

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Team Leader for Dunmow
BAND	6
RESPONSIBLE TO	Clinical Delivery Manager
ACCOUNTABLE TO	Professional Lead for Immunisations
BASE	Dunmow Clinic, Great Dunmow
HOURS OF WORK	37.5 hrs

ROLE SUMMARY

The team leader will be responsible for the operational day-to-day management of the immunisation services for a specified geographical area. Responsibilities include:

- Providing clinical leadership to the Immunisation.
- Oversee staff off duty for immunisations.
- Assist in improving quality of clinical standards and service delivery through audit and supervision.
- Assist the clinical delivery manager and professional lead in developing innovative ways of working that are responsive to the needs of the population.

KEY RESPONSIBILITIES

- Demonstrate and maintain clinical credibility through the provision of hands on clinical care using evidence based practice within the immunisation services.
- Assist the Clinical Delivery manager to provide clinical support and facilitate development of immunisations within the team.
- Assist the Clinical Delivery manager and Professional lead to monitor standards and competencies within the teams and to participate in the design, implementation, and arrangement of individual or team training to improve standards and competencies as necessary.

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- Contribute to and support the implementation of Clinical Governance frameworks within the teams to ensure safe practice that are compliant with the Nursing Midwifery Council's (NMC) guidance and Trust Policies.
- Contribute to and support clinical and information governance audit including the implementation of recommendations.
- Participate in the review and updating of policies, guidelines and standards relating to the service.
- Participate in and support team members to attend clinical supervision and Safeguarding supervision.

KEY STRATEGIC RESPONSIBILITIES

- Actively participate with the teams in working groups, projects, research and development, team, peer group and locality meetings.
- Work with the Clinical delivery manager, service users and families to improve levels of service and manage risk across the service.
- Work with the Clinical delivery manager to support initiatives aimed at improving immunisation rates including Looked after Children and 'hard to reach' population's.
- To undertake opportunistic and domiciliary immunisations following up non immunised children providing information advice and updating data as required.
- To be responsible for responding to Public health outbreaks as detailed within the specific service specification

OPERATIONAL RESPONSIBILITIES

- Co-ordinate and oversee a rota for staff to ensure continuity of service provision.
- Co-ordinate and agree activities with teams in consultation with the Professional and Clinical delivery manager for Immunisations in order to meet the service specification requirements and DH directives.
- Monitor and plan the day to day use of resources, including human resources to make best use of resources available to address workload demands.
- Monitor and ensure that electronic/paper records are maintained within the Trust's standards, policy and guidelines.

STAFF MANAGEMENT

- Assist the Professional lead and clinical delivery manager with the clinical and performance management of staff.
- Ensure new staff are allocated a mentor/preceptor and liaise with the Professional and Clinical delivery manager in appropriate induction programme.
- Work effectively to facilitate teaching and learning for students and staff and allocate mentor/preceptor to new staff.
- Identify training needs of the team and work closely with the Clinical delivery manager and the Learning and Development team to commission relevant courses and study days.
- Support the Clinical delivery manager in the recruitment, selection and retention of staff.
- Support the staff team in critical reflection and learning where appropriate in line with Trust policy.
- Teach and assess students, community staff nurses and ancillary staff to meet the competencies expected for each level of practice. This will include individual and group teaching sessions.
- Participate in your own appraisals, personal and Professional Development plan and support and encourage staff members with their development.
- To assist the Professional lead and Clinical delivery manager and take appropriate action to investigate complaints and support the staff team in critical reflection and learning where appropriate in line with Trust policy.
- Deputise for the Clinical Delivery Manager EPUT as required.

FINANCIAL MANAGEMENT

- Assist the Professional lead and Clinical Delivery Manager on managing related budgets e.g. appropriate use of Agencies and stock control.
- Participate in student programmes in line with linked universities and Trust Clinical Placement facilitator.
- Support teams to be proactive in developing the opportunities in new ways of working in response to the Department of Health (DH) and trust policies.

COMMUNICATION AND WORKING RELATIONSHIPS

- The Post Holder will be required to develop and maintain good working relationships with all patients, service users, other agencies, staff, stakeholders and members of the public.

- The Trust aims to maintain the good will and confidence of its own staff, patients, services users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.

FURTHER ADDITIONAL JOB REQUIREMENTS

- Will be a car owner and driver. Personally responsible for the maintenance of own car which is used on a daily basis. Personally responsible for providing alternative transportation when own car is unavailable.

INFORMATION SYSTEMS

- The Post holder is required to maintain the highest standard of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
- The Post Holder must ensure compliance with The Data Protection Act 1988.

RESPONSIBILITY FOR PATIENT CARE

- The post holder will be required to deliver all immunisation services as commissioned through the service specification.
- Ensure self and team are professionally up to date in knowledge and skills.
- Any other duties commensurate with the Immunisation team leader role.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage

- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

ROLE SUMMARY

The post holder will work as an immunisation nurse within the Integrated Immunisation Service delivering immunisations programmes that Essex Partnership University Trust. They will be responsible for delivery safe and effective immunisation in homes, schools, clinics and other community settings.

They will support with the Locality Team Lead and the Delivery Team Manager to improve vaccination uptake rates, health promotion to reduce inequalities and meet the needs of the community. They will support responses to outbreaks of vaccine preventable diseases in the community as required.

KEY RESPONSIBILITIES CLINICAL

- a. The post holder will work within the immunisation team to ensure the planning, delivery and evaluation of immunisation programmes delivered in schools and community venues, ensuring that electronic records are maintained and data input is completed as part of the sessions.
- b. Will liaise with other immunisation staff nurses to provide support for immunisation programmes in the locality teams.
- c. Will contribute to the planning and administration process needed to deliver the immunisation programmes e.g. ordering and delivery of supplies and equipment, storage of vaccines and waste disposal.
- d. Will ensure that vaccines are stored and transported in accordance with National and Organisational Policies such as the Safe and Secure Storage and transportation of medicines in the Community.
- e. Will support the delivery of practical competency assessments of newly appointed and more junior staff undertaking immunisation training.
- f. Will undertake opportunistic and domiciliary immunisations, following up non immunised children and provide information, advice and maintain electronic records as required.
- g. The post holder may be required to weekends/evenings to cover community based and domiciliary services as well as response to disease outbreaks and there will be a need to be flexible with working hours.

- h. Will provide pre-school immunisation programmes as required to immunise children who have missing immunisations as identified in the service specification.
- i. Will actively participate in health promotion programmes to school age children to improve the health and wellbeing of school age children and the uptake of immunisations.
- j. Will identify children who are at risk of harm or significant harm and adhere to Organisational safeguarding children and adults policies and procedures and Southend, Essex and Thurrock Set Procedures
- k. Will ensure that high standards of infection control are integral to all aspects of nursing practice and adhere to Trust Policies and Procedures and participate in audits relating to infection control.
- l. Will work with Public Health, England in the control of infections and outbreaks of infectious diseases and advise school staff, pupils and parents on the prevention measures to limit the spread of infection.
- m. Will comply with the UKCC Professional Code of Conduct.
- n. Keep up to date with all new procedures and future trends in the rapidly developing Immunisation service.

Management and Leadership

- a. Will assist the team lead in the supervision, training and support of junior or administration staff.
- b. Will assist in the monitoring, development and review of quality measures and performance indicators.
- c. Will report, document and actively implement learning from complaints and incidents within the team.
- d. Will ensure effective and efficient use of resources.

Communication

- a. Will maintain effective communications with children, young people and families, colleagues and other professionals e.g. schools, chest clinics, special immunisation clinics, GPs

- b. Will liaise and advise teachers and education staff on the health needs of pupils following immunisations.

Education

- a. Will participate in health surveys and research if appropriate and is aware of the application of research findings.
- b. Is responsible for his/her own professional development and updating of knowledge through personal professional profile.
- c. Will identify own training needs and is responsible for own ongoing education and professional development.
- d. Will maintain a record of in-service training and courses attended in accordance with UKCC revalidation requirements.
- e. Will attend in-services training sessions where pertinent and keep up to date with evidence based practice immunisations, nursing and related health matters.
- f. Will assist on orientation programmes for new staff members
- g. Will participate in the education and training of learners such as student nurses.

Information Management

- a. Will maintain accurate records of all children and ensure that all recommendations regarding referral or treatment are carried out.
- b. Will adhere to Organisational Information Governance Policies and Procedures and maintain service user confidentiality.
- c. Will complete statistical data, positive returns and mileage claims at the end of each calendar month.
- d. All requests for patient's right of access are undertaken in line with the Data Protection Act Policy.
- e. Will adhere to Organisational Policies and Procedures relating to the use of electronic devices and mobile working.

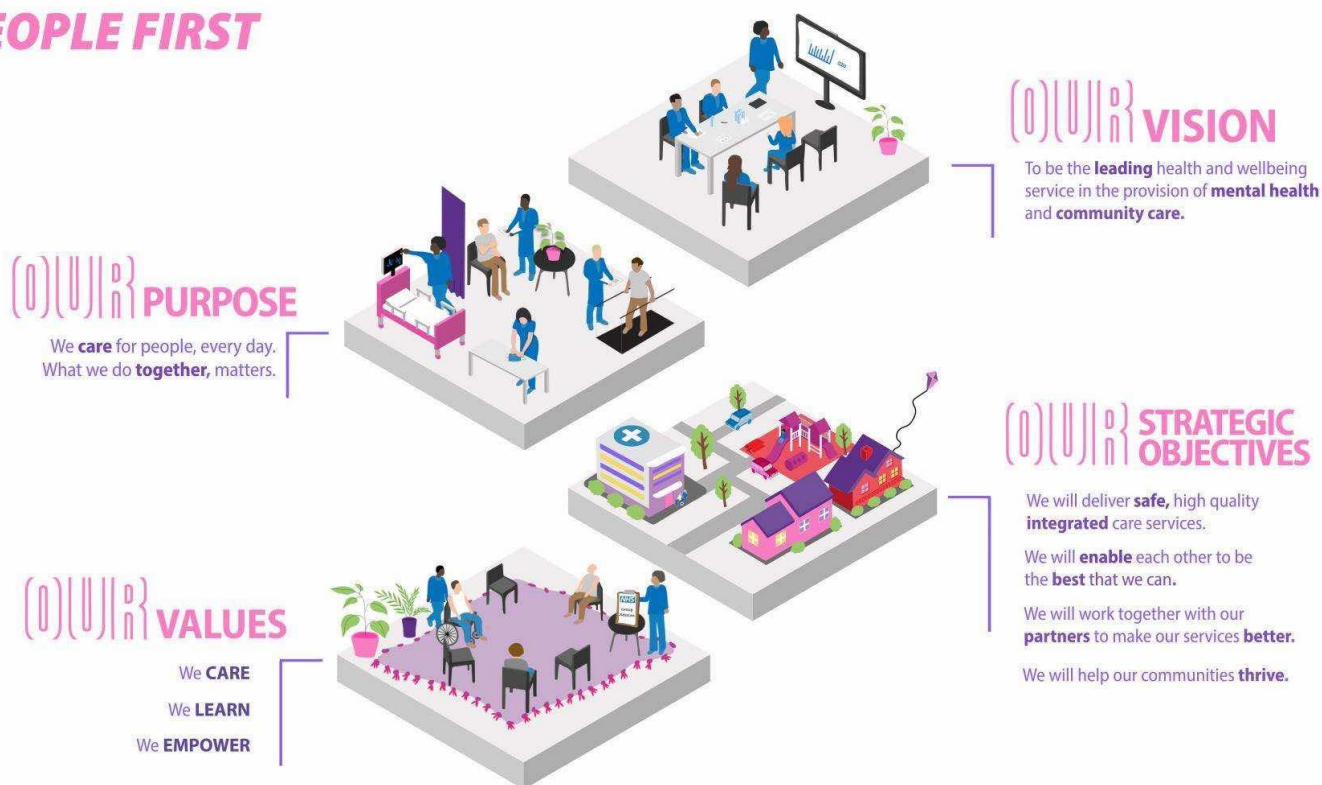
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OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST



ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

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EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

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

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of

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information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

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This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager