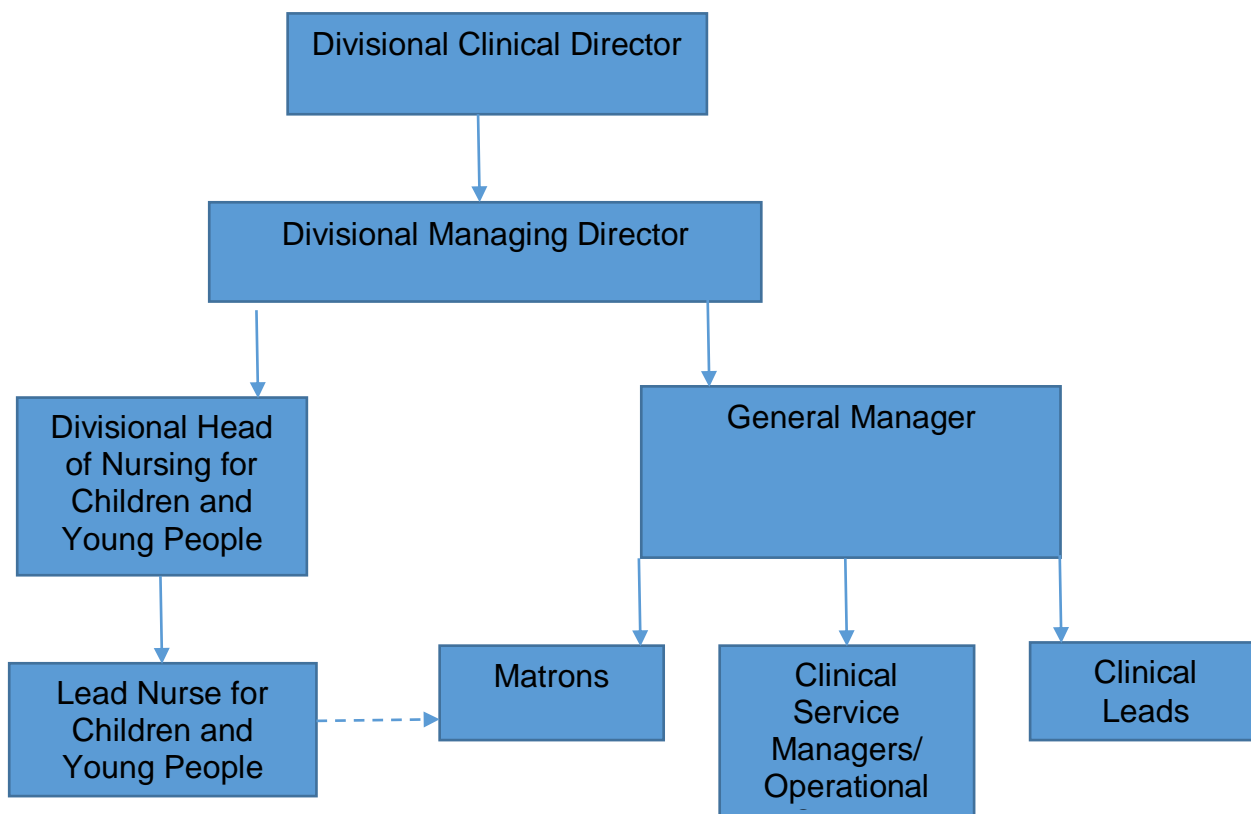


Job Description

1. Job Details	
Job title:	Lead Nurse
Current Job grade:	Band 8B
Reports to (Title):	Divisional Head of Children and Young People
CMT:	Family Health
Department/Ward:	Children and Young People CBU
Location/Site:	Trustwide

2. Job Purpose
<p>The Lead Nurse for the Children and Young People Clinical Business Unit has a primary role of ensuring the smooth operational running of the named specialities within their areas of responsibility. They will ensure that in accordance with Trust policies, the quality of service delivered within the Children and Young People Clinical Business Unit meets the requirements of commissioners and regulatory bodies and that the quality of patient experience is good, such that both patient and commissioners choose to make use of the Trust services again in the future and patients convey a good experience to others.</p> <p>The Lead Nurse will work closely with the General Manager or Deputy General Manager and Clinical Lead to provide leadership to the Children and Young People Clinical Business Unit. The Lead Nurse will ensure that the Divisional leadership team is fully informed about delivery, progress and risks within the areas of responsibility. The Lead Nurse will provide nursing leadership within the various Governance structures thus ensuring consistent standards across the organisation.</p> <p>Specifically, the Lead Nurse will be accountable to the Divisional Head of Children and Young People and will;</p> <ul style="list-style-type: none"> • Take a lead role in supporting compliance with key quality assurance systems, particularly national and regional service standards across the Children and Young People Clinical Business Unit • Provide strategic nursing leadership and professional advice within the Children and Young People Clinical Business Unit within a climate of change that enables high quality services to be delivered to patients and families consistently • Will support the General Manager / Deputy General Manager in ensuring the Children and Young People Clinical Business Unit delivers its annual plan.

3. Organisation Chart



4. Duties

1. To be responsible for the quality of services provided within the Children and Young Person's Clinical Business Unit.
2. Within the areas of responsibility, to ensure that the wards and departments consistently deliver the quality standards agreed by the Trust, and to ensure that the agreed monitoring/audit mechanisms that allow performance against those standards to be objectively measured are implemented effectively.
3. To develop and maintain a close working relationship with the General Manager and Clinical Lead so that there is a consistent and clear work program, and report upward by exception to the Divisional leadership team. As an integral part of this relationship to ensure that there are regular weekly delivery meetings between the stakeholders described above to cover delivery, governance and transformation. This will include an annual plan setting out planned activity, strategic goals and workforce plans.
4. To lead the Children and Young People Clinical Business Unit, working with colleagues in risk, clinical governance and complaint management, the patient safety and patient experience agenda and where patients or carers are dissatisfied, to provide a prompt response to the complaint and a prompt resolution of the causes of complaint.

5. To ensure the Trust's mechanisms for monitoring performance in terms of the patient environment (e.g. mixed sex accommodation, patient isolation and standards of cleanliness) are effectively implemented across the Children and Young People Clinical Business Unit and that the level of compliance with those standards is at the required level. Where inadequacy in the physical environment is identified hold the local team to account to resolve.
6. Working with the General Manager / Deputy General Manager and Clinical Lead to ensure the Children and Young Person Clinical Business Unit maintains expenditure within budget, delivery of income, and that the services are viable in financial terms. This will include delivery of efficiency improvements in line with the Trust's financial plans.
7. To ensure effective workforce plans including utilising extended roles are in place across the Children and Young People Clinical Business Unit.
8. To ensure that the clinical practice within the Children and Young People Clinical Business Unit is consistent with the policies and procedures developed by the organisation to address key risk issues. Examples include healthcare acquired infection and identification of the acutely ill patient.
9. To provide support and development to matrons within the areas of responsibility and provide professional leadership to ward and departmental managers.
10. To ensure that the quality of the patient experience remains a central focus for all the staff within the areas of responsibility and thereby encourage patients to choose to make use of the Trust's services and facilities again in the future if required.
11. To explore innovative approaches to the organisation of care delivery and promote best practice, opportunities for extended practice and collaborative approaches to patient care.
12. To ensure that the Scheme of Delegation is applied consistently and rigorously within the Children and Young People Clinical Business Unit and to ensure that there are effective internal controls supporting the Trust's Statement of Internal Control.
13. To support the review and development of major incidents/winter/business continuity plans, and to ensure the Children and Young People Clinical Business Unit contributes to the regular testing of those plans

14. To participate in Trust operational on-call rotas as required.

5. Physical and Mental Skills

The role requires the following skills from the post holder:

Communication and Relationship skills

- An ability to communicate highly sensitive and complex information;
- Provide support to the senior nursing team and lead on the discussions relating to all aspects of governance;
- To network across the Trust and region with regards clinical and non-clinical initiatives, sharing and promoting good practice.
- To utilise effective methods to communicate to a variety of audiences.

Communication and Compassion

- To work as an active member of the service in collaboration with other health care professionals and other agencies;
- To have interpersonal skills which enable you to:
 - Understand, influence and communicate with colleagues, children and their families from a wide range of backgrounds in a non-judgmental way, ensuring confidentiality;
 - Facilitate the delivery of high quality nursing care to babies, children, young people and their families;
 - Recognise the need for peer group support at all times

Analytical and Judgment skills

- To provide effective leadership support and management to the nursing team;
- To lead on the investigation of serious incidents within CYP services, analyse the information and data to ensure correct root causes are identified.
- To remain abreast of changes in the National Neonatal and CYP agenda and understand how these impact upon local services;
- An ability to access example of best practice in order to facilitate service improvement;
- An ability to liaise with external stakeholders to ensure that ULHT's best interests are promoted at all times.

Physical Skills:

- To be able to spend periods of time at a computer;
- To be able to listen and understand information when in attendance at meetings;
- To deliver clinical care within sphere of practice in periods of high demand.

6. Responsibilities of the Post Holder

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised

service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

Ability to work both autonomously and under the direction of the Divisional Head of Nursing

8. Physical, Mental and Emotional Effort Required

Mental effort:

- Able to demonstrate effective leadership skills;
- Good interpersonal, negotiating, influencing and communication skills (verbal and written)
- Able to work under pressure
- Ability to think strategically, understanding how to develop and implement local and national evidence base into clinical practice

- IT literate across a variety of packages
- Ability to explain complex data in a manner that makes it easy to understand
- Ability to work both on own initiative and as part of a team
- Able to manage teams

Emotional:

- Coaching and mentoring skills
- Ability to respond to problems and challenges with kindness and compassion
- Ability to manage conflict and support resolution
- Ability to support improvements in staff performance where required
- Ability to process difficult and distressing information and also to support staff who experience emotional.

Physical:

- Ability to apply intense concentration for long periods of time;
- Ability to maintain personal wellbeing by carefully managing of work-life balance.

9. Outline of Working Conditions

Occasional exposure to highly unpleasant or distressing working conditions

Person Specification

Post of Lead Nurse

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	<ul style="list-style-type: none"> Registered nurse Educated to degree level or equivalent experience Leadership or Management Qualification 	Application Form	<ul style="list-style-type: none"> Masters Qualification 	Application Form
Previous Experience (Nature & Level)	<ul style="list-style-type: none"> Experience of working in a leadership role within Children and Young People services at matron level or equivalent Evidence of delivering significant organisational change projects Evidence of leading improvements in patient experience and operational performance 	Application Form Interview		

Evidence of Particular: - Knowledge - Skills - Aptitudes	<ul style="list-style-type: none"> • Ability to quickly establish effective working relationships, to develop strong team working across the multidisciplinary team • Demonstrates personal credibility and adopts a personal style that encourages others to be open. Creates a culture that encourages creativity and innovation • Highly developed interpersonal and facilitation skills with ability to gain and maintain credibility, to motivate and engage others and influence and negotiate successful outcomes • Demonstrate the ability to handle complex or difficult situations with authority and commitment at a senior level • Demonstrable ability to deliver in a pressurised environment to demanding timescales • Ability to identify and apply at all levels appropriate and responsive communication mechanisms • Ability to facilitate change including deployment of service modernisation techniques and 	Interview Application Form and Interview		
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	<p>change management skills</p> <ul style="list-style-type: none"> • Ability to take personal responsibility • Coaching/mentoring experience/skills • Knowledge of process improvement methodologies, e.g. Productive series and has the confidence to make difficult or unpopular decisions and, through example, empower others to do the same. • Detailed knowledge and understanding of clinical and corporate governance and risk management systems and processes • Highly effective presentation skills and the ability to present well-reasoned and structured argument orally and in writing • Ability to exercise budgetary control and to manage within agreed resources • Standard keyboard skills and proficiency in the use of ICT applications to support efficient work activity, including the 			
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	<p>analysis, interpretation and presentation of complex data</p> <p>Awareness and Knowledge of the dignity in care agenda.</p> <p>Ability to evidence/demonstrate key values and behaviours in line with the Trust framework:</p> <ul style="list-style-type: none"> ➤ Patient Centred ➤ Safety ➤ Compassion ➤ Respect and ➤ Excellence 			
Specific Requirements	<ul style="list-style-type: none"> • Must be able to travel between sites • Must be able to participate in staffing and on call rota's 			

Job Description Agreement

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Line Manager: