

Job Title:	Lead Nurse
Reports to (job title):	Service Manager
Line Manager to:	Surgical Nurse & Health Care Assistant's

Job purpose

Base

Our service covers Oldham area, and we provide Dermatology and Skin Cancer care. We run our clinics from Oldham Integrated Care Centre. We are classed as being a secondary care service offering a full range of dermatology related specialist care services. The successful candidate will join a well-Integrated team of practitioners working alongside GPwSI and consultant clinics in the Dermatology Department.

Job Introduction

We are looking for a Dermatology Lead Nurse to work 30 hours per week In Oldham to come and join us on a substantive basis. As a central member of the team, the lead nurse will deliver expert nurse led dermatology services to the patients, including some appropriate new patients and follow ups and participate in the identification and management of dermatological conditions. The post holder will have a clinical leadership responsibility for the nursing and health care assistants (HCA's) and support in the ongoing development of the service. The post holder will maintain professional competence within the specialist field of Dermatology.

The main duties of the post:

- Monitoring nursing and health care assistant staff and carrying out 1:1s and Appraisals
- Providing surgical support for patients requiring diagnostic minor procedures
- Providing care patients within the skin cancer service Including Informing patients of their diagnosis and reviewing them following the diagnosis with skin cancer.
- Independently make onward referrals
- Ensuring that nursing staff are trained and supervised.
- To oversee the training of staff to be able to carry out phototherapy, help in the organization of case loads and oversee the monitoring of patients undergoing phototherapy treatment Including train staff to use and maintain the phototherapy equipment.
- Drug monitoring clinics of patients requiring systemic medication for chronic disease management such as Isotretinoin and methotrexate.

Job Description

- Completing required audits.
- To complete Mandatory Training yearly
- Maintain contemporaneous patient electronic records.
- Be involved in the development of the service.

Leadership and Management

- Day to day management of the nursing and health care assistant team
- With support, manage a caseload based on flexible principles, prioritises and the care needs of patients.
- Reviewing histology results informing patient of their diagnosis via telephone, letter or face to face
- In conjunction with their line manager develop the skills to provide an initial response to complaints and queries and have a working awareness of the HCRG Complaints procedure.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To assist in the development of quality initiatives such as audit, evidence-based practice and risk management within a culture of continuous quality improvement
- To attend and participate in Clinical Governance meetings.
- To attend Multidisciplinary Meetings as required
- To keep accurate and up to date patient records
- In partnership with the line manager develop the skills to provide specialist nursing advice and support to patients including their families.
- To participate and undertake staff reviews and appraisals.

Qualifications

Essential

- NMC Registered, Equivalent top-end of Band 7 or above
- Nurse Prescriber
- Dermatology experience of +6 years or experience as a Dermatology sister/ Charge Nurse

Desirable

- Teaching qualifications or equivalent

Experience

Essential

- Experience of Dermatology and condition, treatment, outpatient clinic management
- Experience in Minor skin Procedure / Minor Skin Operations

- Knowledge of appropriate NICE/BAD or other relevant national dermatology guidelines
- Experience working as clinical nurse specialist in skin cancer clinics
- Experience Autonomous practitioner Ability to work autonomously within the scope of supervised practice
- Experience of audit and research
- Help manage or triage on the day patient demands
- Assisting with the collection and collation of data on needs related to health and well-being
- Demonstrable patient assessment skills
- Hands on interaction with patients in a healthcare setting
- Experience in dermatology management and the ability to demonstrate expert nursing skills
- Experience of supporting doctors in clinical decision making
- Experience of General Practice and/or Secondary Care

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

- Computer literate
- Have a positive attitude to team working
- Good verbal and written communication skills

Desirable

- Experience in working in dermatology or with skin cancer patients
- Be flexible in working within the team to meet the needs of the growing service
- Have extensive experience of skin surgery and completed appropriate competencies

Job Description

Employee signature

Manager signature
