

## Job Description

<b>Job Title:</b>	<b>Clinical Team Leader</b>
<b>Reports To:</b>	<b>Senior Nurse</b>
<b>Responsible To:</b>	<b>Nurse Director / Registered Manager</b>

### Role Summary:

The provision of clinical leadership and management to the immediate clinical team members on a day to day basis; delivery of excellence in quality care provision, ensuring all clinical governance and compliance targets are met

Manage the activities of the team, in partnership with, and support of the Senior Nurse, with close involvement in efficient and effective management of the ward and nursing practice.

### Main Responsibilities:

- In partnership with, and in support of the Senior Nurse, manage the nursing team and participate as an active multi-disciplinary team member, making an appropriate contribution to team processes through the use clinical assessment tools.
- Complete factual and consistent records using a problem solving approach, which demonstrate an accurate account of treatment, care planning, delivery and evaluation.
- In managing ward activities, prepare daily plan that ensures adequate staff resources to meets the requirements of patients and staff undertake tasks for which they have been fully briefed
- Support the Senior Nurse in securing and maintaining a continuous review process in order to facilitate developments and improvements in services.
- Recognise, prevent and resolve potential areas of conflict.
- Contribute to the supervision and appraisal process using RAG documents
- Be aware of budgetary and human resource management processes
- Utilise reviews of incidents to learn lessons and share information. Ensure that post incident debriefing occurs.
- Undertake return to work interviews as directed
- Contribute to the Senior Nurse on Site rota
- Abide by guidelines and hospital policies and procedures
- Contribute to the development and review of ward manual and philosophy

### Clinical and Professional

- Ensure all nursing care procedures and treatments reflect professional, national and local standards for the service

- Ensure compliance with CQC; CQUIN, QNIC and Low Secure standards
- Complete factual and consistent records using a problem solving approach, which demonstrate an accurate account of treatment, care planning, delivery and evaluation.
- Contribute to the clinical audit process and achievement of actions plans within agreed timescales.
- Participate in the application of the care programme approach using clinical leadership to secure effective care planning and evaluation.
- Ensure that the patients are involved as fully as possible in decisions affecting them and the running of the units, and to maximise their independence.
- Participate as an active multi-disciplinary team member, making an appropriate contribution to team processes
- Promote and facilitate nursing practice, which incorporates and respects differences in respect of gender, sexuality, ethnicity, religion, culture and ability.
- Meet agreed standards to ensure effective patient care by use of assessment tools
- Act as primary / named nurse for designated patient/s
- Contribute to clinical audits of practice.
- Ensure all safeguarding requirements are met

### **Communication**

- Always act in a dignified and responsible manner with patients, visitors, and colleagues, using appropriate language and communication skills, which acknowledge cultural differences.
- Communicate effectively, both in writing and verbally, with other health care professionals, disseminating information related to the delivery of care.
- Refer to other health care professionals and seek guidance where there are limitations in personal knowledge, skills and competence on specific issues relating to the delivery of care.
- Ensure that key information is communicated to staff and patients, utilising feedback to generate best practice solutions.

### **Training**

- Act as role model for all staff in relation to security requirements
- Maintain a professional knowledge and skills base using current research and evidence based approaches to care, acting as a resource to others.
- Liaise with senior staff in order to contribute to the hospital training plan. Identify own and others training requirements
- Ensure own and ward staff statutory and mandatory training is in date

### **Confidentiality**

- All employees of Cygnet Hospitals Ltd must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

**Security**

- Take all possible precautions to safeguard the welfare and safety of staff, patients, visitors and the public by implementing all policies and procedures relating to security.
- Be mindful of emergency and critical incident procedures.
- Participate in security audits and ensure that procedures are complied with.
- Integrate relational and other security protocols with dynamic clinical practice.

**Health and Safety**

- Take reasonable care for the health and safety of self and others who may be affected by acts or omissions at work.
- Cooperate with any requirements and adhere to statutory or other safety regulations.
- Be familiar with all fire and similar regulations including evacuation procedures and act in accordance with them in any emergency situation
- Ensure that all working practices and procedures comply with statutory regulation, codes of practice and safety guidance in force
- Ensure that environmental risk assessments are developed and reviewed out in order to identify and minimise actual or potential risks
- Ensure that all emergency equipment is checked
- Ensure staff comply with accident / incident and health & safety

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Hospital and / or Nursing Director that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description

Signed..... Name (print).....

Date.....

**TEAM LEADER PERSONNEL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Good attendance record</li> <li>• Ability to undertake training and duties compatible with the role</li> </ul>	<ul style="list-style-type: none"> <li>• Motivated</li> <li>• Ambitious</li> <li>• Shows leadership</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse, RN3 mental health</li> </ul>	<ul style="list-style-type: none"> <li>• ENB 960, 998, 603 or equivalent</li> <li>• NVQ Assessor</li> <li>• Any post registration healthcare qualifications</li> <li>• Previous experience at managerial or acting managerial level</li> <li>• Experience of mental health nursing, learning disabilities or adolescent nursing including forensic experience</li> </ul>
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Motivated and committed to maintain and promote high standards of nursing care.</li> <li>• Ability to impart knowledge, supervise and direct the work of others.</li> <li>• Ability to work on own initiative and work as a team member.</li> <li>• Able to assess priorities and identify patient needs.</li> <li>• Level of self-awareness.</li> <li>• Effective communication and positive interpersonal skills.</li> <li>• Excellent verbal and written skills.</li> <li>• Integrity, resilience and reliability.</li> <li>• Recognise own abilities and limitations.</li> <li>• Aware of and maintain standards of organisational conduct.</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Display a leadership and role model style that is consistent with organisational expectations and values and which secure the conditions under which clinical staff do their best work.</li> <li>• Displays an ability to work with complexities, ambiguities and situations in the clinical arena that may not be resolved immediately, but is able to work towards resolution in an appropriate time frame.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and skills in mental health nursing practice</li> <li>• Act in such a professional manner</li> <li>• Maintain awareness of professional and organisation developments</li> <li>• Responsible and caring attitude</li> <li>• Interest in personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• General life experience / skills</li> <li>• Ability to accept new ways of working and help others manage change.</li> <li>• Willing to bond the team promoting clinical and social activities.</li> </ul>

- Work in an ethical manner

Clinical Team Leader
Take handover from previous shift and handover to Senior Nurse when they arrive on duty Utilise communication book - read and sign
prepare daily plan and staff allocation for breaks / escorts / meetings - identify any shortfalls and alert Senior Nurse Manage staff rosters - Senior Nurse to sign off Check ward diary daily
prepare the following for checking by Senior Nurse <ul style="list-style-type: none"> <li>- Staffing</li> <li>- reports</li> <li>- documentation - seclusion / incident report / MVA forms</li> <li>- staff / skill mix / ratio</li> <li>- observations - check documentation and staff understand roles and responsibilities</li> <li>- ward rota including holiday dates</li> <li>- PLAN - Escort requirements / TTOs / leave plans / staffing / drivers / vehicles</li> <li>- Inform Reception in advance of any visitors to the Hospital</li> <li>- Book rooms in advance with reception for any visitors</li> </ul> Forward all information to administration as required
Ensure that all staff are aware of and read and sign for Hospital policies and procedures
Undertake back to work interviews - as directed / in absence of Senior Nurse
Teaching (Clinical) to RNs and MHSWs to ensure standards of practice are maintained
Understand role as primary nurse - engage with patients / provide 1:1 sessions / develop and review care plans with patients / Prepare reports for CPA in timely way / Ensure risks are checked before and after escorts
Support and develop - RNs / MHSWs / Audit process and Link Nurses for audit and infection control Be familiar with Audit calendar
Cover Senior Nurse on Site role as required checking staffing levels for all wards, providing support and point of contact, liaising with wards and ensuring sufficient staff cover for night shift / escorts or observations; reporting issues to manager on -call / DoN
Support Senior Nurse in checking Standards - CQC / CQUIN / Low Secure / locked Rehab / Women (as appropriate)
Ensure that all daily checks are carried out <ul style="list-style-type: none"> <li>- Clinical Room</li> <li>- Security - review security issues with Senior Nurse / Ensure good management and monitoring of security items</li> <li>- Infection Control - ensure all staff aware / support link nurses</li> </ul>
Medication Management - ensure administration of medication is carried out safely and securely Check prescription cards Meet with Pharmacist as directed
Ensure that all daily checks are carried out <ul style="list-style-type: none"> <li>- Clinical Room / Security / risk items (e.g cutlery) / Infection Control</li> </ul>

Ensure care plans are reviewed regularly and are up to date

Ensure all preparation is up to date for weekly MDT meeting

Attend regular supervision for yourself; report difficulties / seek ways of improving practice / Participate in the completion of RAG documents as directed

Provide supervision for RNs

Ensure own training is up to date - gain approval to attend from Senior Nurse

Reflect on areas of achievement and areas for improvement. Seek ways to continually improve knowledge / skills and practice