

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Clinical Lead
Band:	6
Directorate:	Adult inpatient mental health
Department:	Ward/Team
Base:	Holford Ward
Responsible for:	
Responsible to:	Ward Manager

Job Purpose:

The postholder is a key member of the in-patient multi-disciplinary team, working within a recovery-focused service. There is a need to demonstrate a commitment to teamwork, with strong leadership skills. The postholder will deputise for the ward manager. To be responsible for coordinating, delivering and maintaining a high standard of clinical care for all patients. To provide support to the ward manager and clinical leadership to the ward team. To provide support to ward manager and clinical leadership to the ward team. To ensure that systems are used to incorporate Essence of Care, any other adopted models of quality assurance and clinical governance into everyday practice.

The postholder may be required to work in other areas of the Trust to meet service needs.



Date of Job Description: July 2021



Duties and Responsibilities

Communication and Key Working Relationships

Clinical

- To create and maintain professional supportive relationships with all members of staff, with other professionals and agencies to enhance recovery.
- Ensuring that high standards of communication with patients' relatives and staff are developed and maintained.

Planning and Organisation

Clinical

- To actively participate/lead with the MDT in planning, reviewing and delivering care.

Professional

- To take responsibility for personal development and education including in-service training, reviewing and reflecting own practice and performance.
- To utilise and promote management and clinical supervision and appraisal in enhancing performance development.

Analytics

Responsibility for Patient / Client Care, Treatment & Therapy

Clinical

- In conjunction with the Deputy Ward Manager/Ward Manager, to lead the clinician management of patients to ensure that high standards of nursing care are achieved and maintained.
- Ensuring that nursing staff on the ward provide the agreed standards of treatment, care and activity for patients.
- To ensure that changes in the patient's physical and mental health and behaviour are reported and recorded by the postholder and junior nursing staff.
- To identify, provide and supervise therapeutic activities, emotional support and stability to patients to ensure effective engagement whilst maintaining professional boundaries.
- To be responsible for the administration of prescribed medication in line with Trust policy and drug administration standards.
- To act as keyworker to individual patients as designated.
- Maintaining personal clinical expertise as required by the needs of a changing service and statutory bodies.
- To understand and, in collaboration with the Ward Manager or relevant others, take a lead on a range of interventions available, whilst ensuring that evidence-based practice is adopted and maintained.

Professional

- To adhere to the Nursing & Midwifery Council code of professional conduct at all times.
- To abide by the legal requirements and statutory rules related to practice.

Managerial

- To complete risk assessments, clinical and non-clinical, ensure they are updated and that all staff know their responsibilities in relation to this.



Policy, Service, Research & Development Responsibility

Clinical

- To adhere to all practice standards implemented by the Trust.
- To ensure that all clinical and risk assessments are completed and reviewed in line with Trust policies on data collection.
- To maintain working knowledge of legislation and guidance pertaining to mental health and learning disabilities.
- To work within and manage the legal and professional frameworks relating to consent, capacity, deprivation of liberty and the Mental Health Act.
- To ensure that systems are used to incorporate Essence of Care, any other adopted models of quality assurance and clinical governance into everyday practice.

Professional

- To be aware of, and act in accordance with, Trust policies and procedures, ensuring that changes and additions are adhered to and adopted locally.
- To utilise the Trust's personal development review process in order to identify personal and professional development needs.

Managerial

- To assist in the implementation and monitoring of all Trust policies and procedures and local protocols on the ward and ensuring that clinical practice standards are adhered to and implemented.
- To deal with complaints in accordance with Trust policies and procedures.

Developmental

- To actively develop and participate in the Trust performance and developmental planning process.
- To ensure clinical practice undergoes lifelong learning and development through PDR.
- To actively be involved in the development and delivery of training.
- To be responsible for own development and contributes to the development of others in a manner that is consistent with legislation, policies and procedures.
- To collaborate in a positive and constructive way with national and Trust developments.
- To undertake appropriate developmental opportunities, agreed by the Ward Manager, to improve individual or service needs.

Legislation

- Ensure health and safety requirements are maintained within sphere of responsibility.
- Observe and act upon health and safety requirements.
- Observe and act upon requirements of the Mental Health Act 1983, sex & race discrimination acts 1973 and equal opportunities legislation.

Responsibility for Finance, Equipment & Other Resources

Responsibility for Supervision, Leadership & Management



Clinical

- Support junior staff in patient's RCPA and ensure the agreed process is maintained

Professional

- To contribute to the experience of learners and ensure delivery of mentorship requirements, meeting standards of the NMC

Managerial

- To provide clinical leadership, advice and support for junior members of the team
- To assist the unit manager lead development and changes on the ward
- To deputise for the Ward Manager in their absence and other nursing staff when necessary
- To provide management supervision and appraisal of the work of Band 5 and below; this may include admin staff, using the knowledge and skills framework and to be supportive and possibly assist in the delivery of group or individual clinical supervision
- To contribute to the promotion of staff well-being and morale in the team through developing and maintaining supportive relationships, acting as a role model
- To support the Ward Manager to achieve team objectives, targets and quality standards
- To support the Deputy Ward Manager/Ward Manager in the management and leadership role, including contribution to the locality management team/MDT

Information Resources & Administrative Duties**Managerial**

- To maintain adequate resources for the delivery of care.

Any Other Specific Tasks Required

- To undertake any other duties at a comparable level of responsibility as may be allocated.
- Attending meetings as appropriate.
- Fulfilling duties of weekly timetable including any 'out of hours' responsibilities.
- Duties as instructed by your manager or appropriate authority.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

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



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> <ul style="list-style-type: none"> Relevant professional qualification and registration eg RMN Relevant Degree or working towards Relevant management and leadership experience/training/qualification Relevant teaching and assessment qualification NVQ assessor/verifier 	E D D D D	Application form / Registration certificates
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Knowledge of NMC code of professional conduct Sound knowledge of Mental Health Act 	E E	Application forms and References
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Proven experience of working with the relevant client group in a multi-agency service, presenting complex and sensitive information to large groups of people Ability to demonstrate leadership skills and to act up in the absence of the person in charge Evidence of continuing professional development and to have undertaken post registration training Ability to demonstrate and evidence post-qualifying experience Evidence of taking lead in projects Research Experience of managing time and workload of self and others effectively and be able to delegate 	E E E E D D E	Application forms and References
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Good organisational skills, ability to manage own time and organise and plan times activities for staff and patients Experience of electronic patient records/RiO 	E D	Interview and application form



<ul style="list-style-type: none"> • Ability to recognise and respond to behaviour that challenges • Experience of carrying out research and development • Experience of carrying out audits • High standards of written and verbal communication skills. Able to communicate with relatives, carers and other organisations about complex and sensitive issues • Ability to deliver and delegate tasks • Able to demonstrate ability to work effectively as part of a team • Experience of carrying out supervision to junior staff • To be able to co-ordinate the care of clients to ensure that high standards are met • To be able to facilitate therapeutic and recreational groups and activities • To comply with all Trust policies and procedures • To have experience in being involved in service improvement • Experience of managing change • Evidence of use of Essence of Care • Basic IT skills • Ability to record and retrieve information on charts and paper and electronic patient records • Ability to use email and internet • To carry out staff performance and development reviews • Identify training needs for the individual, able to identify own training needs and personal development plan • To be able to monitor staff sickness, absence • To have skills in problem-solving 	E D D E E E E E E D D D E E E E E E E	Interview and application form Application and interview Portfolio
COMMUNICATION SKILLS <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills 	E	



PERSONAL QUALITIES <u>Emotional effort</u> <ul style="list-style-type: none"> • Speaks to distressed patients, and their relatives, by telephone and in person • Involved with direct patient care where the postholder may be subjected to frequent exposure to distressed circumstances 	E E	
REQUIREMENTS DUE TO WORKING ENVIRONMENT <ul style="list-style-type: none"> • The postholder should be able to deal with verbal aggression without being punitive. At times dealing with face-to-face physical aggression 	E	
PLANNING & ORGANISING SKILLS		
PHYSICAL SKILLS <ul style="list-style-type: none"> • PMVA training to required level for role • Basic keyboard use 	E E	
OTHER <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients 	E	
SUPPORTING BEHAVIOURS To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions			
Working in physically cramped conditions			
Lifting weights, equipment or patients with mechanical aids			
Lifting or weights / equipment without mechanical aids			
Moving patients without mechanical aids			
Making repetitive movements			
Climbing or crawling			
Manipulating objects			
Manual digging			
Running			
Standing / sitting with limited scope for movements for long periods of time			
Kneeling, crouching, twisting, bending or stretching			
Standing / walking for substantial periods of time			
Heavy duty cleaning			
Pushing / pulling trolleys or similar			
Working at heights			
Restraint ie: jobs requiring training / certification in physical interventions			
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)			
Carry out formal student / trainee assessments			
Carry out clinical / social care interventions			



Analyse statistics			
Operate equipment / machinery			
Give evidence in a court / tribunal / formal hearings			
Attend meetings (describe role)			
Carry out screening tests / microscope work			
Prepare detailed reports			
Check documents			
Drive a vehicle			
Carry out calculations			
Carry out clinical diagnosis			
Carry out non-clinical fault finding			
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events			
Giving unwelcome news to patients / clients / carers / staff			
Caring for the terminally ill			
Dealing with difficult situations / circumstances			
Designated to provide emotional support to front line staff			
Communicating life changing events			
Dealing with people with challenging behaviour			
Arriving at the scene of a serious incident			
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather			
Excessive temperatures			
Unpleasant smells or odours			
Noxious fumes			
Excessive noise &/or vibration			
Use of VDU more or less continuously			



Unpleasant substances / non household waste			
Infectious Material / Foul linen			
Body fluids, faeces, vomit			
Dust / Dirt			
Humidity			
Contaminated equipment or work areas			
Driving / being driven in Normal situations			
Driving / being driven in Emergency situations			
Fleas or Lice			
Exposure to dangerous chemicals / substances in / not in containers			
Exposure to Aggressive Verbal behaviour			
Exposure to Aggressive Physical behaviour			



Department Organisational Chart

Clinical Manager



Ward Manager



Deputy Ward Manager



Post in question



Staff nurses (band 5)



Unqualified staff/learners/service assistants

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

