

Job Description

Our vision: To support our local communities by excelling in everything we do together.

Job Title:	Clinical Team Leader Treatment Room
Band:	Band 6
Network:	Pennine Network
Base:	Worked flexibly across Barbara Castle Way and Darwen Health Centre
AfC Ref:	
Hours of work:	36

Our Values

The values represent what we as an organisation, and the individuals who make up that organisation, are about.

It is our aim that everything we do fits in with, and reinforces, these values:

- *We are always learning*
- *We are respectful*
- *We are kind*
- *We are a team*

Reporting Arrangements:

Accountable to: Service integration manager

Responsible to: Team Coordinator

Type of Supervision Received: Managerial and Clinical

Reporting Arrangements:

Responsible to: Team Coordinator

Job Summary

- To work as an autonomous practitioner, providing a high standard of specialist assessment, diagnosis, treatment and advice to patients and carers.
- To provide leadership within the team, to ensure high standards of patient care are maintained
- To actively promote teamwork, respect, integrity, accountability, excellence and compassion within a clinical team in accordance with the Trust values and code of conduct.

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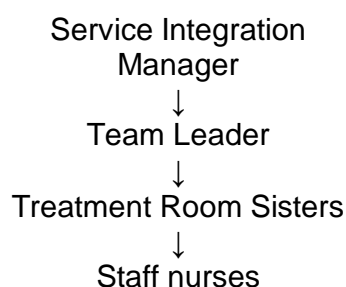
- Support Team Coordinator to ensure that effective governance systems and processes are implemented within teams
- Provide direct line management for smaller clusters of staff within teams
- To deputise for the Team Coordinator as required.

Key Relationships

The post holder is directly accountable to the Service Manager and responsible to the Team Coordinator, Adult Community Services Network.

- Team Coordinators
- Business Manager
- Assistant Clinical Director
- Lead Practitioner
- Service Integration Manager
- Other Team Leaders
- Professional Leads
- Clinical and service based staff
- Partnership colleagues
- Secondary Healthcare providers
- Clinical Commissioning Groups
- GPs and Practice based staff
- Service users
- Local Authority Colleagues
- Statutory, voluntary and independent sector organisations at District level
- Safeguarding Team
- Students and other learners

Department Chart



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Key Responsibilities

Communication and Relationship Skills

- To provide specialist advice to other clinicians regarding the assessment, management and development of care plans based on assessment of risk and best practice.
- Promote health education and healthy lifestyles within the scope of practice/caseload setting including use of negotiation skills where appropriate.
- Provide advice and supervision to clinicians within the team to support them in taking up the duty of care.
- Support integrated working by ensuring that members of the skill-mix team have a shared understanding of key processes and relevant care pathways.
- To be an advocate for the service ensuring that systems are in place to share knowledge, expertise and examples of good practice.
- To establish and maintain effective and appropriate communication with the individual patient and carers, utilising verbal and non-verbal communication skills in order to motivate the individual/gain consent when barriers to effective communication are regularly encountered e.g. altered perception, dementia.
- To communicate effectively and with empathy with the individual patient and carers to impart information regarding diagnosis and/or prognosis, treatment plans and predicted outcomes in an understandable format enabling the individual, parents and carers to be involved in the decision making process at the beginning of, and throughout their care.
- To communicate effectively to facilitate high levels of co-operation and co-ordination within the multi-disciplinary team and multi-agency networks (medical, nursing, education, social services and therapy colleagues) to ensure delivery of co-ordinated services.
- To produce timely and informative reports clearly conveying the patients' needs, goals and expected outcomes.
- To apply advanced interpersonal skills to enable change within complex and multifaceted social/family situations regularly involving multicultural customs and language barriers.
- To impart sensitive advice/information to health, social care in the overall management of the patient. This may include involvement in the preparation and presentation of reports at relevant Social Care, Educational and Medical Case Conferences.
- Establish and maintaining clear and open lines of communication with others to enhance good working relationships.
- Appraise the Team Coordinator of relevant issues within the team
- Establish communication links, and facilitate the timely dissemination of information within the team
- Ensure records and data information is recorded and maintained in accordance with Organisational and professional requirements.

Analytical and Judgmental Skills

- To interpret and analyse clinical and non-clinical facts to develop specialised packages of care for patients, families and carers incorporating individual treatment plans and goals based upon clinical reasoning skills.
- To use specialist knowledge and experience to undertake second opinion assessments as required.

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- To utilise sound judgment in the management of staff within teams in relation to HR processes, some of which maybe complex

Planning and Organisational Skills

- Ensure the service is delivered in accordance with service specifications, agreed care pathways and best practice guidelines.
- Contribute to the monitoring of quality and practice standards within the field of practice.
- To assist in the investigation of clinical complaints, where appropriate, in line with LSCFT policy and procedure.
- To participate in delegated projects as required.
- To actively participate in achieving Trust business plans including CQUIN etc., as identified by the Trust.
- To ensure that risk prevention and risk management strategies are effectively utilised within the field of practice.
- Work with Team Coordinator to ensure that the team deliver clinical and non-clinical activities in a safe an risk free manner which ensures the smooth delivery of an effective service and meets contractual obligations

Physical Skills

- To demonstrate physical skills and abilities needed as a requirement of the post.

Patient/Client Care

- To assume responsibility and accountability for a caseload of patients with complex and/or additional needs holding the duty of care and prioritising and managing the caseload independently based on the principles of risk and clinical risk, liaising with and referring to senior clinicians and relevant agencies as appropriate.
- To undertake a range of specialist assessment techniques to contribute to the differential diagnostic process, formulating hypotheses on the basis of the evidence from assessments and experiential and specialist knowledge to arrive at a clinical diagnosis as appropriate
- To provide specialist advice (spontaneous and planned) patient education with instructions to patients, carers and other relevant professionals in health, social care and education to develop understanding of the objectives of podiatry to produce a consistent, holistic approach to ensure optimal patient care.
- Take a proactive role in the implementation of the safeguarding agenda, adhering to Safeguarding Children's/Adult Board/LSCFT policies and procedures.
- To support knowledge and skill sharing with more junior staff within team in relation to patient care

Responsibilities for Policy and Service Development

- To actively promote the Trust values of teamwork, compassion, integrity, excellence and accountability.
- To maintain a positive and open attitude towards organisational change and service developments.
- To ensure all practice delivered by the service is in line with Trust and NMC policies and procedures.

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Responsibilities for Finance

- To identify and actively participate in any cost improvement measures as required.
- To be responsible for the appropriate use and management of clinical resources within a field of practice e.g consumables, travel. Requirement to order and maintain stock levels.

Responsibilities for HR

- To ensure the effective preceptorship of newly qualified staff into the service.
- Undertaking Personal Development Planning for junior members of staff as directed in accordance with the team priorities identified by the Team Coordinator.
- Carrying out regular clinical supervision.
- To deputise for the Team Coordinator as required
- To participate in the process of recruitment, selection and induction of new staff where appropriate
- To actively engage in the support and development of others via supervision, clinical teaching and role modelling.
- To manage sickness absence within the team
- To monitor team compliance with mandatory training

Responsibility for Information Resources

- Ensure activity is recorded and reported according to departmental procedures.
- Demonstrate competence in and make best use of IT systems in order to facilitate and improve service delivery and influence the wider policy agenda.
- To maintain clinical records in line with Professional Standards/Code of Practice and LSCFT Record Keeping Policy.
- Promote and complete timely returns relating to activity and performance.

Research and Development

- To actively engage staff in the promotion of holistic and evidence based practice; setting high standards, leading to innovation sustained and monitored through effective systems and processes.
- To actively participate or lead on clinical audits

Freedom to Act

- Work will be supervised by the Team Co-Ordinator.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

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Special Conditions:

As a member of staff you have:

- Legal duties and responsibilities under Health & Safety legislation, plus a general duty to work safely and not to put others at risk i.e. colleagues, service users, visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health & safety. The Whistle-blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire Care NHS Foundation Trust staff employed within all Environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire and South Cumbria NHS Foundation Trust staff employed within Clinical Environments have contact with children, vulnerable adults, service users and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and LSCFT Procedures for Safeguarding and Protecting Children.
- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data - both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to Disciplinary action being taken.
- The Trust view its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance, and to complete the mandated training modules that have been agreed."

Promoting Equality and Reducing Inequalities

- To understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- To create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.

Behaviour

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The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Postholder's Signature: _____

Director of Human Resources: _____

Date:

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Person Specification

Our vision: high quality care, in the right place, at the right time, every time.

Description	Essential	Desirable	Assessment
Education/ Qualifications	<p>Degree or equivalent in field of practice</p> <p>Current professional registration</p> <p>Evidence of commitment to continuing professional development</p> <p>NMP/willingness to undertake.</p>	<p>Sign-Off Mentor qualification</p> <p>First line management/leadership qualification</p> <p>Current accredited field work educator.</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
Knowledge	<p>Include where appropriate:-</p> <p>Understanding of clinical governance framework and implications for practice including audit and research</p> <p>In-depth understanding of current NHS/government policy/Public Health/NICE guidelines on organisational change and the ability to adapt these appropriately to local service needs.</p> <p>Knowledge and appreciation of lone working risks – policy and procedure.</p> <p>Change management skills</p>	<p>Ability to manage complaints and investigations, including Serious Incidents</p>	<p>Application form</p> <p>References</p> <p>Interview</p>

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	Excellent time management skills		
Experience	<p>Treatment of a broad range of conditions relating to clinical speciality</p> <p>Demonstrable evidence of improving and developing service and practice</p> <p>Evidence of leading and implementing clinical change</p> <p>Supervision and/or mentoring of staff/students.</p> <p>Multi-disciplinary/multi-agency collaborative working.</p> <p>Highly advanced and specialised practice skills in field of expertise.</p> <p>Proven ability to demonstrate positive role modelling</p>	Supervision and management of staff	Application form References Interview
Skills and Abilities	<p>Ability to communicate complex pathologies and diagnostic reasoning at the appropriate level.</p> <p>Sound knowledge of psycho-social problems and ability to gain patient confidence and co-operation.</p> <p>Show initiative, enthusiasm and motivation for</p>	Experience of stakeholder negotiation and persuasion skills	

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	<p>excellence and the development of self and others.</p> <p>Sound understand of Safeguarding agenda including MCA and DOLS</p> <p>Problem solving /Decision making in relation to clinical practice.</p> <p>Able to work independently demonstrating good leadership skills.</p> <p>Demonstrable team worker Developing and providing health education and information in range of formats as appropriate for wide range of stakeholders.</p> <p>Excellent interpersonal, communication and presentation skills both written and verbal.</p> <p>Ability to analyse and interpret data/complex evidence and apply to practice.</p> <p>Good competent IT knowledge including ability to use range of Microsoft office products to fulfil role (e.g. Word and Excel).</p>	
Work Related Circumstances	Ability to work flexibly across the LCFT footprint to meet	

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	<p>business needs and service delivery objectives. i.e. delivery of 7 day working as required/ extended hours as required</p> <p>Must be assessed as having level of fitness to carry out duties/tasks after reasonable adjustments under DDA 1995 have been made.</p> <p>Able to work under pressure and constantly respond and adapt to frequent changes in circumstances.</p>		
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