

Job Description

1. JOB DETAILS

Job title: Community/Clinical Lead Band 7

Managerially Accountable to: Copeland Service Manager

Professionally Accountable to: Lead Nurse

Location: Copeland ICC

2. JOB SUMMARY

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

The post holder will bring their nursing, knowledge, and experience to Copeland to oversee one of the core nursing teams and participate in the wider multi professional team to ensure that we are delivering safe, high quality holistic nursing care to patients on our caseloads in accordance with professional standards.

This is an exciting time in Copeland as our nursing teams are playing a key role in delivering the second phase of Integrated Care Communities (ICCs). The skills of the post holder will be vitally important to continue to build relationships and networks within the ICCs. The post holder will be a nurse who can inspire, motivate and think differently in order to improve patient care with other key partners and stakeholders in Copeland ICC.

3. ROLE OF DEPARTMENT

North Cumbria is divided into eight Integrated Care Communities (ICCs) which are a partnership between North Cumbria Integrated Care NHS Foundation Trust, Primary Care, Adult Social Care, Public Health, and the 3rd Sector. Each ICC has a leadership team, which includes representatives from these partner organisations.

ICCs have three main aims:

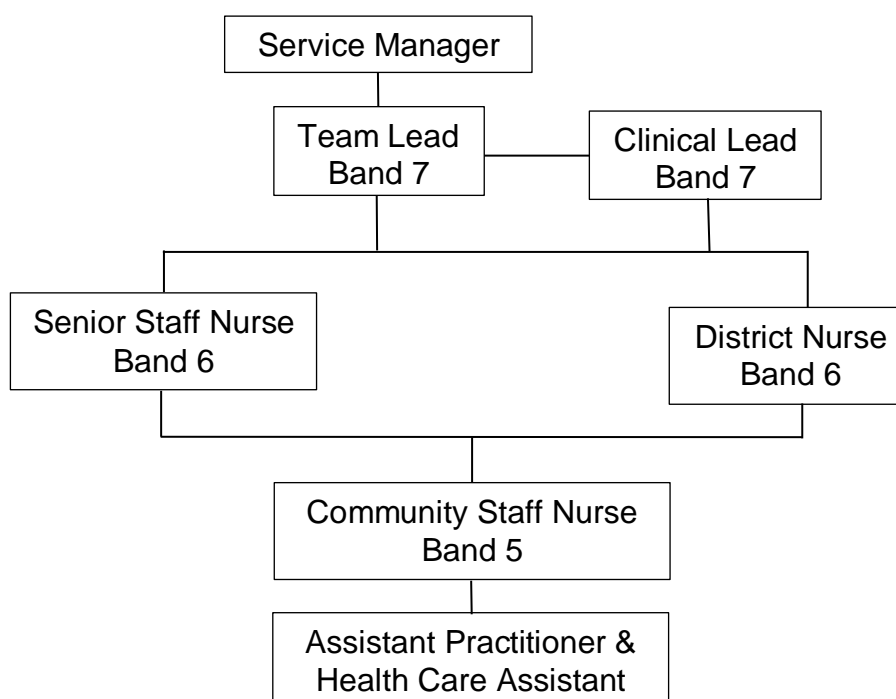
1. ICCs - the place (tackling the wider determinants of health through a population health approach)
2. ICCs - the experience (more self-activation for better health outcomes through social prescribing and community engagement)
3. ICCs - integrated teams. Each ICC has a coordination hub, which coordinates the activity of each ICC. Clinical leadership for the hub is provided by a Professional of the Day who is either a registered nurse or therapist on a rota.

All ICC teams work closely together to ensure that patients can avoid going to hospital where health and care can be provided at home or in the community. In addition there is a focus on bringing people out of hospital as soon as they are medically fit.

All ICCs are part of the North Cumbria Community and Collaborative which is led by a Collaborative Chair, General Manager and Lead Nurse.

Key to the success of ICCs are the relationships between all partners and we actively encourage all staff to build relationships and put forward ideas which will benefit ICC populations.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

The post holder will work collaboratively with Commissioners, GPs, other NHS Trusts, Third Sector organisations, Local Government, Community Assets, private providers, senior managers and clinicians across the locality, professional and organisational boundaries to establish an integrated approach to delivering health and social care in Cumbria and nationally.

Lead clinical, medical, nursing, therapy and specialist staff at all levels, empowering staff to work differently to meet the needs of the services, providing efficiency, effectiveness and quality.

As a Clinical Lead you will provide clear direction, support and guidance to team members enabling them to achieve their objectives and targets. Recognise achievements and addressing inappropriate behaviour and poor management in a timely manner.

6. DUTIES AND RESPONSIBILITIES OF THE POST

As Clinical Leader, the post holder will be responsible for the following:

Workforce

- Ensuring individual performance and development reviews are completed for all team members according to appropriate timescales.
- Ensuring all team members are up to date with mandatory training and attend relevant training, development and learning events.
- Ensure Compliance with Human Resource management like capability.
- Ensuring workforce planning for the service is aligned to effective development and training.

Governance

- Responsible for ensuring team are aware of health and safety requirements of their role and working environment.
- Responsible for ensuring the team maintains a comprehensive and up to date risk register, using the electronic recording system (Ulysses).
- Responsible for ensuring all team members have access to clinical and management supervision, that each individual honours their supervision contracts and records are completed in line with appropriate standards.
- Responsible for evidencing compliance with registration bodies eg CQC and Monitor.
- Actively participate in care group governance through attendance at meetings, cascading information and completing actions as required.
- Agree standards for achieving quality care and audit mechanisms to monitor achievement.
- Support the implementation of operating procedures, including clinical protocols for all elements of the service you are responsible for.
- Participate in reporting of near misses, significant events, incidents and serious untoward incidents.

- Responsible for ensuring the incident data base on Ulysses is kept up to date for the team ensuring incidents are signed off in a timely manner and any trends in incidents are identified and escalated to appropriate managers and that appropriate learning is embedded and evidenced in the team.
- To actively participate in the completion of RCA in response to incidents, writing of action plans and facilitation of learning in the team

Service Development

- Be actively involved in service development, communicating change to team and implementing associated actions.
- Ensure patient views are continually incorporated into service development plans in order to deliver a quality service

Operational Management

- Clinically manage the team on a day to day basis in order to deliver seamless quality services, using management information to support service delivery.
- Support the management team in the delivery of annual cost improvement plans and productivity targets, ensuring appropriate and timely recording of activity data.
- Actively contributing to and supporting the Management Team to ensure the best use of resources, improving patient pathways and increasing multi-disciplinary working. This may include redistributing staff to ensure that immediate needs are managed and identifying quality improvement plans (QIPs)

Communication

- Establish effective links with health and social care colleagues, including; GPs, Adult Social Care, secondary care, third sector, patients and carers.
- Support and ensure the cascading of information to and from the locality management team.

Clinical

- Maintain own clinical competence and professional development.
- Ensure effective record keeping standards are maintained in line with Trust requirements.

As a Band 7 Clinical Lead

Care Delivery

- To manage the caseload of a team in Copeland Community Nursing with fluctuating numbers and with diverse complexity of need. Acting as case manager for patients with continuing health and social care needs.
- To prioritise referrals and manage workload.
- To assess, monitor and continually evaluate risk management of situations and environments for both patient/carer/family and staff and deal with safety issues as identified.

- To assess, deliver and evaluate all aspects of clinical nursing care based on best evidence based practice.
- To monitor patients with chronic long term conditions and palliative care needs; being perceptive to their changing physical and emotional needs.
- To undertake health promotional activity on individual or group basis using evidence based data to inform activity.
- Use of equipment/technology to aid appropriate assessment of patient condition and delivery of treatment such as Doppler, Syringe Driver, enteral feed system, moving and handling equipment.
- To carry out a range of clinical duties that involve dealing with body fluids eg venepuncture, wound dressings, catheterisation and tracheostomy care; including obtaining samples for diagnostic purposes eg venepuncture, wound swabs, urinary and faecal sampling.
- Ability to cannulate patients and administer IV medication as prescribed and management of central venous lines.
- Measure and interpretation of vital signs and act accordingly.
- To support and educate patients/carers in promoting independence and rehabilitation in timely approach using case management model of working.
- To deliver care and promote comfort for patients who are terminally ill following recognised care pathways.
- To have sound knowledge base of medication and effects on conditions.
- To be responsible for appropriate and cost effective nurse prescribing.
- To administer medications, reviewing and monitoring effects.
- To communicate closely with patients and all parties involved in delivery of services.
- To assess equipment needs of patients and order equipment such as pressure relief mattresses, beds, wheelchairs ensuring follow up of patients once delivered to home.
- Initiate and attend care conference meetings to participate, exercising judgement and knowledge in future care planning of patient with complex needs.
- Order and ensure effective management of specialist nursing equipment.
- To ensure care is delivered within Standards for Better Health framework.

Clinical Leadership

- To line manage the nursing team providing leadership
- Work with senior team members to ensure development of the team as considered appropriate. Being prepared to extend knowledge and skills by rotation to other areas in consultation with the senior leadership team within the locality.
- Ensure effective communication with all levels of staff and the whole multidisciplinary team
- Encourage innovation and creativity within the team to aid problem solving and development of delivering services in new ways
- Act as a resource to staff and students ensuring the Trust clinical and non-clinical governance agenda is implemented into practice
- To ensure continued development of self, team members, and others identifying and developing knowledge/skills to meet changing patient need and

demand on service. Using the management/clinical supervision process as per trust policy.

- To be involved in service development through Risk Assessment and identification of improving ways of working to meet changing needs of population.
- Delegate workload appropriately within the team or to other teams.
- To act as mentor/assessor/preceptor and role model for new staff and students, carryout inductions as per policy.
- Promotion of high professional standards of care and management by maintaining and developing knowledge of current clinical practice using best available evidence.
- To undertake off duty for team as required.
- Carryout link Nurse Role eg infection control, long term conditions, Wound, Palliative Care, Continence, Moving and handling key worker.
- Participate in and undertake staff appraisal as per trust policy; using Quarterly TALKS. Also promoting team members to prepare for Revalidation to maintain professional registration.
- Take responsibility and initiate planning to update mandatory training.
- Investigate and respond to accidents, complaints, untoward incidents and other significant events; using the Ulysses system to maintain documentation relating to these incidents
- Maintain a safe environment for patients and staff, taking appropriate action to manage potential risks or hazards. Comply with COSHH regulation and other Health and Safety legislation. Ensuring that local health & Safety folders are maintained and relevant for the team's workplace.
- Be aware of responsibilities within a framework of clinical governance

Organisational

The post holder will be competent and have responsibility to be involved in.

- Procedure for risk assessments.
- Inputting of clinical data onto IT systems.
- Assist in the recording of appropriate patients/staff, service statistical data as requested by the manager.
- Ensuring a high standard of record keeping and documentation using agreed trust documentation and electronic patient record systems.
- Report on incidents/near misses to enable systems/processes to be reviewed and measures put in place to ensure effective risk management.
- To be involved in support mechanisms for staff such as clinical supervision.
- Participate in collection and collation of patient information to inform caseload review on regular basis.
- Participate in accurate record keeping, monitoring and review of any equipment issued to patients.
- To use all resources effectively as possible within the care package outlined for patient.
- To be actively involved in audit to support evidence based practice and effective service delivery.

- To participate in annual Personal Development Review through Quarterly TALKS.
- To maintain professional competence and development and provide up to date evidence in support of Revalidation.

7. WORK SETTING AND REVIEW

The Service Manager will have the responsibility of setting objectives and reviewing the post-holder's work. This could include taking lead responsibility for corporate issues outside the immediate sphere of responsibility. The portfolio of the role is therefore flexible.

The post-holder will have autonomy attributed to the responsibilities outlined in section 6 , and freedom to act as agreed by the line manager and in line with experience and professional codes of conduct, and will be expected to work unsupervised in areas agreed through objective setting and review processes.

The post-holder will be perceptive and able to cope with emotional effort required to handle exposure to distressing and potentially very emotional and unpredictable circumstance such as challenging behaviour and conflicting family dynamics.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

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

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and

maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION

POST TITLE: Team Leader B7

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current NMC registration 1st level registration • BSc/MSc/CSP or equivalent clinical nursing or advanced practice • Community Specialist Practitioner qualification • Evidence of recent Continual Professional Development 	<ul style="list-style-type: none"> • Mentorship Course or • Teaching and assessing qualification or equivalent • Specialist chronic disease management course • Nurse Prescribing qualification (V150 or V300)
Experience	<ul style="list-style-type: none"> • Significant post registration experience • Leadership or Team Management experience • Experience of service modernisation or change management 	<ul style="list-style-type: none"> • Experience in primary or urgent care • Clinical Audit • Community working
Skills Knowledge and Aptitudes	<ul style="list-style-type: none"> • Demonstrate clinical knowledge in acute and chronic disease management • Knowledge of good clinical practice • Knowledge of current health and social care policies and legislation • Demonstrable knowledge of Clinical Governance • Demonstrate clinical competence in minor illness management • Able to demonstrate excellent motivation and communication skills • Able to demonstrate ability to delegate effectively • Able to demonstrate consultation and assessment skills • Able to understand reflective practice and its application • Self awareness and appreciation of limitations • Ability to challenge effectively and present solutions to issues within service design and delivery • Able to work independently and effectively within a team • Flexible and motivated • Computer skills 	<ul style="list-style-type: none"> • Ability to adapt to change within working situation • Innovative practice to deliver patient centred care

Other requirements	<ul style="list-style-type: none"> • Able to travel independently • Able to work 24/7 and flexibly across a range of in-patient and community settings. 	