

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Clinical Lead Practitioner (Nurse or Paramedic)

Band: Subject to Banding

Responsible to: Modern Matron

Responsible for: Emergency Practitioners and non registered staff within the units of responsibility.

Accountable to: Clinical Lead Specialist

Place of work: Oxfordshire Urgent and Ambulatory Care Services

Hours: 37.5hrs

Author: Clinical Lead Specialist

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JOB PURPOSE

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

- Develop and lead designated staff through supervision and personal development reviews
- Support a learning environment that fosters a culture of clinical expertise and act as a role model to learners and all staff attached to the unit.
- Manage a designated group of staff with the support of Human Resource processes.
- Work autonomously and as part of a multi-disciplinary team to provide a high-quality service to patients attending the Urgent Care Service. They will foster excellent working relationships within the team.
- Triage, assess, treat, discharge and refer to the most appropriate specialty or practitioner in order to meet the patient's needs working within the agreed clinical guidelines and the scope of professional practice.
- Act as senior clinician for the service acting as a point of contact for all staff assisting with problem solving and deputising in the absence of the Urgent Care senior management team.
- Assist with the smooth running of their designated base(s)

DUTIES AND RESPONSIBILITIES

Staff Management

- To act as a line manager for designated staff.
- To lead on the recruitment and retention of clinical staff, supported by the Clinical Leads.
- To manage staff absence, including sickness management and annual leave planning with the support of the Human Resource Department and the Clinical Lead/Modern Matron.
- To assist with rota planning and appropriate allocation of workload.

Policy/ Strategy Responsibility

- To participate in local, corporate and external agency meetings as required.
- To participate in quality and audit initiatives as required
- To assist in the development of local policy and procedures

Budget/resource/finance Management

- To be aware of use of resources within their designated base(s) and ensure these are used efficiently.
- To be responsible for signing timesheets and completing payroll documentation and ensuring its accuracy

Performance Management

- Perform and delegate to appropriate staff personal development reviews and monitor action plans.

- Manage staff with assistance of Human Resource policies as necessary.
- To actively promote, encourage and participate in regular teaching/training sessions to the multi-disciplinary team to maintain a positive learning environment
- To liaise with the Clinical Placement Facilitator/Practice Educator acting as a student mentor and as a resource for the multi-disciplinary team on clinical issues, particularly related to minor injury and illness
- To contribute to the development of evidence based nursing practice within the Urgent Care Service through the interpretation of Evidence based Practice.
- To support other hospital staff in education and training in unscheduled care as appropriate

Records/Data Management

- Maintain accurate patient records.
- Maintain accurate Human resource records for designated staff

Case/Patient Management

- To assess, diagnose, treat, discharge/refer patients according to the clinical guidelines and PGD's or as an independent prescriber.
- To liaise with General Practitioners/Acute Trust in patient specialties regarding patient management when necessary.
- To maintain self-development, acknowledge training needs and promote evidence-based practice at all times.
- To form collaborative working relationships with other health care professionals.
- To provide relevant health education to each patient.
- To act in a professional manner at all times.
- To act always in such a manner as to promote and safeguard the interests and wellbeing of patients and staff.
- To promote an environment conducive to client satisfaction and high staff morale.
- To ensure that all Oxford Health NHS FT policies and procedures are followed, implementing change when required.

Health and Safety

- Contribute to Health and Safety audits and monitor action plans
- To be responsible for Health and Safety of patients, relatives, visitors and staff, keeping abreast of Health and Safety information, particularly with regard to COSHH, Fire, Infection control and manual handling
- To monitor the use of supplies and equipment, ensuring that it is regularly checked and maintained

Clinical Governance

- To contribute to and facilitate audit and evaluation of the service
- Report and investigate incidents, concerns and complaints as per policy.
- Assist in the implementation of change/development which may result from audits or investigation

Structure Chart



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

| Band: 7 | | |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria for Selection | Essential Requirements | Desirable Requirements |
| Knowledge Requirements | <ul style="list-style-type: none"> Significant experience at Band 6 equivalent in Urgent/ Unscheduled Care. Experience with mentoring students Competent in using Evidence Based Practice Experience in the development of clinical protocols | <ul style="list-style-type: none"> Experience working in MDT Experience working with Nursing assistants Leadership/management experience/qualification |
| Qualifications – Academic/Skills/Professional | <ul style="list-style-type: none"> Registered General Nurse or Registered Paramedic Recognised mentor course or qualification Minor Injury Management Course at Level 6/7 or equivalent Minor Illness course at Level 6/7 or equivalent Independent prescriber or PGD training course ILS | <ul style="list-style-type: none"> RMN/RSCN A&E Certification ENB 199 ENB A33 ALS or similar ATNC/TNCC Autonomous practice degree Independent prescribing qualification |
| Experience | <ul style="list-style-type: none"> Comprehensive patient assessment. Competence in Minor Injury and Illness management. | |
| Personal Qualities | <ul style="list-style-type: none"> Effective role model Active team member Able to motivate colleagues Approachable Diplomatic Able to facilitate professional growth in colleagues | <ul style="list-style-type: none"> Able to facilitate professional growth in colleagues Committed to constant review and change |

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| | <ul style="list-style-type: none"> • Problem solver • Able to manage conflict • Committed to growth and development of colleagues and environment • Committed to personal growth • Able to adhere to Urgent Care values: • Motivated to maintain staff morale. | |
| Contractual Requirements or other requirements | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. • Ability to work flexibly across the Oxford Health NHS FT Urgent Care Bases as necessary and through negotiation • Ability to travel independently to a variety of settings. • Ability to work unsocial hours including night duty | |

