

“Creating a great place to be cared for; a great place to work”



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Clinical Leader
Department/Ward:	6
Band:	Acute Medicine
Care Group:	Medicine
Responsible to:	Ward Managers
Accountable to:	Senior Divisional Nurse
JOB SUMMARY:	<p>Have continuing responsibility for the delivery of care needs and maintenance of Clinical Standards on the ward/dept.</p> <p>Provide effective leadership and support to all grades of staff, planning and directing activities to provide the optimal standard of care.</p> <p>Ensure that the ward/dept is clean and provides a safe environment for patients and staff.</p> <p>To deputise for the Ward/Dept Manager when required.</p> <p>Participate in Directorate/site management responsibilities.</p>

KEY WORKING RELATIONSHIPS:

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Ward/Dept Manager
Multidisciplinary clinical teams and other support services
Case Managers
Senior Nurse
Specialist Nurses
External agencies

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Professional Leadership/Management

Co-ordinate the provision of high quality patient care, ensuring that the service continually meets the needs of patients.

Ensure all staff are aware of their role and responsibilities.

Operate the scheme of delegation, as directed by the Ward/Dept Manger, so that staff are aware of their responsibilities and accountabilities for patient care.

Ensure that all staff (including students, temporary, part time nursing staff and junior members of the multidisciplinary clinical teams) are trained and educated in the appropriate skills to deliver competent and timely patient care.

Provide support to all staff (including students, temporary, part time nursing staff and junior members of the multidisciplinary clinical teams) to ensure they are supported and supervised in a way that promotes patient well-being and staff development.

Assist Ward/Dept Manager with recruitment and selection of staff.

Responsible for stock levels on ward/dept with manager.

Responsible for staff cover e.g:Duty Rota
Bleep Holders site/service.

Development of protocols within Clinical Areas.

Responsibility to safeguard Patients Property.

Supervise the effective utilisation of the nursing resource to provide a safe level of patient care taking into account individual staff preferences and financial constraints.
Act as an effective role model for all ward staff.

Ensure patient/carer views are sought and incorporated into the development and improvement of practice.

Monitor the standards of cleanliness within the ward/dept area and report deficits to the Ward/Dept Manager.

Coordinate nurse led initiatives pertaining to specific area according to trust policy and protocols.

Clinical Practice

Develop and maintain own competence in agreed appropriate/specific basic and advanced clinical skills in their designated area.

Develop and maintain an area of clinical expertise so providing a clinical resource for the ward/dept and the Directorate.

In conjunction with the Ward/Dept Manager, participate in the development of managed care as a framework for patients' multidisciplinary care from admission to discharge.

Ensure that the ward/dept is able to provide effective care for patients with a variety of conditions,

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relevant to the specific speciality and other specialities.

Lead in the professional development and performance management of staff, in conjunction with the Ward/Dept Manager.

Lead and participate in the national clinical benchmarking standards, in conjunction with the Ward/Dept Manager.

Ensure the effective documentation of all patient care in accordance with national and local standards.

Ensure that patients are assessed on an individual basis by a registered nurse, that care is carried out by the appropriate members of staff, and that care plans are reviewed, evaluated and updated in accordance with the patient’s clinical condition.

Give information and advice on Health Promotion

Analyse and make decisions in relation to patient risk and care in complex area appropriate to cases.

Clinical Governance

Participate in the Trust Appraisal and Personal Development Plan process by identifying your own development needs and agreeing development plans for these needs with supervisor

Assist the Ward/Dept Manager in leading the appraisal process for all ward staff and undertake meetings with staff to identify development needs .

Lead the education and training programmes in clinical skills and knowledge for all ward/dept staff, in conjunction with the Ward/Dept Manager.

Ensure that essential education and development needs of staff, including students, are identified and met.

In conjunction with the Ward/Dept Manager, implement clinical supervision for staff.

Ensure all new staff undergo orientation and induction programmes specific and relevant to the clinical area, including preceptorship and mentorship programmes.

Assist the Ward/Dept Manager in the implementation of competency based training programmes that ensures all equipment is used and maintained safely.

Ensure risk management systems are adhered to and that untoward incidents are reported according to Trust Policy.

Make sure all staff are aware of when and how to report untoward incidents and deal effectively with patients’ or relatives complaints.

Assist the Ward/Dept Manager in the investigation of complaints/litigation/adverse incidents and ensure all documentation is completed.

Support the development of practice that is informed by the findings of clinical effectiveness and research.

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Participate in Audits and research.

Nurses Responsibility

Registered Nurses at Morecambe Bay Hospitals NHS Trust have a responsibility to:

Maintain active status on NMC register

Act always in accordance with NMC Code of Conduct and guiding documents

Adhere to Trust Policy and Procedure

Maintain up to date skills and knowledge and maintain awareness of professional issues.

Maintain a professional portfolio

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

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TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL IMPACT

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

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TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.