

## JOB DESCRIPTION

Job evaluation ref number: ST&T 1197	
<b>Job Title:</b>	Team Leader (Mid Notts Cardiorespiratory)
<b>Reports to (post title):</b>	Head of Service
<b>Evaluated Banding:</b>	7
<b>Role Purpose:</b> <p>The role will have visible clinical and management leadership responsibilities ensuring delivery of Community Cardiorespiratory services in achieving all National and Local performance targets, including uptake of clinical supervision, mandatory training, PAD's and undertaking clinical audits.</p> <p>The post will facilitate effective, positive partnerships with all Health and Social Care, CCG's Secondary Care and other key stakeholders and will support service development, breaking down barriers by attending multidisciplinary team meetings, ensuring patients are signposted to the most appropriate service to meet their needs.</p> <p>The post holder will focus upon the ongoing development of the Community Cardiorespiratory Service. To be responsible for the delegation of work to others, and to undertake clinical work as appropriate to the post. This post will focus on clinical quality, service improvement, clinical governance &amp; innovation, clinical incidents &amp; risk management within the service</p> <p>The post holder will also provide operational leadership; developing long term condition management within community services and ensuring commissioned targets &amp; Key Performance Indicators are met.</p> <p>As a specialist clinician, the post holder will provide highly expert assessment and treatment programmes for patients with conditions linked to Cardiorespiratory. Supporting staff within the team and wider community to manage patients with Heart Failure, Oxygen, Pulmonary Rehabilitation and Respiratory conditions effectively.</p>	
<b>Role Context:</b> <p>The Cardiorespiratory Teams provides holistic person-centred care with the aim of preventing unnecessary hospital admissions in a variety of ways. The team enables individuals to increase independence, improve health outcomes and reduce unnecessary admissions to hospital and long-term care, by designing programs for recovery and self-care management for the adult population of Mid Nottinghamshire (Newark &amp; Sherwood and Mansfield &amp; Ashfield PCN's).</p> <p>This is achieved through timely assessment, interventions, rehabilitation, management of symptoms related to Heart Failure, Oxygen, Pulmonary Rehabilitation and Respiratory conditions, and partnership working across the health and social care communities.</p>	

All staff within the service work in collaboration with the patient, their carer, and other statutory and voluntary organisations/agencies.

Flexibility and a positive attitude to fast-paced change is essential.

The hours of the service are Monday to Friday 8-5pm

### Trust Values

All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:

**Trust Honesty Respect Compassion Teamwork**

### Key Accountabilities

To act as a positive role model and promote corpocracy through effective communication mechanisms.

Be an expert advisor to clinical staff within own competence level of Cardiorespiratory care.

To adhere to the Trust values and ensure they are embedded throughout service delivery.

Undertake responsibility for supporting clinicians to achieve best practice, high quality care and positive patient outcomes.

To maintain own clinical practice and competencies to a high standard in line with continuous development responsibilities outlined in the NMC/HCPC code of conduct.

To lead in the recruitment and selection of staff within the Cardiorespiratory Service.

To participate in the investigation of complaints and clinical risk incidents, ensuring staff are supported, changes are implemented, and outcomes monitored.

To work with the Head of Service and staff in the management of the team budgets.

To encourage and lead innovative practice, ensuring delivery of effective care to advance, practice and improve patient outcomes.

To challenge existing practice, systems and procedures in order to improve patient pathways through an integrated approach.

### Performance Measures

Improvements in in staff satisfaction.

Reduction of untoward incidents

Achievement of Service Specification KPI's and outcome measures.

80% clinical supervision training.

85% mandatory training

95% uptake PAD's

Reduction in sickness levels

Reduction in complaints.

Meeting deadlines for information requests.

Innovation within the Service

CQC Quality Standards are met

Evidence of Clinical Audit

Application of Evidence Based practice within the service.

Achievement of Cardiorespiratory National standards.

Ensure effective preceptorship and mentorship programmes are in place and implemented in line with continual professional development.

To initiate, participate and ensure all staff engage in audit and research activities to ensure appropriate, safe and evidence-based practice.

To facilitate the implementation and evaluation of clinical supervision.

To deputise in the absence of the Head of Service.

Practice in accordance with procedures and guidelines for the protection of vulnerable adults and safeguarding children.

Actively involve patient and public representation in service monitoring and developments.

To oversee full adherence to organisational Policies and Procedures.

To ensure partnership working with all statutory and voluntary services for the benefit of the local population.

To participate in the development and achievement of strategic and local productive community objective with the Head of Service.

To oversee full compliance with Health and Safety legislation within the area of responsibility.

To develop and evaluate policies and procedures with staff colleagues and relevant departments within the organisation and nationally if appropriate.

To undertake appraisals with senior staff and ensure cascade process is in place, ensuring training need analysis is communicated to the Head of Service.

To ensure high quality, accurate and timely record keeping and data collection across the service via the mobile working/paper lite initiative.

Identify needs and prioritise work appropriately to manage the delivery of the service. To proactively manage service pressures.

<p>To contribute to the workforce plan.</p> <p>To undertake any other duties which may be reasonably required within the remit of the role.</p> <p>To monitor sickness and absence of the Cardiorespiratory Service and report to Head of Service.</p> <p>To be the first point of call for stakeholders with any concerns.</p> <p>To maintain an up-to-date knowledge of national guidelines and legislation from the Department of Health and other relevant services and to be aware of their impact on the Service in relation to evidence-based practice.</p> <p>To have input with student placements within community services.</p> <p>To work with the Head of Service to ensure that all required activity and performance data is recorded accurately.</p> <p>To ensure that systems are in place to identify and address poor performance and/or professional misconduct.</p>	
<b>Dimensions</b>	
<p>This individual will be based in the community setting, and their caseload size will be defined according to the needs of the patient cohort. The role requires an 80:20 split, Leadership, and management 80% and patients facing, clinical 20%</p>	
<b>Safeguarding</b>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.</p>	
<b>Disclosure and Barring Services</b>	
<p>Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>	

<b>Infection Control</b>
All employees of Nottinghamshire Healthcare NHS Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role.
<b>Equality &amp; Diversity</b>
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>
The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.
<b>Data Quality Statement</b>
All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.
<b>Communication</b>
<p>To provide and receive highly complex, sensitive and contentious information, providing empathy, persuasive, diplomacy, negotiation and reassurance skills to help overcome significant barriers in communication.</p> <p>To demonstrate the ability to communicate complex and sensitive information in an understandable form to patients, this may include giving unwelcome or difficult to accept information regarding patients, carers or staff or overcome barriers to understanding due to intellectual, cultural or physical limitations.</p> <p>Uses effective verbal and non-verbal communication methods where appropriate, work collaboratively with colleagues to secure optimum outcomes for patients and families and maintain excellent working relationships with all colleagues and external staff members.</p> <p>Ability to deal with conflict situations in an appropriate manner and to demonstrate compassionate leadership throughout.</p>

To be able to use information technology effectively to promote effective working within relevant legislation and Trust policies, including the production of complex and comprehensive reports.

To lead, participate and support all investigations using root cause analysis methods (i.e. complaints, SUI's, complex clinical matters). Communication with clinical and nonclinical departments and to liaise with external agencies following untoward incidents (i.e. social care, police or coroners).

To keep accurate contemporaneous electronic and relevant written documentation, care plans and reports.

To communicate results of audit to members of the senior management team.

To communicate any changes to practice as a result of Audit/reassessment/guidelines, through supervision, meetings, use of SystemOne and notes.

### **Knowledge, Training and Experience**

- Relevant professional qualification plus further specialist knowledge/experience, equivalent to post-registration or post-graduate diploma level, underpinned by theory within physical healthcare or other formal training and leadership/management training.
- Maintains current registration with NMC/HCPC and adheres to the NMC/HCPC Code and able to demonstrate continued professional development to maintain professional registration
- Demonstrates CPD within their specialism
- Demonstrates an understanding of physiological healthcare and have the ability to take appropriate action
- Advanced knowledge of the principles of medication management and concordance
- Able to demonstrate leadership and management skills and qualities
- Knowledge of education of others and identification of training requirements
- Advanced knowledge of the Care Programme Approach, Mental Capacity Act, Deprivation of Liberty and Safeguarding etc
- Evidence of working in a multi-professional team
- Evidence of recent clinical practice in the community with up to date general and specialist knowledge
- Evidence of research participation or clinical audit experience and experience of investigation of complaints/clinical risk incidents
- Previous experience in a leadership role with knowledge of HR policies and processes with experience of change management
- Well-developed I.T, organisational and presentation skills
- Self-motivated and innovative with excellent written and interpersonal communication skills
- Teaching and assessing skills
- Awareness of local and national strategies
- A commitment to equality and diversity and the ability to personally demonstrate Trust values
- Experience of managing complex care within Primary care/secondary/community care
- Experience of caseload management and care planning

### **Analytical and Judgement Skills**

To lead, participate and support all investigations using root cause analysis methods (i.e. complaints, SUI's, complex clinical matters).

Demonstrate an ability to carry out a comprehensive assessment of health, wellbeing and social care needs, making on the moment decisions regarding patient care.

To modify, evaluate and audit the care package or where appropriate refer to external agencies.

Knowledge of how medication, diet and external factors can impact on patient care.

Analyse data to look at trends and interpret clinical and Trust policies and operationalise.

Judgements involving complex facts or situations which require the analysis, interpretation and comparison of a range of options.

### **Planning and Organisational Skills**

Plans and organises complex activities that require the formulation or adjustment. There is a requirement for the post holder to ensure the service is delivered to an agreed standard of quality and to liaise with other clinical and non-clinical departments regarding the level of service provided.

To ensure the team and service provision is effectively co-ordinated, utilising all service resources and environments. This will involve the responsibility for effective staffing including the review of staffing rota's, ensuring appropriate skills mix is in place and maintained following safe systems of work (Health, Safety and Welfare at Work).

Monitor and evaluate all clinicians via performance management and ensure adequate staff development is in place aligned with training needs analysis, PADs and CPD requirements.

Ability to work on own initiative; carry out, monitor and audit new/comprehensive assessments and lead innovative practice. Ability to manage own time by prioritising workload.

### **Physical Skills**

There is a requirement for the post holder to use physical skills obtained through practice in terms of rehabilitation and reablement of patients.

Physical moving in limited spaces, in busy office space, and secondary care settings, and departments.

Ability to travel within the community and across Trust sites, as required.

Able to deliver the principal accountabilities identified in job description in a variety of settings.

Ability to complete written reports and respond to clinical need.



### **Responsibility for Patient/Client Care**

The post holder will be accountable for the delivery of patient and client care across the Cardiorespiratory service.

Oversee specialist programmes of care/care packages and responsible for providing professional advice.

Monitor and evaluate safe, creative and effective specialist treatment plans in collaboration with the patient's diverse needs, their carers and other professionals. Overseeing safe admission and discharge of patients accessing the service.

Compliance of appropriate legislation, clinical and Trust policies and procedures.

### **Responsibility for Policy/Service Development**

Follows and implements policies in own area and proposes changes to working practices that may impact beyond the Cardiorespiratory service.

Participates in the development and implementation of evidence based effective practices in the service including NICE guidance and demonstrate a commitment to evidence-based practice and the use of outcome measures in order to make improvements to service provision.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents and to have active working knowledge of National Guidelines relevant to the Community Cardiorespiratory service.

To actively participate in representing the Community Cardiorespiratory service, by developing local and regional networks, conducting presentations to voluntary and public sector agencies and actively seeking their views regarding service provision.

Attend relevant courses/training/self-directed learning and share knowledge and skills with colleagues in health and social services to develop and implement service improvements.

To be aware of the requirements of the Data Protection Act and other relevant legislation ensuring confidentiality of information.

To be aware of and adhere to health and social services policies and procedures relevant to the post.

The post holder is expected to make recommendations on changes to clinical practice and/or working practices to the line manager, that the post holder would be expected to assist with implementing.

The post holder is responsible for any broad policy development which impacts outside of the team on other services.

The post holder draws up service guidelines, protocols or treatment plans, where appropriate.



<b>Responsibility for Financial and Physical Resources</b>
<p>Will act as a budget holder for the service area.</p> <p>Authorised signatory of over £1,000 per month.</p> <p>Authorised employee claim forms and overtime for staff within the service, where applicable.</p> <p>The post holder is responsible for ensuring equipment used during treatment is safe to use by other members of staff or patients.</p> <p>Adheres to policy and criteria for the provision of equipment.</p>
<b>Responsibility for HR</b>
<p>Will act as the line manager for Community Cardiorespiratory service involving all Human Resource responsibilities including recruitment, selection, retention, appraisals and supervision, disciplinary/sickness/performance and grievance matters and identification of in-house training and development of the team.</p>
<b>Responsibility for Information Resources</b>
<p>To be able to use information technology effectively to promote effective working within relevant legislation including the production of complex and comprehensive reports.</p> <p>Will be responsible for the updating and auditing of manual and electronic patient's healthcare records.</p>
<b>Responsibility for Research and Development</b>
<p>Where necessary to train supervise and manage junior staff, students and support workers, which may include those from social/voluntary or independent sector.</p> <p>To have a good understanding of the research process and be willing to participate and lead local research and audit. Undertaking surveys/audits as necessary to own work.</p> <p>The post holder is required to audit their own practice and that of the team.</p> <p>The post holder maybe responsible for auditing specific areas of practice or service delivery or quality standards.</p> <p>The post holder has an active role in service audit possibly as the lead person.</p>
<b>Freedom to Act</b>
<p>The post holder will have the freedom to act within the realms of Trust policy, procedure and codes of professional conduct and establish how these should be interpreted and applied within the Community Cardiorespiratory service. They will work within a set of defined parameters being accountable for own professional actions and managing a team of clinicians in the community.</p>

<b>Physical Effort</b>
<p>Frequent requirement for moderate physical effort for several short periods during a shift including sitting or standing in restricted positions.</p> <p>Computer based work including inputting and report writing.</p> <p>Frequent travel within the community and other Trust sites as appropriate. Including travelling to meetings and conferences.</p>
<b>Mental Effort</b>
<p>Frequent concentration where the work pattern is unpredictable.</p> <p>Frequent requirement to undertake environmental observations and risk assessment of client's conditions.</p> <p>Required to change from one activity to another at short notice in response to local need.</p>
<b>Emotional Effort</b>
<p>Frequent exposure to distressing or emotional circumstances, occasionally highly distressing situations due to circumstances including care of patients with life limiting conditions.</p> <p>Deal with distressing situations with staff, patients, carers and family members.</p> <p>Frequent involvement in HR Policies and Procedures with staff including grievance, disciplinary, sickness, performance and redeployment matters.</p>
<b>Working Conditions</b>
<p>Occasionally highly unpleasant working conditions, verbal and physical abuse and exposure to body fluids.</p> <p>Requirement to use visual display equipment and frequent use of road transport.</p> <p>Potential exposure to hazards where personal alarms will be required as per the lone worker procedure.</p>
<b>Organisation Chart</b>

General Manager  
|  
Head of Service  
|  
**Community Cardiorespiratory Service Team Leader**  
|  
Community Cardiorespiratory Clinicians

### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



### Signatures

After reviewing the document please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF TEAM LEADER (MID NOTTS CARDIORESPIRATORY SERVICE)

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<p>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:  <b>Trust Honesty Respect Compassion Teamwork</b></p> <p>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</p>	2			Interview
Qualifications - Academic/ Craft/ Professional	<ul style="list-style-type: none"> <li>Registered with HCPC/NMC Qualification</li> <li>Recognised Healthcare Qualifications to degree level or equivalent experience in Healthcare</li> <li>Study at post-graduate level</li> </ul>	2	<ul style="list-style-type: none"> <li>MSc Level qualification in health-related subject</li> <li>NMP V300 qualification</li> <li>A specialist interest in an area linked to Cardiorespiratory</li> <li>Experience of contributing to regional/national/platforms</li> <li>Experience of being involved in professional clinical groups, such as; Professional Groups, Clinical Interest Groups, Peer Review Groups and other professional development activities</li> <li>Experience of strategic management and planning</li> </ul>	2	Application

Experience	<ul style="list-style-type: none"> <li>• Previous experience in a leadership role</li> <li>• Experience of investigation of complaints/clinical risk incidents</li> </ul>	2	<ul style="list-style-type: none"> <li>• Experience of working in a community setting</li> </ul>	2	Application/ Interview
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Attribute	Essential	Weight	Desirable	Weight	How Identified
Knowledge	<ul style="list-style-type: none"> <li>• Evidence of change management</li> <li>• Evidence of working in a multi-professional team</li> <li>• Evidence of research participation or clinical audit experience</li> <li>• Evidence of recent clinical practice in the community</li> <li>• Evidence of continuing professional Development</li> </ul>	2			Application/ Interview
Equality & Diversity	<ul style="list-style-type: none"> <li>• Able to demonstrate an understanding of and commitment to the Trust's Equality and Diversity principles as relevant to this role</li> </ul>	2			Application/ Interview
Skills	<ul style="list-style-type: none"> <li>• Well-developed I.T skills</li> <li>• Up to date general and specialist knowledge</li> <li>• Organisational skills</li> <li>• Presentation skills</li> <li>• Self-motivated and innovative</li> <li>• Awareness of local and national strategies</li> <li>• Leadership skills</li> <li>• Knowledge of HR policies and processes</li> <li>• Teaching and assessing skills</li> <li>• Experience of research and clinical audit</li> <li>• Excellent written and interpersonal communication skills</li> </ul>	2	<ul style="list-style-type: none"> <li>• Budget management</li> </ul>	2	Application/ Interview

	<ul style="list-style-type: none"> <li>Advanced assessment skills</li> </ul>				
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Attribute	Essential	Weight	Desirable	Weight	How Identified
Contractual Requirements	<ul style="list-style-type: none"> <li>Flexibility in working arrangements and ability to travel between locations</li> <li>A full UK driving licence is required for this post; however reasonable adjustments will be made for disabled individuals in line with the Equality Act 2010</li> </ul>	2			Application/Interview

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**