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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Team Leader/ Senior Registered Nurse / Senior Registered Operating Department Practitioner (ODP)** |
| **Band:** | **6** |
| **Responsible To:** | **Ward Manager** |
| **Accountable To:** | **Ward Manager** |
| **Section/Department/Directorate:** |  |

**Job Purpose:**

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| The post holder is responsible for overseeing the delivery of care and the assessment, development, implementation and evaluation of individual programs of care.  To take delegated responsibility in a given shift for provision of care/service. The post holder will be expected to take charge or deputise regularly in the absence of their Line Manager.  To provide on-going professional and clinical leadership to the care team and deliver evidence based care as part of the wider multidisciplinary team.  The post holder is expected to carry out all relevant forms of care and procedures, for which they are competent to practice, without direct supervision.  The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation. | |
| **Context:** |
| Provide services within the boundaries of own clinical competence.  Under the direction of their Line Manager they are responsible for assisting in the management of the Service / Ward /Unit / Department budget  Authorised signatory for elements of the budget, as agreed and authorised by their Line Manager  Responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs)  Responsible for the safe handling of patient property/valuables in line with Trust procedures and Trust SFIs  In the absence of and as delegated by their Line Manager, may be required to authorise timesheets   |  | | --- | | **Key Working Relationships:**   * Participate in the recruitment, induction and development and review of junior members of staff * Encourage rotation of trained and untrained staff within the service / ward / unit / department * In conjunction with their Line Manager assist in the review of manpower resources within the practice area, helping to assess workload and identify changing skill mix as required * To create challenge and motivate the team * Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department * Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress | |
| **Organisational Chart:** |
| Management/Leadership of Band 5 Nurses, Qualified Operating Department Practitioners, Healthcare Assistants, Nursing Auxiliaries and other Healthcare Learners  Service / Unit/ Department / Line Manager  Senior Nurse/Head of Service  **Band 6** |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills** Line ManagerSenior Nurse / Senior ODPDirectorate Management TeamOwn and other Units / Wards / Departments TeamsMultidisciplinary TeamOther Trust / PCT departments e.g. Pharmacy, Pathology, Radiology, Patient Management Team (PMT), Community Teams and SodexhoPatientsCarers / Families  * Participate in the recruitment, induction and development and review of junior members of staff * Encourage rotation of trained and untrained staff within the service / ward / unit / department * In conjunction with their Line Manager assist in the review of manpower resources within the practice area, helping to assess workload and identify changing skill mix as required * To create challenge and motivate the team * Be familiar with the Trust Discipline (Performance / Inefficiency) Procedure and follow this procedure as required with support from their Line Manager and HR Department * Identify staff who do not perform well and develop an action plan, with the appropriate training support, within a set time scale for review of progress   **Leadership/Managing Care**   * Ensure that all clinical procedures are carried out in accordance with the Trust’s policies, acting as a role model for good practice within the professional team * Contribute to the effective and efficient use of Trust resources * Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line / Senior Nurse or Practitioner Manager * May deputise for the Line Manager in his / her absence and hold the unit bleep, as required * May act as deputy for the Senior Nurse Manager/Senior ODP, as necessary * Supervise the delivery of care to maintain agreed standards * Lead, promote and contribute to the philosophy of Essence of Care * Formally monitor quality of care for area of responsibility and identify how current practice can be improved * Formally review and evaluate the effectiveness of clinical care for areas of responsibility for the shift and deliver clear, concise records and handovers. * In conjunction with the Line Manager develop and implement an appropriate service area / unit / departmental strategy and philosophy which is reviewed on a regular basis * Lead new approaches to nursing/clinical care within the service / unit / ward /department, including changes in advanced practice * Participate in nursing / clinical, audit and directorate meetings as appropriate * Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service * Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved * Be fully conversant with all policies and prodedures, including Major Accident/Incident, Resuscitation, Fire and Health and Safety and act within them * As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the relevant Trust procedures * Work collaboratively in relation to patient flow issues * Manage own and team time effectively and respond to unexpected demands in a professional manner * Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies * Contributes to the safe use, checking, maintainance and storage of equipment   **Responsibility for Patient and Client Care**   * Continuallyevaluate effectiveness of patient teaching as appropriate and take necessary action to achieve objectives and the changing needs of the patient * Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered * Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multidisciplinary team * Responsible for carrying out all forms of care, for which they are competent to practice, without direct supervision, in accordance with local and Trust polices and procedures * As part of the multidisciplinary team initiate and co ordinate discharge planning in a timely manner to ensure continuity of care for patients and that all necessary follow-up arrangements have been made * Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines * Ensure controls assurance is in place regarding ordering and stocks of drugs, dressings and supplies * Ensure the maintainance of accurate clinical observations of patient condition * Formally review and evaluate the significance of data relating to patient’s condition and change is interpreted and acted on in a timely way * Evaluate the effectiveness of interventions and updates care plans to take acount of any changing needs of the patient * Ensure leadership in planning discharge of patients from admission, ensuring appropriate involvement of multi professionals and other agencies in the process * Review and evaluate safe practice of self and team in minimising the risk of infection to patients and staff in accordance with national and Trust Policy * Contribute to Health Promotion and raising health awareness with patients and relatives * Assess the learning needs of individual patients and/ or relatives * Ensure an understanding of caring for and the protection of vulnerable people * Responsible for involving patients and their families / carers as appropriate during the planning and delivery of care to ensure that they understand and agree with the program of care * Instruct and demonstrate procedures to patients and/or relatives/carers / staff as appropriate   **Responsibility for Policy and Service Development**  Under the Freedom to Act is responsible for exercising professional accountability and ensuring that:-   * At all times ensures own and others practice in line with the NMC / HPC Code of Professional Practice and abide by the legal and statutory rules relating to practice * Patients interests and rights are respected and acts as an advocate on behalf of patients at all times * The privacy and dignity of the patient is respected * High standards are achieved and maintained * Through working in partnership with patients ensure they are the focus of effective care * The role of other persons delivering health care is recognised and respected * Public trust and confidence is not jeopardised * Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service * Maintain an up-to-date Personal Development Plan * Promote and support innovative and evidence based practice and shares knowledge and expertise with colleagues * Demonstrate critical reflection skills and the learning gained from experience * Participate in, and promote clinical supervision * Contribute to service and practice development initiatives within the clinical setting * Be aware of, promote and work within **all** policies and procedures adopted by Northern Devon Healthcare Trust * Carry out other duties as may be required and which are consistent with the responsibilities of the post   **Responsibility for Research and Development**   * Ensure the development and delivery of the induction program for junior members of staff * Assist in the supervision, support, training and assessment of non-registered workers completing NVQ’s and other forms of appropriate qualification. * Take the lead responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision * Undertake preceptorship, mentorship and supervise junior qualified staff * Assist in the teaching of junior staff and learners in clinical practice, acting as a link/mentor for named learners as required * Utilise educational opportunities to facilitate learning in the clinical situation * Act formally as a mentor and ensure that other trained staff maintain their competency in the provision of this role for others * Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service * Maintain Service / Ward / Unit / Department training matrix and encourage staff to actively engage in identifying personal training needs which are in line with the needs of the service. Assist staff to identify how these needs may be addressed * Learn and develop new skills associated with the role * Attend mandatory training relevant to post as specified by the Trust * Initiate and participate in the audit process and professional and managerial projects as / when required * Promote and support innovative and research based practice ensuring the development of accountability in all areas of practice * Help maintain a register of recent literature searches undertaken in the discipline / directorate * Identify and participate in research work applicable to the service / ward / unit as required |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.We aim to make all 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 will share our knowledge with neighbouring healthcare agencies and professionals.Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.

Each manager is responsible for ensuring that clinical audit activity within their services is undertaken as described above. There key responsibility is to ensure that staff have the right educational and resource support to undertake service and clinical audit reviews. We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.All employees must demonstrate a positive attitude to the Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect. If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Band 6 Team Leader/Senior Registered Nurse/Senior Registered Operating Department Practitioner**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  NMC Registered Nurse at Level 1/2/Registered Operating Department Practitioner  Evidence of Continuous Professional Development (CPD) at degree level  **plus**  Will require a specific specialty qualification/equivalent experience related to post  Willingness to undertake Managerial qualification  Mentorship qualification or willingness to work towards within 18 months of commencement of post | E  E  E  D  E | Application Form/Interview/Reference/ |  |  |
| KNOWLEDGE/SKILLS:  Proven experience working as a Band 5  Can demonstrate team leadership experience  Can demonstrate a specific interest in area of work  Good Leadership Skills  Good organisational / time management skills  Ability to record and deal with accurate facts, figures and information  Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines and ensure other team members comply  Clear written and verbal communication at all levels  Ability to problem solve  Ability to support unregistered staff / students  Ability to identify and manage risk  Ability to prioritise work and delegate  Flexible to change in demands of the service  Willingness to acquire new skills  Willingness to maintain skills via the skills passport and to ensure other team members maintain their skills  Willingness to lead and assist with change projects  Computer literate – to a minimum of Core B standard  Budget management and reporting as delegated  Understanding of individual and corporate responsibilities towards Health & Safety  An understanding of health policy, national priority and the relevant professional bodies agenda  The application of clinical governance in practice  Well developed interpersonal skills  PHYSICAL SKILLS AND EFFORT  Constant standing / walking  Assists patients with walking/sitting and other activities of daily living  Ability to undertake manual handling and Movement tasks  Prepared to work variable shift patterns  Manual dexterity e.g. Venepuncture and cannulation skills, Handling of instrumentation and use of equipment | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | Application Form/Interview/Reference/ |  |  |
| EMOTIONAL EFFORT  Ability to think clearly under pressure  Provides appropriate emotional support to colleagues, patients and carers.  Provides leadership and support to junior members of the team  Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease  Ability to explain condition and related interventions to patients / carers  Ability to deal with patients, carers, families or staff who may be distressed, upset or angry  MENTAL EFFORT  Concentration undertaking complex procedures  Ability to accurately monitor and record the patients clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks  Regularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff | E  E  E  E  E  E  E  E  E  E | Application Form/Interview/Reference/ |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise | X |
| Respiratory Sensitisers |  | Food Handling | X | Working in Isolation |  |
| Cytotoxic drugs |  | Night working | X |  |  |