

JOB DESCRIPTION

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| <u>JOB TITLE:</u> | Clinical Lead |
| <u>GRADE:</u> | Band 7 |
| <u>DEPARTMENT</u> | As Designated |
| <u>LOCATION:</u> | As Designated |
| <u>RESPONSIBLE TO:</u> | Pathway/Ward/Team/Clinical Manager |
| <u>ACCOUNTABLE TO</u> | Associate Director |

MAIN PURPOSE OF THE JOB

To be responsible and accountable for ensuring the delivery of safe, effective and efficient care to Service users as allocated within the designated pathway.

To be responsible and accountable for the delivery of effective and high quality evidence based treatment packages within the Pathway.

If applicable to the role, provide clinical advice, leadership and supervision to other non-medical prescribing staff within the group

Contribute to Appraisal and Personal Development of staff.

Identify and organise the delivery of appropriate clinical training, in order to ensure the highest standard of evidence based clinical interventions are provide based on care pathway packages.

Demonstrate clinical excellence in relation to clinical reasoning and decision making when managing complex cases.

If applicable lead on and ensure robust and timely Clinical Audit systems in relation to non-medical prescribing.

Support the team managers with team development and other practitioner performance and if applicable to the service, assist the clinical managers and contribute to individual practitioners' performance in relation to non-medical prescribing

Provide direct Clinical Interventions at an Advanced Practitioner level to an agreed number of Service Users and if applicable to service as a non-medical prescriber.

Commitment to promoting Recovery and Wellbeing and maximising independence throughout the Pathway.

To provide compassionate care that is based on empathy, kindness, respect and dignity.

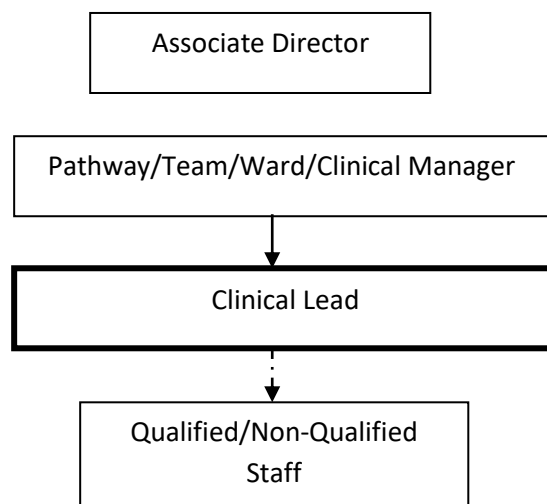
VISION AND VALUES

Our Vision is: “To work together, with compassion and care, to keep you well over the whole of your life.”

Our Values are:-

- Caring Compassionate
- Respectful
- Honest and Transparent

ORGANISATIONAL CHART



COMMUNICATION & RELATIONSHIPS

Demonstrate excellent communication skills and effectively provide and receive sensitive information, using developed interpersonal qualities, in highly emotive environments.

Provide verbal / written Reports and advice as requested.

Demonstrate excellent professional working relationships within the clinical team, with Trust colleagues and external partners.

If applicable to service, provide NMP leadership and supervision to band 6 NMP within the locality

Chair multidisciplinary clinical meetings including, complex clinical reviews and Risk Strategy Meetings

If applicable to service liaise with supporting medical prescribers to support the supervision and practice of the NMP within the locality.

Liaise with other professionals, agencies and stakeholders across the care pathway ensuring that service user transitions adhere to standard work and are safe and timely.

Ensure that where there is a barrier to communication or understanding, that the team are able to access appropriate services to deliver the care pathways, such as Interpreters, Advocates, Clinical advice from other professionals.

Support the Pathway/Ward/Team/Clinical Managers in the management and resolution of team conflict acting as part of the overall management team.

Use de-escalation, negotiation skills when dealing with complex, hostile and emotive situations.

Utilise communications in accordance with Caldicott Principles, Data Protection, Freedom of Information Act and Trust Policies and procedures.

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

Hold a relevant Professional Qualification – Registered Mental Health Nurse/Registered Learning Disability Nurse or if applicable to service Registered General Nurse or equivalent professional qualification.

If applicable to service be qualified as a non-medical prescriber.

If applicable to service be expected to hold a caseload and actively utilising their NMP qualification within their scope of practice.

Evidence of post qualified clinical experience and Training and Practice at an Advanced Practitioner level.

Have a proven track record of working collaboratively with service users experiencing substantial and complex problems.

Demonstrate specialist clinical knowledge underpinned by theory and experience, demonstrating excellent clinical reasoning and decision making skills.

Evidence of clinical supervision skills, and a working knowledge of a variety of clinical supervision models including 'live' supervision and group supervision.

Evidence of effective positive Risk Taking and Risk Management / Safety Planning.

ANALYTICAL AND JUDGEMENTAL SKILLS

Assess, Interpret and Analyse a range of complex clinical information and environments, delivering a clear rationale for care delivery, clinical outcomes and clinical management strategies.

Demonstrate a high level of reflective practice and competence in clinical reasoning and decision making.

Demonstrate excellent analytical and judgmental skills in relation to Initial and ongoing Assessments and subsequent Treatment Packages and assist practitioners in problem solving and providing quality care.

Initiate and promote Serious Untoward Incident (SUI) reporting and contribute to SUI Investigations as Lead Clinician.

Contribute, Support and Lead on Complaints Resolutions where the Complaint is in relation to the Quality of clinical interventions and Treatment received. Take on role as Investigating Officer for formal complaints.

If applicable to the service the postholder will practice in accordance with both the NMC Standards of Proficiency for Nurse and Midwife Prescribers and also the NTW Medicines Policy NTW (C) 17.

PLANNING AND ORGANISATIONAL SKILLS

Manage, Organise and Prioritise tasks and meet deadlines.

Ensure effective organisation of Team clinical activity, ensuring a Recovery and Wellbeing focus to Treatment Planning maximising and promoting independence.

Provide a visible clinical leadership role to the designated staff working within the locality, supporting and engaging staff in providing a high quality clinical service to Users and Carers.

Promote, Develop, and Implement clinical standards and good practices both in care delivery and appropriate record keeping

Deputise in the absence of the Pathway/Ward/Team, Clinical Manager or Associate Director, as appropriate.

PHYSICAL SKILLS

Standard keyboard skills when inputting electronic data/report writing

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

Review the effectiveness and quality of the care provided by individuals and initiate action that may be required in conjunction with the team managers

If applicable to service, review the effectiveness and quality of care provided by NMP and offer leadership, guidance and supervision.

Provide Clinical Advice to Service Users, Carers and Practitioners from within the Pathway and across Clinical Pathways

Provide an expert clinical opinion at multi-disciplinary reviews and within informal and formal supervision situations.

Advise on the allocation of clinical work to appropriate practitioners taking account of the clinical need, risk and the level of skills and expertise required.

Recognise situations that may be detrimental to the health and well-being of the service users and carers with the aim of resolving the situation and preventing further situations from occurring, ensuring that the service user is treated with compassion, respect and dignity at all times.

Work flexibly to meet the needs of Service Users across pathways which may regularly include working extended and flexible hours over 7 days a week.

Demonstrate flexibility in the role. This may involve working across clinical pathways to support the needs of the service, whilst ensuring the delivery of high quality care at all times.

POLICY AND SERVICE DEVELOPMENT

Contribute, Comment on and Implement new policies and developments within the Pathway.

If applicable to the service contribute to the Trust wide NMP group, assisting with trust wide and group wide service development in this scope of practice

Adhere to Trust Policies, Procedures, Protocols and Standards and be instrumental in embedding these in service provision.

Adhere to Professional Code of Conduct and Standards, and requirements of other Legislation.

Understand and contribute and advise on statutory issues which impact on Service Users and Carers. Perform statutory duties and seek advice where necessary.

Positively promote adherence to Lone Working Policy and Protocols.
Ensure Implementation of National, Trust and Local Service Legislation, Policies, Procedures and Guidelines for Health and Social Care and be involved in their development where appropriate.

Report any deficiencies within the clinical environment or equipment.

Contribute to the ongoing development of care package and Treatment Package development.

FINANCIAL AND PHYSICAL RESOURCES

In the absence of the Pathway/Ward/Team or Clinical Manager, have delegated responsibility for an identified budget, with the appropriate level of signatory, which includes responsibilities for quality assurance for the designated base.

Be responsible for the quality assurance of relevant Clinical Equipment.

Be an authorised signatory for clinical supplies to meet service demand.

HUMAN RESOURCES

Participate in Recruitment & Selection and .contribute to Appraisals

Have a working knowledge of policies and 'standard work' that effect Clinical Practice and ensure that these are adhered to within the Clinical Pathway.

INFORMATION RESOURCES

Be responsible for making entries into confidential client case notes and protect the confidentiality of the work.

Be required to have the necessary skills to use computer software to create/develop reports supported by admin, and interpret reports.

Support the improvement of Clinical Performance and contribute to reviewing and monitoring Quality Data Reports in conjunction with the Pathway/Ward/Team Manager.

Responsibility for maintaining own knowledge of current legislation.

Use Digital Recording Equipment as per Trust Policy.

RESEARCH AND DEVELOPMENT

Initiate and Lead on regular Clinical Audit and participate in Research as required.

Lead on Clinical Action Planning to improve Quality and Performance, as a result of regular Clinical Audit and Evaluation and demonstrate effective outcomes as a result.

Promote and Engage staff in Clinical Audit and Evaluation as a means to improving quality and effectiveness and outcomes for service users.

If applicable to service initiate and lead on regular clinical audit in relation to NMP practices within the group.

FREEDOM TO ACT

Work within Professional and Trust guidelines and be accountable for own professional actions.

To act in an autonomous capacity in the day to day clinical leadership and delivery of clinical services by the team.

Ensure clinical practice is maintained and is of the high standard within the Clinical Pathway.

PHYSICAL EFFORT

Be required to exert light physical effort for short periods.

Be required to undertake venepuncture and injections if qualified to do so.

Need standard keyboard skills.

Breakaway skills.

MENTAL EFFORT

Be expected to deal with frequent interruptions due to the unpredictability of the work.

Concentration required for writing reports.

On a daily basis there is a constant need to re-evaluate and reflect on practice and decisions.

EMOTIONAL EFFORT

Work directly with Service Users who exhibit challenging and emotional behaviours and will be expected to impart unwelcome news to staff, clients and their carers.

Manage highly emotional situations which may involve Service Users, Carers, members of the public and staff.

Respond to complaints with the aim of reaching resolutions quickly and successfully

Requirements to engage / lead formal processes relating to Serious and Untoward Incidents, and contribute to disciplinary action.

WORKING CONDITIONS

Work within Health and Safety guidelines and will face occasional exposure to highly unpleasant working conditions e.g. aggressive behaviour and passive smoking.

Required to regularly work with VDU's and required to drive across other locality sites.

SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. **Don't use it unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

| | <u>Essential</u> | <u>Desirable</u> |
|---|--|--|
| <u>Education and Qualification</u> | <p>Registered Mental Health Nurse/ Registered Learning Disability Nurse (as appropriate) or equivalent relevant professional qualification</p> <p>Mentorship Qualification</p> <p>If applicable to service Non Medical Prescriber</p> <p>Relevant Clinical Training and post graduate Qualification</p> | <p>Formal clinical supervision qualification.</p> <p>Therapy Qualification (i.e. CBT/PSI/Family Therapy).</p> <p>Teaching Qualification.</p> |
| <u>Knowledge and Experience</u> | <p>Knowledge & Experience of the Recovery Model.</p> <p>Proven track record of providing professional leadership within clinical services.</p> <p>MDT working.</p> <p>Clinical supervision and Application. Adherence to Health and Safety policies.</p> <p>Casework Management.</p> <p>Facilitation of Personal Development Planning in others.</p> <p>Experience of CBU based Model of Care Provision.</p> <p>Experience of working within a multi- disciplinary team using the CBU based approach.</p> <p>Care Packages and Pathways Clustering</p> | <p>Knowledge of data systems.</p> <p>Experience of Positive Clinical Risk Taking and WRAP.</p> |

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| | <p>Experience of Positive Clinical Risk Taking and Risk/Safety Planning.</p> <p>WRAP and or Recovery Models. Evidence of Clinical Practice to an Advanced Practitioner level.</p> | |
| <u>Skills and Competencies</u> | <p>Excellent communication skills and liaison skills.</p> <p>Organisational and time management skills.</p> <p>Leadership skills/delegation, IT Skills.</p> | |
| <u>Personal Characteristics</u> | <p>Ability to motivate others. Work under pressure.</p> <p>Flexible attitude to work</p> | |
| <u>Additional Requirements</u> | <p>Ability to move and handle safely.</p> <p>Must be able to meet the mobility requirements of the post.</p> | |