL**

**8.1 Following training, the post holder will be required to participate in the Prevention and Management of Violence and Aggression (PMVA) of patients.**

**8.2 The post holder may be required to process distressing information relating to service users, e.g. typing letters/reports relating to child abuse.**

## **9. TERMS & CONDITIONS OF SERVICE**

- 1. Dorset HealthCare has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies, procedures and guidance, copies of which can be found on the Trust Intranet or obtained from the line manager or Human Resources Department. The post holder is expected to be aware of all policies, procedures and guidance which applies to them and to observe their provisions at all times.**
- 2. Employment in this post is subject to a Disclosure & Barring Service criminal records Disclosure. The post holder may be required to undertake a Disclosure application at any time during employment.**
- 3. Staff are not permitted to smoke on Dorset HealthCare premises, either inside or outside, or inside Trust vehicles.**
- 4. Staff are expected to undertake all mandatory training and refresher training appropriate to their role. This may include preventative management of violence and aggression (PMVA) and/or breakaway techniques, and cardio-pulmonary resuscitation (CPR). If in doubt as to which mandatory training applies to this post, advice should be sought from the line manager.**
- 5. All staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety and Hygiene (England) Regulations 2013.**
- 6. Dorset HealthCare is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply, with their roles and responsibilities in relation to safeguarding vulnerable groups.**
- 7. Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, patients/service users/carers and others in the course of their duties.**

## **SECTION C: CORE ATTRIBUTES AND BEHAVIOURS**

**Staff are expected to adhere to and demonstrate Dorset HealthCare's Core values and behaviours at all times.**

## **Values**

**Our values underpin all that we do and provide a sense of direction to people, teams and the Trust overall.**

**1. Respect and dignity**

**We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.**

**2. Commitment to quality of care**

**We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.**

**3. Compassion and kindness**

**We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.**

**4. Improving lives**

**We strive to improve health and wellbeing and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.**

**5. Working together for patients**

**We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.**

**6. Everyone counts**

**We use our resources for the benefit of the whole community and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.**

## **Behaviours**

**Our behaviours provide a guide to how we can bring our values to life and constantly remind us that how we do things is as important as what we do and achieve.**

**7. Positive**

**Embracing change and feedback, utilising constructive feedback to make improvements and promoting achievements of the Trust and others.**

**8. Proactive**

**Challenging unacceptable behaviour, showcasing learning and innovation, actively encouraging ideas and involvement from others.**

9. **Supportive**  
Being attentive, encouraging and helping others, giving and receiving feedback to enable people, teams and services to develop.
10. **Respectful**  
Empowering people to voice their opinion, introducing yourself and ensuring language is professional and inclusive.
11. **Reliable and trustworthy**  
Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

#### **SECTION D: CHANGES**

This document represents a description of the job, and the skills, knowledge, experience and attributes required, at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

## PERSON SPECIFICATION

### CLINICAL TEAM LEADER BAND 6

| <b>1. Knowledge, skills and training</b> |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>   |
|--|---|------------------|------------------|----------------------------|
| 1.1                                      | Registered Nurse (Mental Health)  | Yes              |                  | Certification              |
| 1.2                                      | Mentorship in Practice Qualification  | Yes              |                  | Certification              |
| <b>2. Job Specific Experience</b>        |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>   |
| 2.1                                      | Reasonable experience at Staff Nurse band 5 level   | Yes              |                  | Application form/interview |
| 2.2                                      | Experience of receiving clinical supervision  | Yes              |                  | Application form/interview |
| 2.3                                      | Multi-disciplinary networking   | Yes              |                  | Application form/interview |
| 2.4                                      | Awareness multi-cultural issues within acute psychiatry   |                  | Yes              | Application form/interview |
| 2.5                                      | Ability to integrate theory and practice to an enhanced level                                   | Yes              |                  | Application form/interview |
| 2.6                                      | Ability to articulate a problem solving approach to issues                                      | Yes              |                  | Application form/interview |
| 2.7                                      | Ability to take charge of unit/ward on a regular basis. Deputise in the absence of Ward Manager | Yes              |                  | Application form/interview |
| 2.8                                      | Ability to prioritise needs and resources   | Yes              |                  | Application form/interview |
| 2.9                                      | Ability to set clear, appropriate boundaries  | Yes              |                  | Application form/interview |
| 2.10                                     | Ability to negotiate and delegate   | Yes              |                  | Application form/interview |

|   |   |                  |                  |                                |
|---|---|------------------|------------------|--------------------------------|
| 2.11  | Ability to lead and work in multi-professional teams                      | Yes              |                  | Application form/interview     |
| 2.12  | Ability to assess and manage therapeutic risks                            | Yes              |                  | Application form/interview     |
| 2.13  | Excellent written and verbal skills                                       | Yes              |                  | Application form/interview     |
| 2.14  | Devising, implementing and evaluating care plans                          | Yes              |                  | Application form/interview     |
| 2.15  | Presenting and communicating information                                  | Yes              |                  | Application form/interview     |
| <b>3. Managerial/supervisory experience</b> |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 3.1   | Experience in monitoring untrained staff and students                     | Yes              |                  | Application form/interview     |
| 3.2   | Ability to supervise others' work   | Yes              |                  | Application form/interview     |
| <b>4. Information Technology</b>            |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 4.1   | Basic IT skills, normally obtained through practice or practical training | Yes              |                  | application form/certification |
| 4.2   | Experience of information systems   |                  | Yes              | Application form/interview     |
| <b>5. Personal qualities/attributes</b>     |   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 5.1   | Motivation and the ability to motivate others                             | Yes              |                  | Application form/interview     |
| 5.2   | Imagination and determination.  | Yes              |                  | Application form/interview     |
| 5.3   | Creative thinking   | Yes              |                  | Application form/interview     |
| 5.4   | Ability to identify own limitations and ask for advice                    | Yes              |                  | Application form/interview     |
| 5.5   | Ability to work under pressure and meet deadlines.                        | Yes              |                  | Application form/interview     |



| 6. Business travel         |   | Essential |  | Desirable method | Assessment                 |
|----------------------------|---|-----------|--|------------------|----------------------------|
| 6.1                        | Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business      |           |  | Level 3*         | Application form/interview |
| 7. Additional requirements |   | Essential |  | Desirable        |                            |
| 7.1                        | Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively | Yes       |  |                  | Application form/interview |
| 7.2                        | Satisfactory health check   | Yes       |  |                  | Application form/interview |
| 7.3                        | Ability to meet contractual requirements and participate in 24 hour care  | Yes       |  |                  | Application form/interview |
| 7.4                        | Satisfactory police clearance   | Yes       |  |                  | Application form/interview |

**\*Essential / desirable car user definitions**

**Level 1 – (Essential) post holder is required to:**

travel an average of more than 3,500 miles a year;

or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;

or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

**Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.**

**Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.**