

**A4C Banding No:** P1960

## **Job Description**

<b>TITLE:</b>	Deputy Team Leader
<b>DEPARTMENT:</b>	Integrated Multidisciplinary teams
<b>LOCATION:</b>	TBC
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	IMT Manager
<b>CLINICALLY ACCOUNTABLE TO:</b>	
<b>BAND:</b>	Band 6
<b>HOURS:</b>	37.5

## **Job Purpose**

The post holder will work as part of the Integrated Multidisciplinary Team and will be accountable for the management and delivery of care for a delegated caseload. Working with other members of the IMT to provide care to and promote health/well being and independence for patients on the team caseload, working closely with other partners/stakeholders including GP's Rapid Response and Advance nurse practitioners in the prevention of inappropriate hospital admissions and facilitation of hospital discharges in line with service objectives.

## **Responsible for**

A cohort of patients related to a specific caseload. Participate in the management of the Community Staff Nurses and Health Care Assistants working on their caseload. He/she will deputise as required in the absence of the IMT Manager and /or other Deputy Team Leader to manage the staff and workload of the IMT.

Assisting the team manager in the management of all available resources to ensure an efficient and effective service which is consistent, accessible and relevant to patients needs, utilizing tools such as the productive community programme.

## **Main Duties**

- To collaborate with Allied Health Professionals (AHP) and Case Managers (CM) in appropriate allocation of new referrals to the appropriate professional within the IMT.

- To ensure partnership working is achieved with patient's, carers and other health and social care agencies to promote independence and develop individual plans of care relevant to the patients needs.
- Ensure care is delivered to the identified caseload ensuring risk management is undertaken and quality and standards are maintained to achieve best outcomes.
- Work in accordance with the NMC Code of Professional conduct.
- To provide comprehensive and skilled nursing services to patients within their own home, at GP practice or other community settings using evidence based practice.
- Carry out comprehensive holistic assessments of care needs of people referred to the service, implementing programmes of care and evaluating their effectiveness.
- To ensure all relevant risk assessments and observations are completed within the patients care plans and are re-evaluated at required intervals.
- To have completed/be in the process of completing for the role of Nurse Prescriber with BCHC guidance and support colleagues in prescribing practice.
- To utilise other services to maintain patients within their home setting by referring to advanced nurse practitioners/rapid response and the wider health and social care economy.
- Actively promote participation by team members in quality initiatives for example, falls prevention.
- Facilitate teaching and supervision for other team members, students and visitors to the team.
- Contribute to the improvement of services and the development, implementation and evaluation of protocols, policy and clinical guidelines.
- Co-ordinate other members of the team and appropriately delegate specific aspects of nursing/therapy according to the prescribed care plan.
- Participate in proactive service user engagement encouraging feedback and evidence actions taken in response to feedback received.
- To maintain clear, accurate and contemporaneous records according to BCHC and NMC guidelines for Clinical Record Keeping.
- Ensure timely and accurate inputting of relevant activity data within the designated time frame required by BCHC.

- To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

### **Management and Leadership Responsibilities**

1. Have an understanding of the national perspective and future strategy for the NHS and related areas of health to ensure that staff in your team/s are fully aware of the implications and can contribute effectively to service improvement.
2. Develop and empower all members of your team to perform to high standards and innovate.
3. Ensure supportive staff management arrangements are in place and carry out personal development reviews for direct reports. Ensure all staff in your team/s have annual PDR's resulting in specific objectives and effective personal development plans in line with the Knowledge and Skills Outline Framework.
4. Develop staff knowledge and skills to promote equality and diversity and address inequalities both in employment and service delivery. Ensure specific equality objective are included in PDR's.
5. Develop a culture that ensure that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.

### **Education and Development**

1. To act as a mentor and support the supervision of students of different professionals and junior colleagues working within the team.
2. Participate in clinical supervision and reflective practice with all team members of the MDT and on an individual basis.
3. Lead and participate in surveys and audit.
4. Participate and contribute to the delivery of training to all staff in line with the competency framework.
5. To develop and maintain evidence based practice and effective management of integrated health and social care needs

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Key Relationships**

Establish and maintain excellent communication pathways with internal and external stakeholders for example GP's Hospital Clinicians Local Authority Rapid Response.

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

### **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

### **Equal Opportunities**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the postholder will be based at XXXXXXXX this is a Trust wide appointment and travel around the Trust may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **Dignity in Care**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**A4C Banding No: P1960**

### PERSON SPECIFICATION

Title	Deputy Team Leader		Band	6	
Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications / training Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	Registered Nurse Level 1 (Adult)	E	AF/Certificates		
	Post Grad Degree or Evidence of relevant Degree level study (have gained if prescribing complete)	E	AF/Certificates		
	Nurse Prescriber or willing to undertake Module within 12 months of employment.	E	AF/Interview		
		E	AF/Interview		
	Mentor and assessor qualification or equivalent	E	AF/Certificates		
	Evidence of continued professional development relevant to role	E	AF/Interview		
	District Nurse Specialist Practitioner Qualification, or willing to work towards equivalent modules	E			

Length and type of experience Level at which experience gained	Experience of working in a multi-disciplinary team setting	D	AF/Interview		
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<b>Skills/knowledge</b> Range and level of skills Depth and extent of knowledge	Ability to demonstrate sound knowledge and application of up to date evidence based clinical practice.	E	I/AF		
	Excellent communication Analytical skills and a problem solving approach IT literate	E	I/AF/C		
	Awareness of the complex needs of a multicultural, socially diverse population.	E	I/AF		
	Leadership and interpersonal qualities.	E	I/AF		
	Effective time management.	E	I/AF		

<b>Skills/ Knowledge</b>	Excellent organisational/ prioritisation skills and the ability to meet deadlines, often working with sensitive or contentious information within varying environments.	E	AF/I		
	Ability to demonstrate knowledge and implementation of NHS access targets.	E	AF		
	Competent user of MS Word, Excel, Access, PowerPoint and Patient Administration Systems.	D	AF		
	Understanding and knowledge of finance and performance management.	E	AF/I		

<b>Personal qualities</b>	Ability to work under pressure  Effective Team Member	E  D			
<b>Other job requirements</b>	Needs to be independently mobile through out the organisation. This post is assessed as require a Car driver  Willing to work flexible hours including weekends and Bank Holidays as part of a rota.  Ability to work across various sites in Birmingham	E  E  E			

**W (Weighting) - E = Essential D= Desirable**

**How identified = Application = AF; Interview = I; Test = T; Presentation = P.**