

<b>Job Title</b>	<b>Deputy Team Leader</b>
<b>Band</b>	<b>Band 6</b>
<b>Responsible to</b>	<b>Line Manager</b>
<b>Accountable to</b>	<b>Senior Manager</b>
<b>Base</b>	<b>Honeypot Lane Health Centre – Harrow, London</b>

## Job Purpose

- To provide skilled nursing care working as part of Central London Community nursing service to patients in a variety of community settings between the hours of 0830 and 2100 hours, including weekends.
- To actively monitor, maintain and develop the service provided.
- To take responsibility for managing the caseload and the team in the absence of the DN team lead.
- To deliver a case managed approach for patients with long term care needs.
- To actively participate in service development activities.

## Key Working Relationships

### Internal

- All community nursing teams in the division
- Community Matrons
- Other healthcare professionals within CLCH involved in patient care

### External (if applicable)

- GPs
- Social services
- Acute trusts
- Voluntary organisations

## Main Duties and Responsibilities

### Clinical

- To provide skilled, effective, and evidence-based nursing care to patients in a variety of community settings.
- To act as an autonomous Named Nurse taking continued responsibility for first assessments and ongoing assessment, planning, implementing and evaluation of care given to individuals, groups of patients and their families.
- To undertake comprehensive assessment of the physical, psychological, and social care needs of patients using assessment forms provided including the needs of carers.
- To utilise a case managed approach in the co-ordination of care that aims to prevent and reduce hospital admissions.
- Actively work with the Community Matrons, team leads, GPs and others to identify patients with Long Term Conditions requiring proactive case management.
- To act as the patient's advocate and to facilitate the patient's own choices with regard to nursing care, promoting independence and self-care, as appropriate.
- To identify and record new problems and other relevant information reporting back to the District Nurse team lead as appropriate.
- To liaise with, and where appropriate initiate referrals, to ensure adequate support to patients and carers.
- To provide information and support to patients, relatives and other carers that promotes and optimises positive health.

- To undertake health promotion and disease prevention activities such as flu immunisation, advice on stopping smoking, dietary advice, and foot health.
- To have knowledge of and be able to effectively use local services and resources to promote patient care.
- To ensure the safe handling of body fluids and contaminated sharps.
- To be alert to the needs of vulnerable adults including risk assessment and taking appropriate action when required.
- To provide specialist nursing skills such as leg ulcer assessment and management, syringe driver set up, intravenous drug administration, continence assessment and palliative care.
- To support patients and their carers with managing their medicines and undertaking medicines management reviews as directed.
- To provide care to people with long term conditions undertaking reviews in accordance with the individual patient care plan and with the support of more specialist colleagues as required.
- To undertake nutritional assessments and advice and support patients with their nutritional needs. For example, PEG feeds.
- To have an innovative approach to practice in response to changing service needs and priorities.
- To manage the caseload in the absence of the District Nurse team lead.

### **Managerial**

- To establish and maintain a good working relationship with colleagues, the primary health care team and other health and social care service providers, to provide a comprehensive service to patients and carers.
- To be the named link nurse for designated GP practice(s)
- To supervise and co-ordinate the team on a day-to-day basis and to manage the team in the absence of the team manager. Ongoing management responsibilities include assisting with the appraisal of staff, reviewing and supporting junior staff with their personal development plan and assist in the recruitment and selection of staff and assisting in the performance management of junior staff.
- To contribute to the implementation, monitoring and reporting of performance outcome measures, alerting team leads and managers of any shortfalls.
- To complete statistical returns as required by the Trust including entering data onto the computerised system within the required time frames.
- Ensure the timely and correct entry of clinical and statistical data onto the SystmOne system.
- To be responsible for the care and safe keeping of equipment issued for personal and team use and to report any defect or loss.
- To attend and participate in Team, Locality, and other relevant meetings.
- To be a member of working parties and groups considering aspects of the service and professional practice as required.
- To take an active role in service development activities, identifying areas for improvement and options for change.
- Assist in the implementation and monitoring of clinical and service standards.
- Apply equal opportunities in practice taking into account own behaviour and the needs of patients, carers and colleagues.
- Respond to complaints appropriately and in accordance with Trust policy seeking guidance as required.

### **Educational**

- To actively participate in the teaching and support of junior staff and act as a preceptor for new staff in the locality.
- To act as a supervisor/assessor to student nurses and support staff, for example health care assistants.
- To provide training and support to nursing colleagues and others, for example allied health professionals.
- To actively participate in clinical supervision on a regular basis in line with Trust guidelines.
- To participate in annual appraisal and maintain a personal development plan.
- To participate in research and audit to ensure the development of effective and innovative practice and maintenance of standards.
- To develop and ensure an active learning environment for all staff grades.
- To provide clinical supervision to others in line with Trust policy.

### **Personal and Professional Responsibilities**

- To support the development and implementation of the Trust's clinical and operational guidelines and

policies.

- To be aware of, and act in accordance with, the Trust's clinical and organisational policies and guidelines.
- To be aware of, and act in accordance with, the NMC Code of Conduct, Standards and Guidelines.
- To maintain appropriate and up to date knowledge and skills by undertaking continuing education in accordance with personal and service needs.
- To be responsible for own professional development through active learning and reflective practice.
- To maintain accurate and contemporaneous records.
- To work on own initiative, planning, prioritising and organising own workload.

## Person Specification

**Job Title:** Band 6 Deputy team leader

Factors	Criteria	Assessment Method
<b>Education/Qualification</b>		
Essential	<ul style="list-style-type: none"> <li>Registered Nurse with current UK NMC registration</li> <li>Evidence of recent and continuing post-registration professional education and training</li> <li>Practice supervisor/assessor training</li> </ul>	AF, IV
Desirable	<ul style="list-style-type: none"> <li>Has undertaken formal training in staff and team management</li> <li>Nurse prescribing qualification</li> </ul>	AF, IV
<b>Experience</b>		
Essential	<ul style="list-style-type: none"> <li>Evidence of recent post-registration nursing experience</li> <li>Experience of negotiating and liaising within a multi-disciplinary team</li> <li>Experience of working with people with complex health needs</li> <li>Experience of supervising junior staff and co-ordinating a team on a day to day, regular basis</li> <li>Experience of teaching students and other staff members</li> <li>Experience of implementing evidence-based care in practice</li> <li>Experience of undertaking comprehensive health needs assessment and writing care plan</li> </ul>	AF, IV
Desirable	<ul style="list-style-type: none"> <li>Experience of managing staff</li> <li>Post-registration community nursing experience</li> </ul>	AF, IV
<b>Skills &amp; Knowledge</b>		
Essential	<ul style="list-style-type: none"> <li>Principles of care for patients with long term conditions, based on local/national guidelines and standards</li> <li>NMC Code of Professional Conduct and application to practice</li> <li>Appraisal and Personal Development Planning</li> <li>Understanding of NHS and Integrated Care boards structures</li> <li>Leading audit process</li> <li>Applying evidence based care into practice</li> <li>The principles of clinical governance and application to practice</li> <li>Clinical supervision – purpose and application</li> <li>Managing difficult situations and conflict resolution</li> <li>How equal opportunities can be implemented in practice</li> <li>Has high level competence in a range of clinical skills</li> <li>Ability to work in a team</li> <li>Able to work without direct supervision, planning and prioritising own workload and that of others</li> <li>Able to delegate work effectively and safely</li> <li>Ability to risk assess a situation and act appropriately</li> <li>Ability to communicate effectively both verbally and in writing</li> <li>Able to identify own and others learning and development needs and actively seek ways to meeting those needs</li> <li>Basic computer skills</li> </ul>	AF, IV
<b>Other Key Attributes</b>		
Essential	<ul style="list-style-type: none"> <li>Able to carry out the duties of the post with or without adaptations</li> <li>Able to travel around the district (car/bike/public transport/foot)</li> <li>Able to provide evidence of where you have demonstrated the Trust's Values and Behaviours</li> <li>Able to demonstrate excellence in Customer Service</li> </ul>	AF, IV
<b>Assessment will take place with reference to the following</b> <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b>		