

Job Title:	Therapy Team Lead – Band 7
Reports to (job title):	Team Manager
Line Manager to:	Band 6

## Job purpose

To provide clear and appropriate clinical support to the community team, focusing on their ability to deliver care of excellent quality, with the correct skills and competencies to meet the service need.

## Base

Community Team Base

## This post is responsible for

- The Clinical Lead will deputise and represent the Business manager (BM) as and when requested to do so, providing leadership when the BM is not available
- The post holder will be responsible for ensuring that the team has the right skills and competencies to deliver the care. This will involve close links with the Training & Education department, delivering informal training, monitoring skills and training efficiently and working proactively to source training as required.
- The post holder will provide line management support to an allocated number of Band 6 staff in the team, alongside the Business Manager.
- The post holder will take a lead on delivery of CQUIN targets in the community team, coordinating the activity and processes required and reporting any concerns in a timely way to the Business Manager.
- The post holder will lead on Quality Improvement work within the team, following guidance from the Quality Team and working closely with the Business Manager to ensure that targets are met.
- The post holder is responsible for embedding Case Management within the community team, ensuring that the staff are aware of their responsibilities. This will involve ensuring appropriate discussion at handover and monitoring of the allocated time for case management.
- The post holder be responsible for providing the clinical investigation into incident reporting by the team and for working alongside the Business Manager to ensure efficient management of incident reporting. The post holder will also be responsible for supporting the team to complete relevant incident reports, through comparison with other community team reporting data.
- The post holder will lead on clinical audits in the team, working alongside the Business manager and colleagues in the Quality team.

- The post holder will work alongside the Advanced Practitioners in the locality to support the management of care from a Community Team perspective, working with partner agencies and key stake holders.
- The post holder will take a lead on clinical investigations within the community team, supporting the staff to reflect on and objectively analyse information, reporting to the Community Services Manager in this area.
- To be responsible for ensuring that Improvement plans are in place as required and that they are embedded within the team, reporting on this regularly to the Business Manager and CSM.
- Alongside the Business Manager, the post holder will be responsible for induction and probation coordination within a community team.
- Working with the Business manager, the post holder will be responsible for the coordination of students, developmental posts and work experience students within the team.
- To work alongside the Advanced Practitioners to drive for change to assist integrated care pathways/systems across Primary Care, Mental Health, Social Care and acute trust providers.
- To provide clinical and professional leadership to the Community Team To support the Community Business Manager in relation to Community Team management.
- To be an integral member of the primary care team, working with a shared vision and developing caseloads in partnership with each other.
- Maintain accountability for practice following the Nursing and Midwifery Council or Health and Care Professions Council Codes of Professional Conduct and compliance with WHC Policies and Procedures.
- Maintain legible, accurate and up to date records that are dated and signed in accordance with Trust Policies and the Nursing and Midwifery Council / Health and Care Professions Council standards on record keeping.
- Work autonomously with patients, their families and carers managing referrals according to need and priority.
- To work with partners in nursing and residential care to ensure optimum health outcomes for their residents.
- To support the community team to develop shared caseloads with primary care working in practice together.
- Understand and support the achievement of WHC's business plan objectives and performance targets, and initiate and participate in screening and needs assessment as required.
- Supervise other health and social care professionals in the delivery of health promotion activities, e.g. chronic disease management with individuals or groups.
- Identify the potential for service developments, risks and deficits and inform line manager making recommendations based on specialist knowledge.
- Be wholly accountable for practice taking every reasonable opportunity to sustain and improve knowledge and professional competence and, ensure that all aspects of professional behaviour as required within their Code of Professional Conduct are followed at all times.

- Responsible for ensuring the effective use of resources within the Community Team, assisting the in managing the allocated budget appropriately, and participating in regular review meetings with the Business Manager
- Develop and sustain effective and positive working relationships with a wide range of internal departments/colleagues including; Specialist Nursing Services, Community Nursing services, Therapy services, GPs', Practice Nurses and Primary Care staff.
- Using clinical practice skills assess the physical and psychosocial needs of a defined client group.
- Using clinical skills to evaluate the delivery of care, identifying subtle changing health care needs. Being able to competently discuss treatment options with other generalists and specialists.
- Alongside the Advanced Practitioners, use assessment tools/skills that will ensure an appropriate level of nursing or therapeutic intervention so that patients who present with highly complex needs are timely referred to the appropriate specialist.
- Discuss all treatment options with sensitivity, knowledge and expertise and to act as patient advocate when appropriate and respecting patient confidentiality whilst privacy with respect for diverse cultural backgrounds and requirements.
- Work in partnership with the patients to empower them to make informed choices about their healthcare and support choices about end of life care.
- Offer a supportive service to patients and their carers from diagnosis through all stages of the disease process, in conjunction with other healthcare professionals using a range of communication skills to manage care and information empathetically.
- Be responsible for providing and maintaining a learning environment and maximise opportunities for education and development in the clinical area to enhance individual development and performance in the delivery of high standards of care.
- Act as expert resource and assist in teaching clinical skills for other health care professionals. Take part in the process of clinical supervision and participate in clinical supervision and mentorship of others.
- Take responsibility for your own personal and professional development; maintain competence, knowledge and skills commensurate with role.
- To be actively involved in clinical staff recruitment in the Community Team.

## 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
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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 the company'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 the Company. 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 risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

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.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## 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.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's 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 company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company 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 AHP
- First degree
- Teaching and assessing in clinical practice
- To possess a current, valid driving licence and to be a competent driver
- Evidence of continuing professional development
- Knowledge of legislation affecting professional practice
- Experience of applying research based information to practice
- Leadership and Management training
- Up to date community experience
- Case management experience
- Significant experience of working with a multi-disciplinary team
- Leadership experience
- Teaching experience
- Knowledge of recruitment, selection & appraisal system
- Setting and monitoring standards of care
- Experience within a wide range of patient/client care groups
- To be able to communicate with people from a wide range of backgrounds
- To be able to work flexibly and sensitively
- Wide range of interpersonal and communication skills
- Competence in a wide range of nursing skills
- I.T. literate
- Skills in preparing and presenting teaching sessions.
- Undertake specific nursing tasks requiring precision and/or intense concentration. Undertaking complex nursing skills
- Manual handling skills and experience
- Ability to sensitively inform service users on complex and distressing issues. Able to support and facilitate staff in dealing with these situations
- To be flexible and adaptable

- Willing to work in other areas of HCRG as and when required to do so.
- Driven to achieve
- Self-motivated
- Good time management

## **Desirable**

- Further qualifications relevant to community nursing
- Awareness of recent Government initiatives that may affect future clinical practice
- To be knowledgeable of the clinical governance agenda and have an awareness of commissioning
- Post graduate community qualification e.g. community specialist practitioner
- Profiling community needs and targeting identified health needs of population
- Evidence of innovative and flexible approach to care and the organisation of care
- Report writing
- Further training in dealing with difficult situations
- Willingness to undertake further training in I.T. skills.
- Specific speciality area

## **Other factors:**

- There will be times when there will be the need for manual handling techniques to be used.
- There will be regular driving and at times long distances.
- Maintain personal knowledge, skills and competency through appropriate CPD, training and development opportunities.
- Keep up to date with new developments and legislation.
- Using IM&T support systems.
- There will be regular change of plans to the days working as more priority cases are referred.
- You will be dealing with complex problems and circumstances with patients and their families which will at times be challenging.
- You will be exposed to other peoples living conditions in their own home which at times will mean exposure to fleas and other insects, animals and their excreta, and personal dirty conditions.



# Job Description

Employee signature

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Manager signature

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