

JOB DESCRIPTION

AFC No.: N0763z

JOB TITLE:	Clinical Lead Nurse
BAND:	Band 6
DEPARTMENT:	District /Community Nursing Team
GROUP:	Primary Care, Community and Therapies
RESPONSIBLE TO:	Team Leader
ACCOUNTABLE TO:	Community Nurse Manager/Matron

JOB SUMMARY

The post holder is responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care. The post holder is responsible for the setting of standards of care and the regular monitoring of effectiveness.

The management of work area, clinical caseload, including supervision and development of staff.

MAIN RESPONSIBILITIES:

Key Relationships:

Day to day relationships will be with other members of the community nursing team, patients and their carers and other partners within the multi-agency network.

Dimensions

You will be working as part of the Community Nursing Team providing nursing care to patients registered with a Sandwell General Practice.

Key Result Areas:

- 1 The management and effective use of available resources and services to maximise their usage in order to provide constant standards of care in terms of both quality and quantity.
- 2 To supervise and support other members of the nursing team in the

- provision of a professional nursing service.
- 3 To adopt a multi-disciplinary approach to care, ensuring that all aspects of the users needs are met, taking into consideration issues of confidentiality.
- 4 To maintain an environment in which colleagues of all disciplines enjoy good working relationships and share new and relevant information.
- 5 To set professional standards of care and to monitor, measure and audit the effectiveness of care given.
- 6 To teach and supervise user/carer relevant care as appropriate to promote continuity and an independent lifestyle.
- 7 To ensure effective communication mechanisms are in place particularly with regard to an individuals care and progress ensuring that the user and carers are included.
- 8 To adopt a research approach to clinical knowledge and utilise all relevant research findings.
- 9 To lead and participate in relevant clinical audits.
- 10 To plan and review workloads to ensure safe and effective cover and to monitor the work load performance using agreed dependency/audit tools, providing accurate information as required.
- 11 To be involved in the recruitment selection and induction of new staff.
- 12 To assist the Team Leader in identifying the training needs of staff and monitor staff performance using the agreed appraisal system supporting the nursing team in developing their professional practice.
- 13 To maintain the agreed clinical learning environment criteria, maintain a preceptor system for all students and be actively involved in the teaching of all staff, including participating in clinical supervision.
- 14 Maintain professional and personal development and an up to date knowledge of research and its application to District Nursing.
- 15 Demonstrate good leadership and team building skills.
- 16 To be a nurse prescriber in accordance with national and local policies and procedures.
- 17 Undertakes NVQ and other relevant learning and development assessments.
- 18 You must actively participate in clinical supervision
- 19 This post requires flexible working and scheduled working patterns to ensure service provision.
- 20 To demonstrate a consistent high standard of care in infection control and prevention.
- 21 The post holder will act at all times in accordance with the NMC Code of Conduct and ensure that they maintain their NMC registration.
- 22 To assume responsibility for own professional conduct with regard to confidentiality, professional standards of care, quality of service clinical updating and accurate record keeping, both manual and computerised.

- 23 Input data relating to your patient activity and mileage regularly in a timely fashion and build it into your daily routine
- 24 The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

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CONFIDENTIALITY

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.