

## JOB DESCRIPTION

<b>Job Title:</b>	Continence Team Lead
<b>Base:</b>	Brookside Clinic, Aylesbury (although operates as a countywide service)
<b>Agenda for Change banding:</b>	Band 7
<b>Hours of Work:</b>	37.5 (full-time)
<b>Details of Special Conditions:</b>	Permanent
<b>Managerial Accountability &amp; Professional Accountability</b>	Lead Nurse – Community Nursing and Community Transformation

### MAIN PURPOSE OF THE POST

The post holder will have responsibility for the delivery of a high quality, efficient and effective clinical service, ensuring this is delivered to local and national standards. The post holder will be required to work in collaboration with colleagues to continually develop and deliver a specialist service that reflect changes in national and/or local strategy and direction.

The post holder will provide leadership and direction to colleagues within the team and will be capable of working autonomously, demonstrating expert clinical skills and ensuring the service remains responsive to patient needs, promoting positive bladder and bowel care, effective waiting list management as well as management of referrals into the service.

The role of Continence Team Lead requires competence in specific areas of knowledge and nursing expertise in the field of continence, the ability to provide advice, education and support to both staff and patients, in line with Department of Health, NMC, NICE and RCN guidelines.

The post holder will act as a positive role model, leading by example, carrying a complex caseload, and supporting the continuing professional development of the team.

### RESPONSIBILITIES

#### Clinical Practice:

- To lead the strategic development of the service, acting as a role model and providing clinical and leadership support to the Continence Team including the appropriate delegation of tasks as required.
- To lead the ongoing development of evidence-based documentation including assessment tools, clinical guidelines, policies, and procedures.
- To work autonomously with patients and their carers in receiving referrals according to clinical need and priority using evidence-based practice to meet their needs.

- To develop and sustain relationships and networks with groups, agencies, and individuals in the best interest of patients.
- To act as a resource of expertise and advice to the Continence Team as well as other health professionals and patients.
- To assess and implement the holistic needs of continence patients and factors that impact on the patient's overall condition, raising concerns as appropriate.
- Work in partnership with patients, carers, GPs, consultants, other health professionals and social care as appropriate, to instigate diagnostic testing and therapeutic treatments to ascertain diagnosis, and implement proactive treatment and care plans
- To provide high standards of care by assessing, implementing, and evaluating evidence-based practice. To analyse and interpret data and act accordingly based on a range of options.
- To act as a point of contact for patients, carers and other staff members for specialist advice and support.
- To work collaboratively with the multi-disciplinary team and other health professionals, organisations, and agencies, to improve care for patients.
- To treat others with empathy, particularly in complex and sensitive situations, and to include the patients and carers in discussions relating to a change in their condition.
- To use evidence-based research to support clinical care and to audit and evaluate that care to enable improvement.
- To undertake clinical supervision to identify learning needs and implement professional development plans that will improve practice.
- To maintain adequate records within NMC requirements and work with a high level of autonomy and accountability.
- To Instigate and identify the need for protection of vulnerable adults, including referral to social services, report writing and presentation to relevant bodies.
- To use risk assessment tools safely to manage high risk areas and ensure compliance with Health and Safety guidance.
- To challenge professional and organisational boundaries, identifying areas of skill/ knowledge development and applies these to practices to provide continuity and high-quality patient centred health care.

**Leadership:**

- Establish clinical credibility within the trust and act as a role model for clinical excellence.
- To effectively manage the waiting list and referrals into the service, liaising with the Lead Nurse when waiting times exceed organisational expectations.
- Promote an effective team ethos, facilitating regular team meetings including clinically focused meetings with Continence Specialist Nurses.
- Accountable for teams' clinical delivery and managerial tasks.
- To facilitate a learning culture sharing knowledge and best practice both within the team and across the division as required.
- Complete Annual Appraisals for all staff in the Continence Team in accordance with organisational expectations.

**Education:**

- To support the delivery of education and development for clinical staff to improve standards of care within the speciality including but not limited to effective bladder and bowel care and continence management.
- Champion the role and value of the continence team at all levels of the organisation and across all professional groups
- Contribute to the wider development of practice by participating in research, audit, local and national presentations, networks, and publication as appropriate
- Develop, implement, and evaluate educational programmes for workers in primary and secondary care to provide the necessary knowledge and skills for effective management of patients and their continence needs
- Educate and empower patients and carers to identify early signs of change in condition and provide them with the necessary knowledge and skills to gain independence and make informed choices to safely manage their condition
- Ensure staff have access to appropriate learning and development opportunities appropriate for their role.
- To adhere to all Trust policies.
- Undertake all mandatory and required learning as required.
- Take responsibility for own professional development and learning, ensuring specialist knowledge and clinical skills remain aligned to best practice.
- Provide high quality reports and data on clinical activity
- Encourage and support innovation, sharing of expertise and new ways of working within the multi-disciplinary team to meet the needs of patients

**General:**

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public / patients.
- Buckinghamshire Healthcare Trust embraces the principles of Improving Working Lives, and all staff will be required to adhere to the standards laid down, in this initiative.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work in line with the Knowledge and Skills Framework (KSF) where the job description will be reviewed, and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients, and colleagues are always treated in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is always promoted.

**Infection Control:**

- Buckinghamshire Healthcare Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Buckinghamshire Healthcare Trust.

**Corporate Responsibilities**

- On occasions where the Trust experiences increased pressures on human resource due to unforeseen events it may be necessary that the Continence team nurses responsibility will extend to assist other areas within the same Division; or if as a result of a major incident the post holder may be expected to manage specific areas that will be allocated to them on the strengths of their knowledge and skills.

**Communication**

- It is expected that the post holder will need to effectively communicate both verbally and in writing with nurses, other members of staff at all levels, patients, relatives and carers, internal and external stakeholders.
- The post holder will be expected to give formal presentations and chair meetings and or represent the HON/ Lead nurse as required.
- The post holder will need to be able to write and or document factual non-emotive reports, presentations, spreadsheets, and business cases.
- It is expected that the post holder will provide and receive highly complex, sensitive, or contentious information.

**Finance**

- Monitor the team's expenditure and ensure it is maintained within the nursing budget.
- Work in collaboration with the Lead Nurse and Head of Nursing to review skill mix of nursing staff to ensure that a robust, efficient, and effective service is provided.
- To have an efficient and effective working knowledge of the nursing pay cost budget and the non –nursing cost budget to ensure that the spend is maintained within the allocated finances.
- To validate and verify team roster ensuring that staff are rostered and fulfil contracted hours working in collaboration with Allocate.
- Monitors all leave (sickness, annual leave, requests, flexible working patterns, study leave absenteeism etc) and takes remedial action as necessary according to Trust policy.
- To adhere to the Trusts standing financial instructions, procurement, charitable funds, fraud and the receiving of gifts instructions and guidelines and to ensure that staff follow suit escalating issues as required.
- Monitor financial efficiencies in line with direction from Lead Nurse/ Head of Nursing, operational management and management accountant reporting any inaccuracies to budget statements and potential savings opportunities.

- It is expected that the post holder will verify any expense claims submitted and complete the necessary process of authorisation using the appropriate IT solution

### ORGANISATION CHART

Lead Nurse for Community Nursing and Community Transformation



**Continence Team Lead**



Continence Specialist Nurse



Continence Community Staff Nurse



Continence Health Care Assistant



Continence Administrator

### ADDITIONAL INFORMATION

#### Trust Values



#### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

#### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice

issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### **Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### **Managing Risk: Maintaining skills and learning from problems**

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### **COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

**Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

**Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

**General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.