

Job Title:	Clinical Lead Nurse
Reports to (job title):	Service Manager
Line Manager to:	TBC

Job purpose

The main purpose of this role is to be a visible presence within the clinical setting and seeking assurance and setting standards for the provision of a high-quality service. Working collaboratively with the Medical Team and supported by the Service Manager, Nurse Manager, Practice Educator, has responsibility and accountability for implementing agreed clinical strategies to maintain excellent clinical standards and performance. In conjunction with the Medical Team, you will be responsible for the clinical leadership of demonstrating a supportive and flexible leadership approach and a proactive, responsible attitude to promote confidence in the team and the service.

The post holder will provide a clear direction and leadership to nursing team and administration team and work closely with the Medical Team, Nurse Manager and Service Manager to ensure that the service functions effectively and productively with a high standard of quality and safety.

The post holder will work closely with the Business Unit supporting functions such as Quality Leads, Medicines Management and Infection Control.

The post holder will work closely with all colleagues across the service to seek assurances, monitor and align the service to all CQC Quality Standards, undertake Initial Service Reviews (ISR's) and lead on actions and develop improvement initiatives where required.

To act as a clinical and professional role model to ensure that the nursing team provide sexual health intervention and prevention care that is efficient, and patient focussed.

To support the Service Manager and Clinical Lead in exploring current practice, identifying areas for development, and planning the appropriate change using research and experience to evaluate the outcomes. This includes in Outreach settings and Health Advising.

To support and work alongside the Practice Educator to develop and embed robust clinical procedures, competencies, and induction programmes. Ensure that there is a sustainable programme for staff to have Protected Learning Time, Clinical Supervision and Reflective Practice and Peer Supervision and support.

Support and coordinate the nursing team, Health Care Assistants (HCA) both pre- and post- registration nursing students in educational activities and assessments of learning within the Department.

Key responsibilities

Leadership

Provides positive clinical leadership by working collaboratively with the Clinical Lead and wider team to promote high standards of patient care and be flexible in the approach to the clinical area, acting as a professional role model, providing direct and indirect clinical care and works cohesively with the Practice Educator to develop and embed teaching and research.

Works alongside the Medical Team , Practice Educator, Specialist Leads, Nurse Manager and Service Manager to ensure that the team are kept current with changes within the service and throughout the service.

Attends and contributes to the service meetings of any appropriate issues that need to be cascaded to the team.

Develops and maintains open and robust communication links with a range of professionals, patients and carers regarding issues related to the service including signposting and pathways with other partner agencies and service users.

Communicates highly sensitive, confidential, and controversial information regarding sexual health conditions and services to clients, staff and other agencies, which will require tact, empathy and persuasion as well as having to overcome barriers to understanding.

Works within the NMC Code of Conduct and guidelines and Trust Policies and Procedures to ensure safe and effective working practices for staff and others. Highlights areas of concern appropriately.

Training and Development

To work as an expert practitioner working independently within remit and ensures that own practice demonstrates current and relevant clinical knowledge and is accountable for their own practice and developing, maintaining, and utilising specialist skills and knowledge, including completing

mandatory/annual training updates. Knowing where to seek clinical support from specific experts as required.

To work in collaboration with the Service Manager, Practice Educator, Nurse Manager on agreeing the annual Learning Needs Analysis by exploring and seeking training opportunities that are aligned to service development/need and agree the financial and time implications in relation to the service budget and workforce.

Supporting the Practice Educator, Nurse Manager and Service Manager in the planning of the achievement of the British Association of Sexual Health, The Faculty of Sexual and Reproductive Healthcare Letters of Competence and HIV competency-based learning within the nursing team.

To network nationally across other Sexual Health services and professionals for the development of best practice.

Supports the Practice Educator to arrange meetings in relation to training and development and be able to cascade information and coach others to ensure a safe and high quality of care.

Undertakes designated clinical sessions per week at the various hubs and spokes.

Identifies own development needs and attend study days/courses as agreed with Service Manager as identified in Appraisal process.

To undertake further training and academic qualifications as relevant to the role and service requirements, including mandatory training updates within required time frames. Actively improving own clinical practice, ensuring competency-based training with underpinning theoretical training is maintained.

Works towards ensuring the nursing workforce are equipped with the right skills and knowledge base to assess, plan, implement and evaluate care, providing specialist advice and actively seeking evidence-based practice which will improve the quality of care and meet the needs of patients.

Quality and Safety

Supports the Service Manager and works alongside the wider team by ensuring that the team are aware of performance objectives and that there is a consistent management regime to deliver these and promote continuous improvements.

Leads on all audits for the service and any actions required, ensuring timely completion and identification of any risks.

Work collaboratively with the Nurse Manager to ensure there are clear processes in relation to Patient Experience and Engagement and that learning is shared from complaints and that compliments are captured and shared on datex.

To act as a resource to the nursing and quality teams, working towards developing and maintaining quality standards to support performance monitoring, including related statutory/regulatory requirements and accreditations.

The post holder will support the Service Manager and wider team through the implementation of systems, control processes and risk management arrangements to support monitoring of compliance with clinical governance standards, other organisational policies and processes and best practice requirements and utilise existing systems to record and monitor governance and risk information.

To further develop the clinical governance and clinical effectiveness of the service by analysing national and international research and applying knowledge and understanding into practice.

Be able to motivate the team to ensure excellent performance and ensure that they are aware of the service goals and objectives.

Attends and provides an up-to-date report into the Quality and Safety meetings any updates and progress in relation to role.

Work alongside the Nurse Manager to ensure that all processes are watertight and in place relating to emergency responses, fire, security and major incident.

Work alongside the wider team to challenge existing practices, ensuring progressive solutions which consider models of best practice, are incorporated into service plans.

To demonstrate competency in use of the patients Electronic Patient Record (EPR) database, Microsoft Word, or other computer software programmes as appropriate to assist in the facilitation of service delivery.

Work alongside the wider team in the delivery of agreed performance indicators in relation to clinical outcomes, clinical efficiency and training and development requirements.

Supports clinical governance processes including the recording and reporting of clinical incidents.

Supports the implementation of new policies and cultural change and displays behaviours that demonstrate the HCRG Values.

Actively contribute to the organisations objectives relating to quality and clinical governance by supporting evidence based quality improvement activities that improve patient experience and are in line with relevant national and local policies and strategies.

Provides assurances of achievement with local and national standards and quality indicators including those within the new performance framework of the Care Quality Commission (CQC).

Provides managerial cover for colleagues as appropriate.

Assists in producing ad hoc reports and project work.

Undertakes any other duties requested as appropriate to the banding.

Works with the Practice Educator in maintenance of PGD's and supports the completion of local PGD audits and liaises with the Practice Educator re any actions

Works with the Service Manager and Nurse Manager and Medical Team to develop, implement and review policies to reflect the service and organise feedback at the Quality and Safety and meetings.

Ensures safeguarding procedures are followed effectively by all staff.

Ensures Leads and designated champions are identified for all key areas such infection control, safeguarding and equipment

Leads or be actively involved in the development of Specific Operational Procedures (SOPS) protocols, standards, and clinical guidelines to ensure the delivery of an appropriate service of high-quality care.

To be accountable for the assessment and cost effective, evidence-based prescribing of treatments within the nurse prescribing formulary in line with National and Trust guidelines.

To act as the lead in analysing untoward incidents and clinical reviews within sphere of clinical responsibility. Be a key part of the embedding of the Patient Safety Incident Response Framework, ensuring all staff have awareness.

We are committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist in meeting environmental and sustainability targets.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care Think Do

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|---------------|-------------|------------------|
| • Inspire | • Challenge | • Accountability |
| • Understand | • Improve | • Involve |
| • Communicate | • Learn | • Resilience |

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave HCRG's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by HCRG. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements.
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing and escalating any identified and emerging risk. Staff are required to be aware of and understand all HCRG Infection Prevention Control (IPC) processes and Policies and Procedures and take part in any IPC audit.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to observe strict fire and security precautions at all times and be aware and understand all Health and Safety Policies and risk assessments.

All staff must be confident and competent to report accidents, incidents and near misses so that the service can take actions and any learning can be identified and shared where required both service wide and HCRG wide.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment. Undertake all relevant training in relation to Safeguarding Training and is compliant with HCRG Safeguarding Policies and Procedures

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the HCRG medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the HCRG medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the HCRG Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

Registered General Nurse CPD 326/327

Qualification Independent Nurse Prescriber – or willing to work towards

Teaching and mentoring qualification

Letter of competency and experience in Implant and IUD/IUC fitting or willing to work towards

Completed BASHH “STIF Intermediate Competency” or willing to work towards

Other skills

Demonstrate the application of evidenced based practice.

Able to demonstrate a depth and breadth of current issues and policies within the organisation and have the ability to translate into practice.

Autonomous practitioner working independently and in conjunction with other health care professionals.

Evidence of teaching/mentoring students / groups

Evidence of continued professional development.

Experience of Clinical Governance including risk management

Able to plan and organise own time and workload and cope with last minute changes.

Provide education and training to other staff and students.

Willingness to undergo education / training for both practice and service need.

Willingness to work towards professional and performance objectives (appraisal).

Substantial experience working within the Sexual Health and Contraception Speciality

Advanced keyboard skills

Access to car and valid driving licence and willingness to travel across any of the 4 hub areas of the service and any spokes as required.

Demonstrates motivation, reliability and commitment to team working and development of others.

Flexibility, commitment, and adaptability.

Can demonstrate an ability to value others' opinions.

Enhanced DBS check

Employee signature

Manager signature
