

## JOB DESCRIPTION

<b>POST TITLE:</b>	Lead Nurse Integrated Community Nursing
<b>BAND:</b>	7 (subject to Agenda for Change)
<b>HOURS:</b>	37.5 per week
<b>LOCATION:</b>	Luton
<b>REPORTING TO:</b>	Service Manager
<b>RESPONSIBLE TO:</b>	Head of Unplanned care
<b>ACCOUNTABLE TO:</b>	Deputy Service Director

Cambridgeshire Community Services NHS Trust 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.

### Job Purpose:

- To provide leadership and management to a multidisciplinary Community Nursing team, providing a multidisciplinary holistic approach, ensuring provision of high quality, effective, well-co-ordinated and responsive care to the changing needs of patients and the local population.
- To demonstrate effective leadership by taking an active role with the professional development of the workforce, improve standards and promote good practice and clinical effectiveness, lead and manage change through a multi-skilled team approach, supporting the re-shaping of services in line with local / national policy.
- To work in an integrated way with partner agencies to ensure the highest quality delivery of care. To facilitate putting the patient at the centre of care, avoiding duplication of assessments and treatment, managing long term conditions in a proactive way to avoid crisis and unnecessary hospital admission.

### Main Duties and Responsibilities

1. To manage the day-to-day requirements of the Team, provide professional advice within their area of practice and recognise when to seek advice when not within their area of professional practice.
2. To ensure that referrals, admission, and discharges are managed appropriately and effectively. Ensuring that resources are matched efficiently to client and service needs.
3. To foster a continuous service improvement ethos, challenging traditional methods of care delivery, managing innovation and appropriate change within the nursing team.
4. To facilitate an environment where team members are supported to work effectively and develop clinical practice.
5. Manage team performance and create an environment that enables the nursing team to challenge all aspects of patient care and in which effective practice is fostered, implemented, evaluated and disseminated.
6. Ensure appropriate off-duty rotas are managed accordingly taking into consideration the skill mix required in response to expected and unexpected caseload or the service needs of the locality.
7. To ensure adherence to Trust policies, standards and procedures. To participate and lead, as appropriate in their local implementation and quality assurance initiatives.
8. To lead team building / communication exercises to develop and consolidate a cohesive, supportive team.
9. To apply effective time management principles to all areas of work, balancing clinical duties with other responsibilities and assisting others to do likewise.
10. To support the Senior Management Team in workforce planning and subsequent recruitment and retention.
11. To work in partnership with other agencies and providers to enable seamless care.

12. To ensure that the team are aware of all the key performance indicators that relate to the service and that they are met.
13. To ensure cover for all planned absences and provide cover for colleague's annual leave and sickness.

### **Communication**

1. To use advanced communication skills in all areas of work in order to develop an excellent team working environment and promoting effective communication with all stakeholders specially building and maintaining relationships with GPs.
2. To act as an exemplary role model in all areas of communication interactions with patients and carers, and staff.
3. To attend meetings as required, cascade information to the team and feedback information to senior management team, interpreting organisational directives as necessary.
4. Recognise and remove barriers to communication, providing feedback to colleagues about their communication.
5. Manage concerns and complaints, in a positive manner and taking appropriate corrective action according to local policies and procedures.
6. To maintain confidentiality as required by organisational policies.
7. To utilise formal and informal reporting mechanisms, including electronic and handwritten reporting to ensure effective internal and external communications, and to ensure all documentation is accurate and professional.
8. To present information and reports as required relating to service area including formal presentations.
9. To lead on patient engagement
10. To lead on enhanced communication with both formal and informal carers.

### **Budgetary Responsibility**

1. Authorised signatory for staff timesheets/ mileage claims/expenses, manage defined budget areas within service, authorise payments for supplies.
2. Orders stationary and maintain adequate stock control of resources required to undertake nursing care and order as required.
3. Undergo Equipment training and provide training and education on use of equipment to others as required. Ensure that records and equipment are maintained and stored according to Trust policy.
4. To order equipment within current guidelines
5. To ensure that any financial spend related to patient care i.e. equipment ordering, nurse prescribing/ independent prescribing, bank/ sessional staff booking is managed in the most cost-effective way and highlighted to line manager when appropriate.

### **People Management**

1. To ensure that all staff in the team are appropriately supported, receive induction and maintain required competencies and skills to deliver safe effective care.
2. To create a supportive clinical environment which fosters a culture of life-long learning, where reflective practice is embedded within service delivery.
3. To encourage peer review and clinical supervision as a part of everyday practice in the team.
4. To ensure mechanisms are in place to provide opportunities for appraisals in line with KSF, clinical and managerial supervision.
5. To participate in the provision of teaching regarding issues related to the service to other members of the multi-disciplinary team.
6. To actively manage sickness and absence in line with policies working with Human Resources to ensure targets are met.
7. Work with the Community Practice Teacher (CPT) to monitor clinical supervision, Induction, preceptorship and development of staff.
8. Responsible for recruitment and retention of staff in the team.

## **Research & Development Activity**

1. Required to undertake R&D activity as requested in line with service development.

## **Clinical and Practice Governance**

1. To spend 20% of time directly supporting clinical care delivery, maintaining clinical expertise, skills and competence.
2. To be responsible for ensuring that safe, high quality evidenced based care is delivered to patients, their families and carers.
3. To be responsible for the delegation of management of designated caseloads and continuity of care for patient to appropriately skilled registered or unregistered staff, ensuring they are suitably supervised and have the required skills and competencies.
4. To support all staff to work with service users to facilitate good outcomes for the patients taking on board the personal, social and economic circumstances of individual patients and to develop individualised approaches to patient care delivery.
5. To ensure that the whole team maintain contemporaneous clinical records in line with information governance policies.
6. To ensure provision of health promotion and education for patients, families and carers on the caseload, including the management of long-term conditions, supporting and encouraging the patient to achieve optimal independence and quality of life.
7. Demonstrate awareness and application of Clinical Governance with particular attention to clinically effective practice, clinical audit, research and risk assessment, together with the prevention, identification, reporting and investigation of significant events
8. To have professional accountability for all aspects of own work and maintain an appropriate professional registration through continuous professional development and personal reflective practice.
9. Role model the trusts core values and exhibit the behaviours required as part of those values
10. Be proactive in promoting a positive image of community nursing working closely with integrated teams, key stakeholders and partners
11. If you have a non-medical prescribing qualification, you will be expected to practice as a prescriber as part of this role.
12. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
13. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
14. The post holder must adhere to the Trust risk assessment and risk management processes.
15. The post holder must adhere to infection control policies and procedures.
16. It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration.
17. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
18. The post holder must participate in clinical and other audits as required.
19. Provide patients and their families /carers with information on standards they should expect from the team.
20. Participate in Clinical & Safeguarding supervision on a regular basis.
21. The post holder is required to participate in relevant emergency preparedness process for their team.
22. To help implement and monitor any appropriate new clinical strategies and client care pathways in order to promote high clinical standards.
23. To influence change in relation to service improvement through participating in and contributing to local / national nursing development, lead and support the team helping them understand the need for change.
24. To encourage all staff to contribute their ideas for service development and improvements and share good practice with other areas of the Trust.
25. To support the development of policies, and ensure standard operating procedures are in place and kept up to date.
26. To identify, develop, implement and lead on new initiatives, based on evidence, that reduce inequalities, improve access and meet identified gaps in practice.

## **General**

### **Safeguarding people responsibility**

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
  - Children and young people
  - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

If this post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 the following must be included in the job description.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Date: May 2024**