

**CYGNET HEALTH CARE**

**JOB DESCRIPTION**

 **TITLE of POST: Clinical Team Leader**

**HOURS: 38.5 hours per week including days, nights, w/ends and BH.**

**REPORTS TO: Ward Manager**

## Job Purpose

* Undertake and co-ordinate a range of clinical duties which contributes to the provision of high quality care for patients.
* Comply with all Cygnet policies and procedures.
* Comply with professional and legal standards for nursing practice.
* Act up in the absence of the ward manager.
* To participate in the senior nurse on-call system to provide the first point of contact for ward based staff, outside of normal working hours.
* To be Unit Coordinator for all wards on rotational basis.
* To complete and present clinical audits as requested for both Ward and Hospital
* Work flexibly regarding shift and ward changes according to the needs of the Hospital.
* Participate in training and development of staff.
* Undertake Clinical Audits and prepare reports and presentations and present at Clinical Governance meeting.
* The breach of a professional Code of Professional Practice is regarded as a disciplinary offence.
* To provide the highest standard of nursing care, therapeutically based on a named nurse/team nursing approach and to ensure junior staff do the same.
* To undertake any reasonable requests including deputising for the Ward Manager or stepping into a Staff Nurse role when required.

## Clinical Practice

* Ensure Cygnet clinical policies and procedures are complied with, and where appropriate, local protocols are developed and implemented.
* Adhere to standards laid down in the NMC Code of Professional Conduct, including accountability, confidentiality, the administration of medicines and clinical record keeping.
* Contribute to the promotion of innovative and contemporary practice, ensuring skills and knowledge are kept up to date with recent advances in clinical practice.
* Undertake named nurse responsibilities for a number of patients, as agreed with the ward manager including being available for CPA’s and MHRT’s, etc. and act in the absence of named nurse in meetings. It is expected that named nurses and charge nurses will attend CPA & MHRT‘s for their service users on days off and paid accordingly. Discretion granted for Annual leave and personal circumstances.
* Ensure assessments of risk and care needs are undertaken, in respect of all patients for whom you act as named nurse and to robustly supervise other named nurses in this respect.
* Complete assessments of referred patients in a timely manner and that the assessment is scripted and dispatched to Commissioner in approved format and taking into account confidentiality.
* Ensure a plan of care and risk management is carried out to meet the needs of the patient and that these are reviewed and evaluated regularly.
* Attend clinical governance meetings and complete clinical audit as required and requested for both own ward and Hospital wide.
* Communicate effectively with the clinical team to ensure the patients’ needs are met.
* To facilitate, where appropriate, discussion and understanding of patients’ needs/progress and nursing procedures between relatives and medical/nursing staff, and to facilitate appropriate visiting arrangements for relatives, Consultants and appropriate others.
* Act in such a way as to uphold the rights of the patient.
* Communicate with relatives/carers in accordance with local protocols ensuring the plan of care/aftercare needs are communicated effectively.
* Develop and maintain positive relationships with outside agencies and communicate the aftercare needs of patients effectively.
* Ensure co-operation and joint working with MDT from patient home area and MDT
* Act at all times in a manner which promotes a positive image of Cygnet Health Care.
* Ensure self and all staff are aware of CQC outcomes and safeguarding procedures for reporting to local management and area Safeguarding Team.

## Management

* Deputize in absence of ward manager.
* Undertake the ordering and stock take of equipment and supplies under the direction of the ward manager ensuring such supplies are used in a cost effective way this includes completing accruals book and signing initial invoices.
* Ensure effective management of staff in respect of care delivery and break management to ensure adherence to the Matrix for the ward. This includes ensuring accurate recording of hours worked on timesheets and Ward Matrix.
* Ensure effective and robust recording of therapy hours by all junior staff
* Ensure effective and Robust recording of CQUIN’s and KPI’s
* Ensure effective management and recording of annual leave and sickness monitoring/support for staff.
* Investigate complaints and incidents, (including serious incidents) accordingly and provide the required reports



* Ensure Timesheets are completed correctly and match with Ward Matrix and delivery correctly verified to Accts administrator on 15th of each month
* Be familiar with local agreement for levels of staff, and bring to the attention of a ward manager any concerns regarding the deployment of staff.
* To ensure that you attend all statutory and mandatory training and that ward staff are allocated and attend mandatory training as agreed.
* Deal with enquiries and requests for information in accordance with Cygnet policy and protocols.
* To be a key person in enquiry handling when on shift.
* To be responsible for line management and clinical supervision of junior staff.
* To ensure good relationships are maintained with Commissioners and referrers.
* To ensure a therapeutic and cost effective duty rota is prepared and necessary back up information is readily available and implemented i.e.: Bank, Agency Contacts.
* To arrange and facilitate assessment and transportation of patients for allocated ward when on-call/Nurse in charge of Unit.
* To attend relevant meetings as required on behalf of Ward Manager and as required.
* Ensure telephone is answered within 3 rings politely and appropriately by self and junior staff
* Ensure Badges, Security keys and emergency pagers etc are correctly and discreetly worn in accordance with security procedures.
* Ensure self and all ward staff dress according to Unit Dress Code.
* To induct new Staff and Agency Staff in accordance with Local Protocols.
* To challenge negativity in staff attitudes.
* To oversee the quality and timeliness of delivery of CPA, MHRT and IHM reports produced by junior staff.
* Ensure robust management of service user and ward monies in accordance with standing financial instructions and local protocol in liaison with Accounts and hospital management.
* To meet on an agreed basis with ward manager and charge nurse to ensure effective communication and allocation of roles and responsibilities.

## Health and Safety, Infection Control

* Comply with Cygnet policy for Health and Safety, advise and supervise junior staff in respect of their compliance.
* Bring Health and Safety and Infection Control issues to the attention of the ward manager.
* Identify and report equipment and facilities, which require maintenance in accordance with Cygnet policy for the maintenance of equipment, management of estates and local protocol.
* Ensure Cygnet policy for the control of infection is complied with in all respects by self and junior staff.
* Report and record all accidents, incidents and restraints in accordance with Cygnet Policy, Procedure and protocol.
* Ensure junior staff complete routine Health & Safety and food Hygiene checks in a timely manner.
* Ensure all staff and service users wherever possible adhere to Infection Control Policies, Procedures and protocols.

## Training and Development

* Facilitate and participate in opportunities provided for training and development as in structured.
* Identify training and development needs in junior staff and communicate these to Ward and Hospital management.
* Recognize own training and development needs and demonstrate commitment to ensure these are met.
* Make use of information available to maintain an awareness of contemporary trends in mental health care.
* Attend all statutory and mandatory training.
* Ensure you and junior staff complete probation, supervisions and annual appraisal take place in a timely fashion and are recorded as per local protocol/practice.
* Undertake additional duties that contribute to patient care and the effective working of the hospital upon reasonable request of senior staff.
* Act as a mentor and preceptor for nursing students and as a placement manager/clinical liaison for all students and trainees in liaison with Ward Manager.

This job description is not definitive and will be reviewed periodically in the light of
corporate and local developments, in consultation with the post holder.

Signed: Date:

**CYGNET Health Care**

**PERSON SPECIFICATION**

 **Hospital:** CYGNET HOSPITAL  **Job Title:** Clinical Team Leader

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| **ATTRIBUTES**  | **ESSENTIAL**  | **DESIRABLE**  | **HOW ASSESSED**  |
| **QUALIFICATIONS**  | R.M.N. or equivalent  Evidence of post qualification personal and practice development   | Mentor Preparation Course/ENB 998 or equivalent  Teaching/Assessing in Clinical Practice  | Application form  Production of valid certificates  |
| **EDUCATION/TRAINING**  | Evidence of Continuous Professional Development  Minimum of two years’ experience with working with patients detained under the MHA 1983 (Amended 2007)  Evidence of recent practice.  Safeguarding Adults and Children Awareness Training   |    | Application form  References  Interview  |

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| **KNOWLEDGE/EXPERIENCE**  | Minimum of two years’ experience post qualification.  Experience in managing/coordinating shifts on a day to day basis  Experience of being a named nurse  Knowledge and experience in working with patients detained under the MHA 1983 (Amended 2007)  Ability to assess, deliver and evaluate quality care  Ability to work within company policies and NMC code of conduct  Ability to demonstrate team working/leading and development of others  Ability to work collaboratively with service users and their family/carers to communicate effectively and negotiate best outcomes. Ability to lead multi-disciplinary meetings, demonstrating knowledge of inter-agency and collaborative working.  Ability to deal sensitively with difficult situations and to manage conflict when it arises.  Ability to safely care for service users with common physical conditions such as diabetes, asthma, etc Professional phone manner  Able to plan and organise own time and workload and meet deadlines.  | Knowledge and experience of clinical pathways  Audit experience  Experience of change management and/or working in a changing environment  Experience of teaching and coaching staff  Experience of managing a ward in the absence of a ward manager  | Application form  Interview/Assessment  References  |
| **ANALYTICAL AND JUDGEMENT** **SKILLS**  | Able to understand complex situations/information using assessment skills to decide the best course of action.  Ability to use clinical nursing assessment skills to make decisions on the ward.    |   | Interview  |
| **TRAINING AND EDUCATION**  | Willingness to work towards professional and performance objectives (through appraisal and objective setting)    |  Experience of delivering training to groups.  Experience of identifying training and performance objectives for others   | Application form Interview Reference  |
| **CIRCUMSTANCES/PERSONAL**  | Demonstrate evidence of Cygnet Health Care Values  An ability to fulfil all contractual requirements within 24 hour rotational shift pattern  To participate In an occupational Health assessment meet any requirements set  Be deemed as medically fit for  | Clean Driving License  | Occupational Health Interview  References  DBS Enhanced checking including appropriate ISA Barred List  |
|  | the role  Must undertake and pass full PMVA/MAPPA training course  |  |  |