

Job Description

Job Information		
Job Title:	Lead Nurse/AHP	
AfC Band:	8A	
Accountable to:	Associate Director of Nursing	
Reports to:	Associate Director of Nursing	
AFC Job Code:	NM.NS.R0631	
ESR Position Number:		

Job Summary

Accountable to Associate Director of Nursing the post holder will be an integral member of the speciality management team for designated specialities within the Care Group.

The post holder will provide support to the Care Group's senior leadership team by ensuring that the highest quality of care and clinical excellence is achieved and maintained in a range of wards and departments. Working collaboratively with teams within their Care Group and Division and also across the other clinical Divisions.

The post holder will also work closely with external partners, patients, patient representatives, relatives and carers.

The post holder will provide strong clinical leadership on the quality of care provided, and cleanliness of the environment and will role model a quality driven, and caring and compassionate leadership style, upholding the standards and values of the Nursing/AHP profession at all times.

The Lead Nurse/ AHP will ensure that operational plans and performance are closely managed, by proactively leading and providing solutions to resolve difficult operational issues, in accordance with agreed Trust objectives, targets, quality standards and resource constraints, promptly escalating issues which are unable to be resolved.

The Lead Nurse/ AHP will have significant experience in leading teams, and will possess leadership skills to deal competently with difficult issues ensuring that policy is implemented and performance managed on behalf of the senior leadership team

Working under direction the post holder will implement patient centred clinical and Nursing/AHP operational strategy and plans, ensuring that systems and processes are in place to comply with relevant legislation and governance requirements, including linking with external bodies such as commissioners when required, utilising the expertise and skills of the wider Divisional team.

As a member of the management team, the Lead Nurse/ AHP contributes to strategic direction and policy setting for the Care Group, forming an essential two way communications link between the Care Group and staff in the wards and departments, ensuring that key messages, team brief etc. are shared and discussed.

They will demonstrate a coaching style of leadership, ensuring that staff and stakeholder

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engagement is in place, and action taken to address issues.

The post holder will have line management responsibility for Ward Managers and/or Band 7 Clinical AHP's/Specialist Nurses

There will also be a requirement for the post holder to deputise for the Associate Director of Nursing as and when required.

Key responsibilities

Leadership

Be a role model and leader to all staff within their specialities and across the wider Care Group, particularly for the Nursing and AHP profession. They will demonstrate a values led attitude, a coaching style of leadership and a high level of skill in giving and receiving constructive feedback.

Be a visible Nurse/AHP leader, encouraging staff to contribute to implementation plans, ensuring a high quality and efficient approach to service delivery, including remaining calm, controlled and solution focused in times of difficulty

Lead by example to inspire, motivate, and encourage others using a coaching style of leadership ensuring that others have clear direction, support, accountability and responsibility to deliver.

Support implementation of appraisal and development plans for all Nursing/AHP colleagues within your designated team. ensuring a coaching style of leadership and development of potential at every level is at the heart of everyday communications, creating a culture where giving and receiving constructive feedback is embedded..

Develop opportunities for staff engagement within team(s) ensuring that unnecessary blocks to processes and pathways are removed.

Use staff engagement as a driver for service improvement within the area, ensuring that actions are followed through in a structured way. Implementing effective communication strategies and techniques to promote involvement, effective decision making and a common sense of purpose, including supporting staff and stakeholder engagement at the start of planned organisational change.

Forming an essential two way communications link between the Nursing/AHP profession and other staff in the area, ensuring that key messages, team brief etc. are shared and discussed.

Supporting the Associate Director of Nursing/Head of AHP's to formulate creative vision and clinical strategy for the area, offering ideas which reflect the contribution of the Nursing profession, health needs of the local population, and contribute to the annual business, workforce and financial planning process.

Delivering Best patient Care

Working under the direction of the ADNS/Head of AHP's , and alongside the Deputy/Assistant Head of Operations for the Care Group ensure an implementation plan and monitoring process is in place to deliver the clinical service strategy for the Care Group, identifying and raising new opportunities and service improvements that will enhance patient care and services.

Contribute to the implementation of major service delivery and transformation plans, including

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those involving cross pathway working internally and externally in support of enhanced patient care and quality of services using established project methodology.

Actively lead on improving the delivery of patient care and services by analysis of complex data and information, developing and implementing solutions to enhance quality and meet performance targets

Assist the ADNS/Head of AHP's in delivering an organisational learning approach to share and learn from successes and failures, staff and customer feedback using evidence and research to change and improve patient care and services

Collaborate with all services and departments to ensure that they are meeting the needs of patients in the clinical areas and create a seamless integrated patient journey

Work with ward manager/ team leader ensure discharge planning is robust, including review of indicators in the SAFER patient flow bundle and action planning as needed

Actively seek and utilise feedback from the patient experience surveys including annual National Patient Survey to action improvements in all aspects of the patient's journey.

Ensure that the patient and relatives are given opportunities to provide feedback regarding all aspects of care

Ensuring that research, audit, data and information are used to shape and influence the quality of implementation plans, projects, business plans and business cases.

Working with the ADNS/Head of AHP's to support the development of nurses, managers and team leaders within the area to ensure that caring and compassionate patient care and services are led by competent, capable, high performing teams.

Representing the area and the Care Group within the Trust, and with partner organisations, working closely with them to institute integrated working in the best interests of patient care

Supporting the development of future orientated patient care and services to improve standards of care, address governance issues, improve efficiency

Demonstrating facilitation skills when working with internal and external stakeholders on improving quality of patient care and services, encouraging and building on contributions from patients, CCGs, GPs and other key stakeholders.

Workforce and Human Resources

To be responsible for the direct line management of ward managers/ clinical Band 7 AHP's/Specialist Nurses, facilitating them to focus on meeting Care Group and Trust objectives, ensuring they have up to date meaningful appraisals

Support the ADNS head of AHP's in undertaking workforce reviews to ensure establishments are designed around patient need and compliant with NQB standards.

Responsible for the recruitment and retention of the Nursing/ AHP workforce for their designated areas.

Working with the Head of Nursing/AHP's , ensure that staff health and well-being is at the heart of all people management practice, and that there are mechanisms in place to develop resilience,



reduce pressure points, and provide support for staff to manage their working lives, including application of Trust HR policy as and when required.

Working in partnership with Trade Unions, Staff Side and professional bodies to ensure the smooth running of services, by acknowledging the role and contribution of staff side representatives on day to day issues which impact on the workforce, including instigating early discussions with staff side on all organisational change/projects affecting staff.

Participation in disciplinary, grievance and HR issues.

Financial Management

Monitoring capital and revenue budgets for their specific specialities within the Care Group, particularly in relation to Nursing service cost ensuring that robust monitoring and checking systems are in place, escalating issues where remedial action is necessary.

Support the delivery of speciality cost improvements and maintain consistent evaluation of the service provision to ensure value for money.

To assist the Care Group management team to deliver a balanced budget across a specific specialities including the delivery of agreed QEP schemes.

Contribute to business cases / plans for service and capital development.

Work with the Deputy/Assistant Head of Operations/Operational Service Manager in maintaining a system for the Capital Replacement Programme

Encourage a climate that allows front line staff to question and redefine how their work is undertaken ensuring the on-going development of patient centred care and cost effective use of resources.

Demonstrate a culture of service improvement, which produces new ideas, approaches, innovation or insights.

Clinical Governance / Quality

Clinical Governance / Quality

Implementing and monitoring of appropriate governance and risk systems, ensuring that the area adheres to the Trust Risk Management policy and procedures, reporting and proactively finding and escalating solutions to address risk, and monitoring progress on agreed mitigation plans.

Monitoring and delivery of key performance, access targets contractual obligations and Nursing quality standards, CQUINS and CQC standards using data and information to support decisions, promptly escalating issues which can't be resolved

Contributing to reviewing business and service performance, reporting on Nursing/AHP performance to the senior leadership team.

Assist ADNS/ Head AHP's in the management of complaints/ patient safety incidents including safeguarding. Ensuring open transparent and accurate responses with robust deliverable action plans and timely to meet the Trust guidelines and patient/service user expectations. In a transparent and compassionate way.

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Support the ADNS /AHP's in the implementation and performance monitoring of the Liverpool Quality Assessment and Accreditation System (LQA) and all other relevant quality audits in the Care Group. Taking a key role in ensuring ward and department compliance and monitoring the action plans

Ensure patient and carer experience is embedded, in all elements of the patients pathway. Take a lead in sharing of lessons learnt with teams from a variety of sources, complements, concerns, complaints and incidents. Identify actions and lead the delivery of them

Ensure all ward and department staff are aware of the safeguarding policy and embed principles within areas

Regularly monitor that the legal obligations and that patient and other safety requirements for area(s) of responsibility are being met including safeguarding.

Education Learning& Research

Support the ADNS/Head of AHP's to promote the development of the Nursing and AHP workforce

In conjunction with the Professional Education team, support team to facilitate positive student experience and ensure that standards for practice placements and opportunities for learners are enhanced in clinical practice.

Support the Divisional Director of Nursing /AHP in positively influencing the review and implementation of the research strategy for nurses, midwives and AHPs in the Care Group

Participate in capacity building for research and development for Nursing and AHP staff.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.

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- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained

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in a document that is published in accordance with such legislation.
Management of Risk & Health and Safety
<p>All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.</p> <p>All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.</p>
Safeguarding Children and Vulnerable Adults
<p>All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.</p>
IT Skills
<p>All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.</p>
Records Management
<p>All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.</p>
Information Quality
<p>All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.</p>
Professional Responsibility
<p>As per any required registration & LUHFT policy.</p>
Clinical Responsibility
<p>Accountable to trust for delivery of service.</p>

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Research
Undertakes audit and research as required.
Strategic Role
Operates independently, defines workforce, training and development needs for Nursing, seeking executive approval where necessary.
HR Management
Manages team of staff , including recruitment, career development, discipline, work evaluation.
Financial Responsibility
Budget monitoring
Change of Job Description
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the trust.

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Person Specification

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Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	First level professional registration NMC/HCPC	E		
2	Clinical Professional Qualification. Degree level or equivalent	E		
3	Significant evidence of post registration continued professional development, working towards masters	E		
4	Post-graduate/registration Management or Training qualification /equivalent	E		
5	Evidence of Leadership development	E		
	Experience	Essential	Desirable	Assessment
6	Demonstrable extensive experience as a clinical manager, with responsibility for clinical quality, people management, budget responsibility and successful delivery of performance targets and quality standards within strict financial controls.	E		
7	Demonstrate the ability to maintain high standards of care and team management over a sustained period.			
	Knowledge	Essential	Desirable	Assessment
8	Key issues and pace of change facing the NHS nationally and locally assess and describe impact on Nursing/clinical professional service.	E		
8	Knowledge and understanding of the NHS policy and regulatory policy	E		
9	Understanding and appreciation of diversity	E		
10	Knowledge and understanding of computerised financial, management, budgetary management and workforce information systems	E		
11	Knowledge and understanding of governance arrangements and standards in the NHS and the wider health and social care economy	E		

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	Skills	Essential	Desirable	Assessment
12	Coaching & values led leadership style, encouraging engagement and empowerment amongst staff and stakeholders, and in developing high performing teams	E		
13	A high level of communication skills, to include but not exclusively, mediation, negotiation, consultation, facilitation, presentation, training and coaching skills using well developed interpersonal skills to influence, inform, reconcile differences and resolve conflicts.	E		
14	Demonstrate the ability to lead and implement quality improvement strategies.	E		
15	Solve difficult problems, using a solution focused approach demonstrating competent persuasive and influencing skills	E		
16	Research information and use audit skills to applying findings to influence practice and develop business cases/plans.	E		
17	Analyse data and information, including preparing responses to issues, weighing risks and forming judgements often within tight timescales.	E		
18	Competently implement business plans, business cases and project plans in order to deliver the Clinical Service Strategy for the area.	E		
19	Coordinate area day to day clinical operational activity to meet challenging performance targets within tight financial controls	E		
20	Implement policy and implementation plans to deliver the clinical strategy and plans ensuring successful implementation	E		
21	Demonstrate competent project management skills		D	
22	IT literate and able to use standard office software and bespoke systems.	E		
23	Imaginative and innovative in developing new ways of working in meeting patient care and service needs	E		
24	Cope with competing priorities and a demanding workload	E		
25	Deal with uncertainty in a political environment	E		
26	Work in an environment with frequent interruptions, and within stressful, unpredictable situations including responding to and solving urgent and emergency situations day to day	E		

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