

JOB DESCRIPTION

Job Title:	Stroke Practitioner and Specialist Nurse Team Lead
Band	7
Care Group	Medical
Directorate:	OPM
Department:	Stroke Practitioner and Specialist Nursing
Location:	Royal Bournemouth Hospital
Accountable to:	Stroke Services Manager; Consultant Nurse
Accountable for:	Specialist Nurse and Practitioner Team
Main Purpose	<ul style="list-style-type: none"> To lead and manage the provision and development of a high quality Stroke Practitioner and Specialist Nurse Service in line with local and national standards and guidelines and in conjunction with the Stroke Operational Leadership Team.

General Duties

- To be responsible for the operational management of the Stroke Practitioner and Specialist Nurse Team whilst maintaining a direct clinical role within Stroke services.
- To provide specialist Stroke and TIA pathway knowledge, expertise and advice to facilitate the provision of high quality, evidence based patient centred care.

Communication and Working Relationship Skills

- Working closely with the Medical Consultants, Consultant Nurse, Senior Clinical Lead and Clinical Leads and Stroke Service Manager, the post-holder is responsible for the delivery of high quality patient care, delivered by competent staff across the Stroke and TIA pathway.
- To build and maintain strong working relationships with relevant internal and external partner teams, services and organisations
- Promote awareness of the Stroke Service and the requirements of those who access it across the Trust providing education to groups or individuals as required.
- Present to audiences, including senior management as required, to promote the service and improve our collaborative working.
- To motivate and inspire the team to deliver care to the highest standards and engage in quality improvement projects to maintain a focus on continuous improvement.
- Support the team to develop a collaborative leadership approach in order to implement, monitor

<p>and evaluate safe and effective systems of work which support high quality patient care and safe patient flow.</p> <ul style="list-style-type: none"> • Chair and attend relevant team meetings. • To manage and resolve critical, often highly sensitive, emotive and complex situations involving patients, relatives, staff and carers. • To role model UHD Trust Values and ensure high quality safe practice at all times.
Analytical and Judgemental Skills
<ul style="list-style-type: none"> • To critically analyse and manage capacity and demand as part of day-to-day operational management to support timely and appropriate access to the Stroke Unit in order to maintain patient flow. • Proactively identify gaps in services and contribute to improvement strategies in conjunction with leadership teams.
Planning and Organisational Skills
<ul style="list-style-type: none"> • Maintain own competence and personal and professional development, proactively identifying learning needs and the strategies and support required to meet them. • Monitor compliance within the team of meeting clinical supervision, appraisal provision standards and mandatory training requirements. • Ensure the team objectives are achieved through delivery of our strategic plan using operational meetings and action tracker to track progress with project work. • Support the workforce plan to optimise service delivery through efficient skill mix. • Support the workforce plan to ensure the service promotes and supports advanced practice opportunities, where appropriate supports student placements, and fosters a culture of continuous learning and professional development. • Liaison with other teams in the Trusts at times of hospital pressure to ensure an effective deployment of staff to best support patients and resources are allocated accordingly.
Responsibility for Patient/Client Care and Treatment
<ol style="list-style-type: none"> 1. To provide operational leadership to staff working with patients under the care of the Stroke Practitioner and Specialist Nurse Team to optimize safe and effective care. 2. In conjunction with the Consultant Nurse, to support the team with complex cases providing clinical specialist support for the assessment, diagnosis, treatment and discharge of patients under the care of the Stroke Practitioner and Specialist Nurse Team. 3. To communicate highly sensitive information showing empathy and reassurance, including breaking significant news to patients and carers & to supporting colleagues to do the same. 4. Be responsible for the efficient delivery of Stroke and TIA specialist nursing across the Stroke pathway, ensuring access is maintained to follow up services and discharges are completed.
Responsibility for Policy / Service Development
<ul style="list-style-type: none"> • Ensure Trust policies and procedures are adhered to.

- To ensure clinical governance standards are reviewed and maintained; highlighting risks to the Service Manager and other Operational Leads.
- To proactively lead on service evaluation and development of the Stroke Practitioner and Specialist Nurse Team.
- Actively review patient feedback to improve the care delivery within the service.
- Support an open culture of reviewing quality performance and identifying actions for improvement as appropriate ensuring that quality information and performance is shared across the whole team.
- Participate in the production of guidelines, protocols and care pathways which provide patient focused care in line with the Visions of our Trust.

Responsibility for Finance, Equipment and Other Resources

- Use and deploy resources and staff to achieve optimum value for money without detriment to patient care.
- To assist the Service Manager with budget management for the Stroke Practitioner and Specialist Nurse Team.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- To have overall responsibility for the operational supervision and appraisal of all grades of staff within the Stroke Practitioner and Specialist Nurse Team, including students on clinical placement.
- To lead in line with our Trust Values and be responsible for the management of poor performance.
- To support the Stroke Services Manager and the Consultant Nurse in the development of the training needs analysis for the Stroke Practitioner and Specialist Nurse Team.
- Accountability for the development and provision of internal training programs, utilising local clinical experts as required to ensure new and existing staff have access to the training necessary to achieve competence.
- Monitor the progress of staff against competency requirements and follow Trust policies to ensure staff members are fully supported.
- To ensure all staff receive regular appraisal to actively reflect on performance and identify areas for development in line with our trust policy and practice.
- To support the Service Manager with recruitment, shortlisting and interviewing.
- To implement the sickness management process within the team, recording sickness absence, conducting return to work interviews and highlighting to the Service Manager those staff who need supporting by the formal absence management process and may require support from HR or occupational health.
- Monitor compliance within the team of mandatory training and support staff to identify any non-mandatory training needs and opportunities to meet these.
- Investigate complaints, monitor and take remedial action where necessary.
- To be responsible for coordinating the induction of new staff and students to the teams.
- To ensure that staffing is planned accordingly to the set Trust templates and adhering to local and

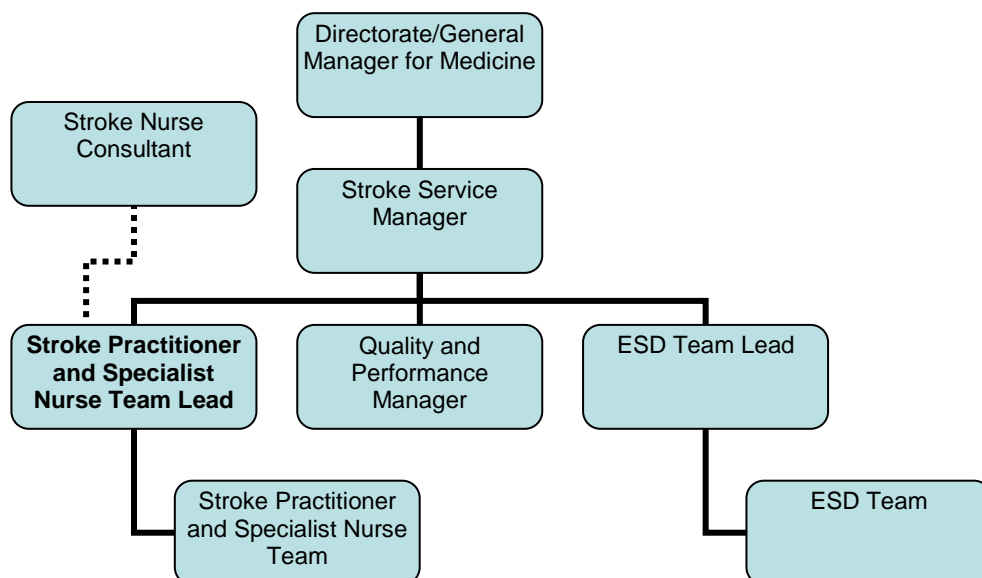
<p>Trust policies and procedures.</p> <ul style="list-style-type: none"> Take responsibility for ensuring that appropriate risk assessments are completed for all hazardous activities that the Stroke Practitioner and Specialist Nurse Team may undertake and for raising any risk concerns for inclusion on the directorate risk register as required.
<p>Responsibility for Information Resources and Administrative Duties</p> <ul style="list-style-type: none"> To ensure that robust and sustainable processes are in place to enable timely and accurate data collection for locally and nationally required audits including the Sentinel Stroke National Audit Programme (SSNAP) The post-holder is responsible for ensuring that records for patients under the care of their staff are completed in accordance with Trust standards and in adherence to HCPC/NMC professional standards. To coordinate measurement of the team's effectiveness through monitoring of data and evaluation including patient satisfaction and staff survey. To be able to explain and account for service performance and produce data and reports as required with support from the Quality and Performance Manager
<p>Responsibility for Research and Development</p> <ul style="list-style-type: none"> In conjunction with the Consultant Nurse, to support the Stroke Practitioner and Specialist Nurse Team in utilising research to plan, implement and evaluate concepts and strategies which lead to improvements in Stroke and TIA care. To participate in, and encourage others, to undertake research and audit in order to support evidence based practice.
<p>Freedom to Act</p> <ul style="list-style-type: none"> To maintain competent clinical skills and up to date knowledge of the specialty to ensure evidence based practice and be accountable for own professional actions To be an autonomous practitioner following professional protocols, standards and Trust wide Care Pathways. To be professionally and legally accountable for all aspects of own work To carry out duties, as appropriate, at the request of line managers. To work cross site at RBH and PH
<p>Mental, Physical, and Emotional Effort</p> <p>Physical effort: Ability to carry out manual handling activities (involving patients and/or equipment) which require frequent and moderate physical effort during a shift.</p> <p>Physical skills: Ability to carry out manual handling activities and use equipment safely and accurately.</p> <p>Emotional effort: Ability to deal sensitively with patients who have high levels of anxiety and/or aggression caused by neurological changes, pain, dementia or limited ability with occasional exposure to distressing or emotional circumstances.</p> <p>Mental effort:</p>

Ability to concentrate adequately for patient assessment and treatment sessions.

Any Other Specific Tasks Required

- Ability to work in occasionally unpleasant conditions involving exposure to bodily fluids including sputum, vomit, faeces, urine, fleas and lice.

Organisational Structure of Department



NB:

Dotted line for professional accountability

Solid line for operational accountability

Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

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The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.