

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Care Group Lead Nurse/Lead of Professions</b>
<b>Base:</b>	<b>Wycombe or Stoke Hospital</b>
<b>Agenda for Change banding:</b>	<b>8b</b>
<b>Hours of Work:</b>	<b>37.5</b>
<b>Details of Special Conditions:</b>	<b>Participate in Senior Nurse Rota/ Nurse of the week Cross Site working/ cross cover of other CG LN</b>
<b>Managerial Accountability &amp; Professional Accountability</b>	Care Group Director of Nursing Chief Nurse

### MAIN PURPOSE OF THE POST

The postholder will provide a clear focus for clinical and strategic leadership and a highly visible and authoritative presence across the Care Group.

The postholder is responsible for ensuring the delivery of high-quality care within their areas of service.

The postholder will also ensure that administrative and support services are delivered to achieve the highest standards of care within their clinical area. They will be responsible for co-ordinating care, monitoring expenditure, monitoring the quality of clinical support and environmental services, and managing specialist nursing staff.

They will also be accountable for the development and performance management of all nursing staff to enable delivery of the Trust's Nursing, Midwifery and Allied Health Professional Strategy.

They will ensure that the needs of the patient are placed at the centre of care delivery. They will work collaboratively with the relevant Clinical Lead, Care Group Director of Nursing, Director of Operations, Head of Operations and the General Managers to lead and manage their service.

The lead nurse/ professional will work closely and collaboratively with their counterpart Lead Nurse /professional – to ensure continuity of all planned care and emergency service provision.

(Post one) core portfolios:

- Wycombe hospital based at our Wycombe Elective Surgical Centre (WESC)
- Core portfolios include Theatres directorate & all elective pathways inc Amersham skin centre
- Site co-ordination supporting the Head of Operations /Head of Planned Care

(Post two) core portfolios:

- Stoke hospital based
- Core portfolios include all emergency pathways and stoke elective pathways
- Site co-ordination with the Head of Operations / Head of Planned Care

## RESPONSIBILITIES

Develop a shared vision of the service and collaborate with the multi-professional team to achieve this

### 1.0 Leadership

- Provide professional leadership to nursing & AHP staff and other direct care staff within wards/clinical areas
- Be visible in the wards/clinical areas and act as an expert and effective clinical role model to both staff and patients/carers
- Take responsibility for individual performance review and appraisal of the team, including personal development planning and educational programmes
- Participate in the setting and evaluation of the Trusts' Nursing & AHP Strategy, ensuring its implementation within the service, provide evidence to support achievement.
- Support clinical supervision for nursing/midwifery staff
- Liaise with other members of the MDT to ensure seamless patient care through the development of protocols and pathway working
- Develop an effective learning environment for all staff
- Generate innovative new solutions within own and others' practice to enhance care and treatment
- Use effective change management skills to initiate, transform and implement service and practice developments
- Be responsible for ensuring the services are delivered a minimum of 5 days a week, cross sites
- Maintain appropriate channels and styles of communication to meet the needs of patients, relatives and carers, managers, peers and other professions / agencies.
- Use effective prioritisation, problem solving and delegation skills to manage time effectively
- Take responsibility for ensuring that there are robust Business Continuity Plans for outpatients, pre-operative assessment, and the plaster room
- Attend department meetings to ensure nursing issues are discussed and understood by all.
- Undertake annual appraisals of all senior nursing staff and ensure this is cascades to all nursing staff.
- To deputise for the Care Group Director of Nursing in their absence when appropriate

- Lead on any safeguarding issues in relation to adults and assist with the training of staff with vulnerable adults

## **2.0 Clinical / Professional**

- Act as a resource for patients and their families, regarding matters around their care
- Develop and implement systems to monitor, report and action patient satisfaction with the Service
- Undertake regular clinical practice on the wards/clinical areas, to demonstrate specialist knowledge and nursing skills
- Undertake monthly formal quality rounds in each area, document findings and take action to rectify any deficits
- Supervise the development, planning and implementation of programmes of care, in conjunction with Matrons/ wards/clinical areas sisters/charge nurses
- Monitor that appropriately trained staff are available to deliver safe, high quality patient care
- Develop and monitor clinical performance standards, in conjunction with wards/clinical areas sisters/charge nurses
- Be responsible for the effective use of the ward/ department budgets and other resources
- Implement skill-mix reviews and contribute to workforce planning
- Be responsible for ensuring the recruitment of nursing staff within wards/clinical areas
- Be responsible for ensuring the implementation of Trust-wide staff retention strategies
- Be responsible for ensuring that professional staff receive appropriate performance management
- Ensure that all nursing staff are aware of and practice within the Clinical Governance framework.
- Ensure that nursing practice is evidence based, promote advanced and specialist nursing practices.
- Develop and implement evaluation methods to monitor and audit clinical effectiveness.
- Identify and develop the department's clinical and operational policies and ensure they reflect the strategic direction of the Trust.
- Ensure all staff are adequately prepared and supported in their clinical managerial roles.
- In conjunction with the Chief Nurse, ensure that all legal and statutory requirements are met within the service.

- Participate in the hospital senior nurse's rota
- Participate in the Care groups senior nurse of the week rota
- Monitor and implement all aspects of quality audits and Making Every Contact Count (MECC)
- Ensure that the Trust's Human Resources policies are implemented in full.

### **3.0 Management of resources**

- Manage specialist nurses as appropriate to own area
- Manage the department's delegated budget.
- Be responsible for the performance management of non-clinical facilities and environmental services that have an impact on patient care i.e. catering, pottering, domestic services, in conjunction with wards/clinical areas Matrons, sisters/charge nurse
- Participate in the annual PLACE assessments
- Liaise as appropriate to ensure that service managers, (including those responsible for contracted services) are held to account against agreed performance standards
- Contribute to the business planning process
- Appropriately manage the nursing resource ensuring an appropriate skill mix of staff per clinic
- Monitor the use and efficiency of bank and agency staff inline with budget.
- Work with the Care Group Director of Nursing and Care Group Director of Operations to ensure all internal and external targets with services are met.
- Develop and maintain effective working relationships with the staff and allied departments within the Trust public and voluntary sectors

### **4.0 Management of governance and risk**

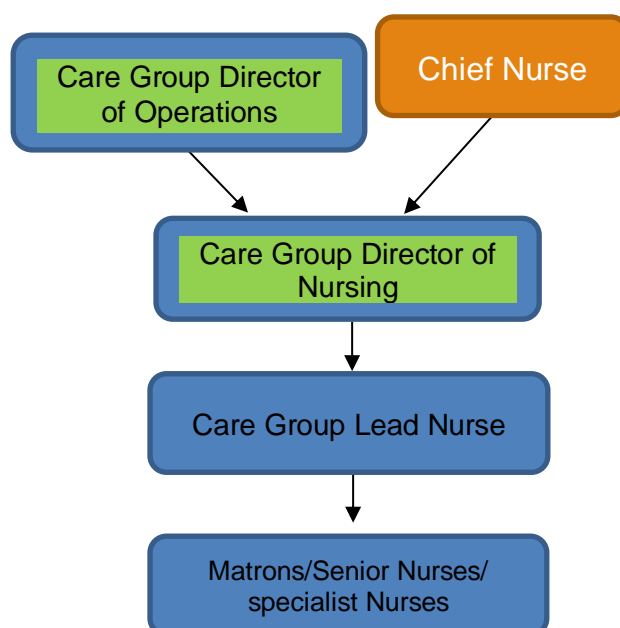
- Implement, monitor, and evaluate effective systems for nurses to report clinical risks in a blame free culture
- Support the Patient Safety Incident Response Framework implementation including monitor trends and shared learning.
- Instigate and evaluate risk reduction where appropriate
- In partnership with the SDU Director to lead on the governance and risk agenda for the clinical area
- Be responsible for monitoring the quality of environmental services within the care group

- Maintain audit and quality monitoring systems to ensure effective care delivery
- Ensure all complaints and investigations are undertaken within the given time frame and that learning is taken forward by supporting GMs and SDU leads with complaint responses
- Provide professional advice on nursing/midwifery issues and factors affecting care delivery
- To monitor and manage risk, undertaking assessments in local areas of responsibility in accordance with the Trust Risk Strategy
- Investigate and report serious incidents in line with the Patient Safety Incident Response Framework.
- Ensure that Health and Safety risk assessments are carried out in clinical areas and that action plans are followed through

#### **Patient Experience**

- Ensure that a high personal profile is maintained with staff and patients and contribute personally to the delivery of direct patient care.
- Set and monitor the standards of service delivery relating to:
  - Patient environment for cleanliness, tidiness, appropriate maintenance, repairs,
  - Linen and laundry services,
  - Patient facilities e.g. décor, furniture amenities, information access, interpreting services, cultural and religious requirements.
  - Operational Performance
- Attend designated working groups, as appointed by the Director of Nursing to influence standards and provide feedback
- Work with PALS and the Trust's complaints department undertaking investigations into complaints, making recommendations in the light of any findings and ensuring that action plans are implemented and delivered and the learning shared.

#### **ORGANISATION CHART**



## 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, were 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.



## PERSON SPECIFICATION

**Job Title: Care Group Lead Nurse/ Lead of Professions**

**Name of Applicant:** \_\_\_\_\_

### WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

### SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	WEIGHT	HOW ASSESSED
<b>Values</b> 	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	Registered Nurse/AHP	3	Application
	Relevant Degree or recordable qualification	3	Application



e.g. Education, professional qualifications	Relevant Master's degree or Equivalent	3	Application
	Leadership qualification	2	Application
	Evidence of recent on-going development	3	Application
<b>EXPERIENCE</b> e.g. Breadth of occupational experience	Extensive experience at Senior Nurse level or equivalent	3	Application
	Proven experience in development and implementation of corporate and professional strategies	3	Application / Interview / Reference
	Proven experience in the implementation and monitoring of quality measurement and improvement tools	3	Assessment / Reference
	Demonstrable experience of improving patient experience in a range of settings	3	Application / Interview / Reference
	Demonstrable experience of improving patient safety at service or organisational level	3	Application / Interview / Reference
	Experience of chairing meetings and managing diverse attendance and contributions	3	Interview / Application
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b> e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Has excellent standard of written and verbal communication skills	3	Application / Assessment
	Has excellent interpersonal skills	3	Interview / Reference
	Able to successfully negotiate with and influence others	3	Interview / Reference
	Ability to engage with and successfully convey highly complex information and concepts to audiences at all levels in the organisation	3	Assessment / Reference

	Is well organised and able to prioritise own workload effectively, delivering to deadlines	3	Interview / Reference
	Is fully conversant with national NHS reform initiatives, workforce changes and applicable policy	3	Application / Interview / Assessment
	Is conversant with methodologies for improving staff performance	3	Application / Interview / Reference
	Can demonstrate strategic thinking and is able to see the "bigger picture"	3	Interview / Assessment / Reference
	Understanding of Information and Clinical Governance / risk management	3	Interview / Assessment / Reference
	Ability to analyse & interpret highly complex information	3	Interview / Assessment/ Reference
	Has experience of managing change and understands the principles of successful change management	3	Interview / Reference
	Exceptional leadership qualities with the ability to lead, manage and motivate several multidisciplinary teams into achieving a common goal	3	Interview / Reference
	Has experience of external collaborative working and understanding of the challenges of working within a specialist commissioned area.	3	Application / Interview
<b>PERSONAL QUALITIES</b>	Is confident and demonstrates a positive, solutions orientated attitude	3	Interview/ Reference
	Demonstrates supportive and empathetic approach to all people	3	Interview / Reference
	Able to "engage" with and truly listen to others	3	Interview / Assessment/ Reference

	Innovative and creative approach to solving problems	3	Application / Interview
	Reliable, honest and trustworthy Has integrity	3	Assessment / Reference
	Is self-motivated and able to motivate others	3	Interview / Reference
	Able to manage self and others during tension or conflict	3	Interview / Reference
	Able to deal with issues in a confidential non-judgmental way	3	Interview / Assessment / Reference
	Is flexible and responsive to rapidly changing situations	3	Interview / Assessment / Reference
	Can accept and act on constructive advice	3	Interview / Assessment / Reference
<b>SPECIAL CIRCUMSTANCES</b>  e.g., Ability to travel to other sites. Ability to work internal rotation	Able to travel to other sites and off sites as necessary Cross cover for 2nd Lead nurse colleague during annual leave / non-working days/ sickness etc	3	Interview