

We care
We respect
We listen



Stockport
NHS Foundation Trust

A photograph of three female nurses in blue NHS uniforms walking and smiling. The image is overlaid with a semi-transparent blue filter. The nurses are wearing blue short-sleeved shirts and dark blue trousers. They are walking from left to right across the frame.

Stockport NHS Foundation Trust
**Job description and person
specification**
District Nurse Team Leader

Making a difference every day

www.stockport.nhs.uk

Job Title: District Nurse Team Leader		AfC Reference No:	
Business Group: integrated care		Band: 7	
Staff Group <i>Community Nursing</i>		• <i>Nursing and Midwifery</i>	
Hours or Programmed Activities: 37.5	Base: Kingsgate House Stockport/Hazel Grove clinic		
Accountable to: District Nurse Pathway Leads Head of Borough wide services and District Nursing			
Responsible for: Evening & Overnight District Nursing Service and Single Point of Access Nursing Team.			
Professionally Accountable to: Senior Management Team & NMC.			
<p>Job Summary: District Nurse Team Leader who will ensure the efficient and effective management of the teams and quality care provision within their portfolio. The Team Leader will be responsible for maintaining quality, budgets and performance of the teams and promote quality initiatives and service improvement. Collaborative cross organisational working is encouraged to achieve the best Health, social & mental outcomes for our service users. Has continuing responsibility for the patients within defined workload assessing the health needs and organising resources to meet these needs. To effectively deploy and manage human and financial resources to ensure safe and responsive clinical service delivery within the teams sphere of work. To provide clinical leadership and be the first point of contact to front line staff, service users, carers and other stakeholders to enable prompt management response to operational issues. To manage the processes for assessing and performance managing clinical activity within their sphere of responsibility. You will be actively participating in Emis Mobile working with the aim of a paperlite service , and supporting the Single point of Access in its development</p> <p>As a Team Leader you will be part of a supportive peer group working together with a driven proactive Band 7 cohort. And hours of work will be mostly in hours between 8.30am – 5.00pm and 10 hours per week supporting the Out of Hours service 6pm -11pm .</p>			

Organisation Chart

Director of Integrated Care.

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Head of Borough Wide & District Nursing

District Nurse Pathway Lead

District Nurse Pathway Lead.

Neighbourhood Teams, /Practice Educators

Neighbourhood Teams, Treatment Rooms

Single point of Access Nurses, Out of Hours service,

Quality & Performance.

JOB DESCRIPTION

Main Duties and Responsibilities

- To hold, day to day responsibility for managing the provision of clinical services within a defined work area.
- Be responsible and accountable for the management of District Nursing team and giving support to Band 6 qualified District Nurses.
- Deploy and manage human and financial resources to ensure safe and responsive clinical services.
- Manage the deployment of staff within District Nursing teams.
- Provide support for the District Nursing teams across working hours to manage expected and unexpected clinical events within the scope of practise.
- Supervise and monitor staff rostering/Health Roster and skill mix to maximize effective delivery of care.
- Ensures risk assessments are completed and actions implemented to meet the health and welfare needs of staff and patients.
- Ensure national and local targets are reported through the organisations reporting mechanisms and escalated to the Senior Management Team.
- To regularly monitor and report on quality assurance within organisational frameworks
- Act as a professional resource to other healthcare professionals providing support within their scope of practise.
- Assess, plan and implement packages of clinical care to patients/clients within own sphere of practise in a variety of community settings.

Communications

- Establish clear lines of communication at all levels and across organisational boundaries. To work closely with colleagues at same level in Local Authority social care working towards integration and shared responsibilities.
- Support health and social care integration plans and strategies and communicate these to all team members.
- Articulate expectations and innovations clearly through oral and written presentations.
- Evaluate the effectiveness of communication and vary the style and content to ensure understanding at all levels.
- Organise and conduct meetings that have a clear purpose and outcome
- Frequently provides clinical care and advice to patients with complex/life limiting conditions and their carers.
- Communicates complex/sensitive information where levels of understanding may vary according to the audience, requiring high levels of persuasion and re-assurance.
- Attend monthly One to ones with Pathway Lead.
- Be proactive in the use of virtual meetings such as WebEx , Zoom & Teams.
- Be proactive in the use of “Attend Anywhere” video consultations.

Responsibility for Patient Care

- Provide advice and undertake skilled complex assessment and care to patients with complex medical/nursing needs. Accountable for the direct delivery of care to individuals, groups of patients and their families and carers.
- Communicate complex information to patients and relatives using empathy and address barriers to understanding.
- Attends and instigates and supports Band 6 District Nurses in multi-agency care planning meetings for patients in the hospital and residing in the community.
- To ensure clinical practice adheres to Codes of Professional Conduct and Standards as well as Organisational Policy and Guidelines.
- Ensure that all patients are treated with Dignity and Respect.
- Act as investigating officer for complaints responses and clinical incidents.
- Act as a role model in expert practise, facilitating and supporting the delivery of effective patient care applying clinical judgement and decision making skills.
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Planning and organising

- Support Band 6 District Nurses and community Staff Nurses in prioritising unpredictable workloads and manage time effectively. Support staff in using the EMIS Electronic Record and Stockport's Demand and Capacity tool.
- Contribute to the effective and efficient delivery of organisational aims, ensuring that these are matched with specific organisational objectives.
- Plans own time to meet organisational deadlines.
- Plans and organises skill mix and staffing numbers within teams to ensure safe care delivery.
- Co-ordinate activities with other health professional and agencies.

Responsibilities for Physical and / or Financial Resources

- Monitor and control the use of resources through effective systems of stock control.
- Recommend improvements to services recognising potential costs and benefits
- Liaise with appropriate personnel for example supplies to ensure efficient management of the budget in relation to stock.
- Takes all necessary steps to ensure the Health and Welfare of staff and patients within healthcare facilities.
- Is an authorised signatory and authorises staff SMART attendance sheets, authorises payments for expenses./Health Roster completed correctly.

Responsibility for Policy and Service Development and Implementation

- Develop policy and guidelines for own work area.
- Contribute and comment on policy outside of own work area
- Ensure policies and guidance are cascaded to and applied across the work area.
- Effectively champion innovation and change.
- Implement systems and processes to ensure national and local performance targets are met.
- Maintains regular updated knowledge regarding current issues relating to Nursing.

Responsibilities for Human Resources and Leadership

- Provide the first line response in line with organizational policy for sickness and absence management, informal stages of grievance, disciplinary and capability issues within the team.
- Demonstrate effective time management and leadership skills acting as a role model for others.

- Ensure personal and professional development of yourself and team through the annual appraisal scheme.
- Utilize PDR'S and 1:1's to monitor staff performance and identify corporate and individual objectives.
- Manage individual's objectives to identify assets and weaknesses, providing support and counselling in line with policy, as required.
- Demonstrate an awareness of the physiological, psychological and social needs of staff, recognise the signs of stress and promote a supportive and happy work environment.
- Frequently deals with staffing issues some of which may be conflicting.

Responsibilities for Teaching and Training

- Ensure staff has access to a competency based training programmes appropriate to business group requirements
- Ensure staff attends Mandatory training and updates defined within the training calendar.
- Support Band 6 District Nurses & Community Staff Nurses in supervising the training of pre- and post-registration students based within the District Nursing Teams.
- Provide teaching and training opportunities as required by the Business Group/Trust . Provide support to Community Specialist Practitioners. Take and active mentorship role in any Band 6 development programme.
- Work collaboratively with the Practice Education Facilitators.

Responsibilities for data and information resources

- Ensure that personally generated patient documentation is accurate and adequate documentation is maintained in line with Professional standards and Trust Policy.

Research, Development and Audit

- To take the lead for specific clinical audit within sphere of responsibility, and lead roles identifying relevant audits, supervising the execution and implementing its findings. Using "Amat" electronic audit system.
- Participate in Research and Audit activities within area of responsibility.
- Maintain personal and professional knowledge through study, reading and training.
- Have knowledge of current issues relating to all aspects of healthcare.
- Incorporate the fundamentals of research in to everyday practice.

Physical Skills and Effort

- Working within various locations and environments when delivering patient care adapting practise to ensure safe and effective care.
- Demonstrates dexterity, safety and accuracy when preparing and using medical devices.
- Management of frequent exposure to highly distressing circumstances.
- Travels frequently between different work locations.
- Frequent exposure to unpleasant/highly unpleasant working conditions.
- Regularly involved in the moving and handling patients and equipment. Including the use of hoists.
- Uses problem solving approach. Manages and prioritises caseload which changes on a daily basis. Is responsive to changes in work patterns and deal with interruptions frequently during the day.
- Periods of prolonged concentration required while carrying out patient assessments, investigations and report writing.
- Working during the evening when dark.
- Ensuring Lone working policy is adhered to.

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: District Nurse Team Leader

Band: 7

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
<u>Education & Qualifications</u>		
1 st Level Registered Nurse	E	AF
Community Specialist Practitioner District Nursing First Degree Working to masters degree	E	AF
Nurse Prescriber Teaching qualification	D	AF
<u>Knowledge</u>		
Has a broad range of specialist knowledge within sphere of responsibility	E	AF / I
Evidence of leadership skills at senior level. Able to demonstrate leadership development Understanding of NHS performance management. Proven change management skills	E	AF / I
Knowledge of Government legislation and guidance pertaining to the role, especially in relation to health and social care integration.	E	AF/I

<p><u>Experience</u></p> <p>Extensive experience in the management of a team and staff in a community setting. Either at Band 6 or 7 level</p> <p>Experience in the management of Human and financial resources including unexpected fluctuations in workload and/or workload</p> <p>LEAN Methodology</p> <p>Experience of managing change/innovation</p> <p>Experience in clinical governance and its implications for services.</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF I</p> <p>I</p> <p>I</p> <p>I</p>
<p><u>Skills & Abilities</u></p> <p>Demonstrates Communication and interpersonal skills</p> <p>Demonstrates leadership qualities</p> <p>Problem solving and analytical skills</p> <p>Ability to deal with staff conflict</p> <p>High level of clinical expertise within own sphere of practise.</p> <p>Good standard of computer literacy</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

<u>Work Related Circumstances</u>		
Occupational Health Clearance	E	AF
Car Driver	E	
DRB clearance	E	
Occupational Health Clearance	E	