

Clinical Lead Nurse

BAND: 7

BASE: Rapid Response

RESPONSIBLE TO: Team Leader

ACCOUNTABLE TO: Head of Locality

DBS DISCLOSURE: This post is subject to an Enhanced Disclosure and Barring Service

INFECTION PREVENTION AND CONTROL:

The post holder must comply with all relevant policies, procedures and training on infection, prevention and control.

JOB SUMMARY:

Be responsible for ensuring the timely provision of a high standard of assessment, advice, planning, implementation, training support and evaluation of care for Rapid Response, 2hr Urgent Community Response and Virtual Ward patients.

The post holder will be responsible for managing the deployment and supervision of integrated clinical team working within the team.

Responsibility for the leadership and management of the day-to-day delivery of services including managing issues relating to HR, performance management and compliance with Care Quality Commission Standards.

Working under the direction of the Team Leader and in collaboration with colleagues and key stakeholders, ensure the delivery of a coordinated, multidisciplinary, and multi-agency service. This includes planning, delivering, evaluation and development of the services for which they are responsible.

Monitoring and analysing performance data against agreed targets for the team.

Developing and agreeing action plans to address performance issues.

Managing a defined clinical caseload if appropriate.

DUTIES AND RESPONSIBILITIES

1. Leadership and Professional Responsibilities

- 1.1 Provide leadership to the clinical team within Rapid Response Team ensuring an engaged and empowered workforce
- 1.2 Maintain an active status on the Nursing and Midwifery Council (NMC) register, acting in accordance with Code of Professional Conduct, maintaining own competency to practice.
- 1.3 Be professionally and legally accountable for all aspects of own work, including the management of patient caseload, as appropriate, in accordance with the relevant standards of practice and Trust clinical practice guidelines.
- 1.4 Keep up to date with practice development or professional issues, including attending all statutory and mandatory training as stipulated by the organisation.
- 1.5 Ensure staff, for which the post holder has responsibility maintain practice development and professional standards.
- 1.6 Contribute to the improvement and maintenance of good working relationships and effective joint working between Local Authority team members, other services and agencies.
- 1.7 Take action in line with trust policy on any professional or practice development issues within the team and advise the team leader where appropriate.
- 1.8 Be responsible for the coordination and provision of clinical placements within a defined clinical area.
- 1.9 Ensure the team provide consistently high standards of care to patients referred to the service, which is evidence based, and in accordance with national/local clinical practice guidelines.

2. Quality Standards / Corporate Governance

- 2.1 Ensure that all staff team members understand and are actively involved in all aspects of clinical governance, providing assurance and evidence of compliance with Care Quality Commission Standards.
- 2.2 Undertake risk assessments of the clinical area and clinical practice, and support the implementation of any actions required locally to minimise risk.
- 2.3 Support the Team Leader in providing a first line response in the investigation of complaints/ relevant incidents and implement lessons learned following trust policy.
- 2.4 Act as key controller for identified medical devices, if required, and develop any training packages in collaboration with clinical colleagues.

3. Organisational Responsibilities

- 3.1 Ensure that the workload of the team is appropriately prioritised and provided within the resources available.
- 3.2 Will be required to give clinical advice to the Team Leader on specific clinical issues.
- 3.3 Be actively involved in the development and implementation of local operational policies/ procedures under the direction of the Team Leader.
- 3.4 Work collaboratively with colleagues to identify, and recommend areas for service improvement to the Team Leader to ensure divisional and Trust wide objectives.
- 3.5 Ensure the appropriate data is inputted to the required standard by the team. Collect, collate, analyse and take appropriate action to enable efficient service development and delivery e.g. patient/ client contacts, waiting list information etc.
- 3.6 Provide the Team Leader with information required for statistical or business planning purposes.
- 3.7 Communicate complex and sensitive information effectively and collaboratively with partner agencies and professionals in health, social services, education and the voluntary sector to ensure the protection of vulnerable adults / children.

4. Management and Responsibility for Human Resources

- 4.1 Ensure that relevant information is cascaded to the staff in the team, on a regular and timely basis, providing the opportunity for feedback as appropriate.
- 4.2 Attend meetings / events as required by the Team Leader and provide the necessary feedback.
- 4.3 Undertake appraisal reviews of identified staff, and ensure that all staff within the team has an up to date personal development plan which is relevant to the aims of the service.
- 4.4 Ensure all the team attend all statutory and mandatory training as stipulated by the organisation.
- 4.5 Monitor the performance of individual team members, provide support where necessary and inform the Team Leader and/or Head of Service of any issues outside the post holder's remit.
- 4.6 Be actively involved in HR processes including recruitment and retention, management of sickness and absence (including returning to work) and performance issues (including disciplinary and grievance procedures).

- 4.7 Ensure that all new staff are provided with a robust induction, following Trust guidelines, relevant to their area of work including attending the Learning & Development Induction Programme.
- 4.8 Deploy staff during absence ensuring that the skills of the team are used appropriately and efficiently to meet service need, and highlight any areas of concern with the Team Leader.
- 4.9 Authorise time sheets and annual leave travel claims for the team.
- 4.10 Monitor and regulate delegated resource usage for the team.
- 4.11 Deputise when required for the Team Leader.

5. Clinical Responsibilities

- 5.1 Manage a defined clinical caseload effectively and efficiently with regard to clinical priorities and the use of time, if appropriate.
- 5.2 Undertake individual health needs assessments of patients/ clients, formulate a clinical opinion, discuss care options, provide advice, training and instruction to patients/ clients, relatives and carers to enable understanding of proposals/ treatment plans and make recommendations and agree a goal orientated programme of care.
- 5.3 Implement and evaluate care plans/ programmes in collaboration with the patient/ client, family and carers within the defined caseload.
- 5.4 Gain informed consent for treatment and have the ability to work with patients/ clients who lack the capacity to give consent. This will involve acting as a resource for staff on difficulties regarding consent issues.
- 5.5 Give advice and make decisions on the prescription of medical devices to be used to support patient/client care.
- 5.6 Provide evidence based advice, guidance and support on complex cases to staff within the team.
- 5.7 Prepare and present clinical reports, if/ as required, at relevant social services, educational and medical case conferences, including safeguarding cases.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

GENERAL REQUIREMENTS

1. **Quality**

Each member of staff is required to ensure that:

- a) The patient and customer is always put first
- b) That in all issues, the patient/customer requirements are met, and all staff contribute fully to achieving the Trust corporate goals and objectives.

2. **Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. **Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. **External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

5. **Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. **Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

7. Physical Effort

Likely to have to use light physical effort for several short periods during a working day. Standard use of keyboard and driving. May be required to use equipment to treat patients (such as giving intramuscular injections).

8. Mental Effort

Likely to have a frequent requirement for concentration within an unpredictable work pattern. Occasional prolonged concentration for writing reports. Likely to have frequent exposure to distressing circumstances such as when caring for the terminally ill and managing staff.

9. Working Conditions

When working clinically, likely to be frequently exposed to unpleasant conditions, with occasional exposure to highly unpleasant conditions such as uncontained body fluids.