

JOB DESCRIPTION

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Team Lead
AGENDA FOR CHANGE BAND:	Band 7
HOURS AND DURATION:	As specified in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER:	2427
DBS LEVEL:	Enhanced DBS with Adults Barred List Check or Enhanced DBS with Children's Barred List Check or Enhanced DBS with Both Barred Lists Check dependent on role
REPORTS TO:	Service Line Manager
ACCOUNTABLE TO:	Matron / Lead Nurse / Head of Nursing
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<ul style="list-style-type: none"> • To manage and take overall responsibility for care quality performance and clinical activity by providing professional nursing leadership and guidance, clinical advice and management in relation to the key dimensions of health care quality: <ul style="list-style-type: none"> ○ Patient safety ○ The effectiveness of all health care interventions ○ Patient experience ○ The environment in which care is delivered ○ • To ensure the delivery of a clinically effective service which meets the needs of individuals, families and communities in line with local and national development plans, Trust policies and procedures. • To be responsible for the coordination of services and to promote optimum health, self-management and effective liaison between agencies. • The post holder will carry 24 hour responsibility and professional and managerial accountability, which includes management of staff, budgets, quality and standards of practice of all members of the team by enhancing systems such as clinical 	

supervision, personal development and competency planning and monitoring, clinical audit, policy compliance checks etc.

- To have overall responsibility to ensure that a personalised service to clients/service users is delivered in accordance with LPT Trust standards.
- The post holder will provide good leadership and management, to develop and sustain a positive working culture.
- To ensure staff are trained appropriately to competently deliver the care required and ensure supervision and mentorship is in place.
- To be influential within the organisation and provide detailed advice to others internally and externally to the organisation, within their sphere of competence.
- To work collaboratively with other senior nurses across LPT as appropriate and promote the role of their speciality nursing to all stakeholders.
- To foster a culture of networking in an open and transparent approach with internal and external MDT's and between all stakeholders.

MAIN DUTIES AND RESPONSIBILITIES:

1.0 To demonstrate the Trust's values in everything you do in the work environment and live up the LPT Pledge

2.0 DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION

- 1.1. Perform and monitor comprehensive assessments of clients/service users needs. Plan, implement and evaluate care delivery according to changing health care needs.
- 1.2. Take continuous management responsibility for the delivery of care needs of individual and groups of clients/service users.
- 1.3. Ensure patient information is collated, monitored and fully accurate, maintaining complete and contemporaneous records in line with NMC/ professional bodies and Trust standards.
- 1.4. Promote the involvement and engagement of clients/service users and carers / relatives in the assessment, planning, delivery and evaluation of care.
- 1.5. Work collaboratively and ensure maintenance of effective multi-disciplinary communication and with other professionals, agencies and stakeholders to ensure needs are met in relation to care input, support for ongoing care needs and safe discharge.
- 1.6. Communicate highly complex information about clients/service users' conditions to multi-disciplinary team colleagues, to ensure effective delivery of patient treatments.

- 1.7. To ensure that systems are established and maintained to ensure effective communication with clients/service users, and carers / relatives.
- 1.8. Lead and support others to recognise, prioritise and respond appropriately to urgent and emergency situations including the assessment and management of risk.
- 1.9. Ensure understanding of own and others level of accountability and responsibility when delegating tasks and duties to students, non-registered staff or registered staff.
- 1.10. Lead, participate in and cooperate with concerns, complaints and investigations as required.

2.0 ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION

- 2.1 Lead, co-ordinate, organise and prioritise your own work and the work of the team on a day to day basis.
- 2.2 Ensure supervision of others and participate in education and development.
- 2.3 Lead and monitor the development of services, new ways of working and the implementation of change.
- 2.4. Acts as a professional and clinical role model to all staff, clients/service users, carers and the public at all times.
- 2.5 Develop effective and efficient relationships with members of the multi-disciplinary team on issues related to patient care.
- 2.6 Act in a professional manner and ensure self and other staff adhere to the Work Wear policy at all times.
- 2.7 Deputise as appropriate for the Matron / line manager.

3.0 CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT

- 3.1 Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role.
- 3.2 Ensure own compliance and compliance of others with regard to mandatory training and NMC/Professional re-registration and revalidation requirements.
- 3.3 Participate, facilitate and monitor managerial and clinical supervision for themselves and the team via review and agreed appraisal mechanisms.
- 3.5 Responsible for identifying ongoing training and updating needs, and for maintaining own and others up to date evidence based skills, knowledge and competence for the role requirements.
- 3.6 Assess and ensure the specialist education and training needs required for self, others and the service are identified, that will allow health care to be delivered to the user through new ways of working.
- 3.7 To develop systems and structures that enable life-long learning and monitor the

effectiveness of the learning and strategies.

- 3.8 To ensure adequate Mentors and LCAT Assessors are available within the Team.
- 3.9 To ensure student learners on clinical placement are appropriately supervised and assessed and have an effective learning experience.
- 3.10 To ensure sufficient preceptors are available for newly registered staff and monitor compliance with the Preceptorship Programme standards.
- 3.11 To be responsible for ensuring that systems and processes are in place for the allocation of link roles and champions and that systems are in place to ensure wider learning and feedback to the whole team
- 3.12 Accepts designated responsibilities from senior leaders and actively contributes to performance review and the appraisal process.

4.0 CLINICAL GOVERNANCE, REDUCTION OF RISK, AUDIT AND RESEARCH

- 4.0 Ensure that the delivery of care to clients/service users meets the standards required by regulating bodies, for example CQC, NMC.
- 4.1 Develops, leads and monitors the implementation of Trust policies, procedures and clinical guidelines and ensures compliance of self and others.
- 4.2 Lead, promote and practice the highest standards of prevention and control of infection at all times as per Trust policy and ensures compliance of others.
- 4.3 Continually monitor standards of clinical care and lead and facilitate improvements of care, through benchmarking, audit and research.
- 4.4 Incorporate relevant research findings with practice and participate in LPT Trust approved research programmes.
- 4.5 Lead and facilitate participation and contribution to patient and public involvement activities.
- 4.6 Lead and ensure the promotion of patient dignity, equality, diversity and human rights.
- 4.7 Ensures self and all staff practice at all times in accordance with their Code of Professional Conduct and raise any concerns with the Matron / Line Manager, this may include addressing such concerns.
- 4.8 Maintains own and ensures others maintain professional boundaries and appropriately declare any conflicts of interest.

5.0 MANAGEMENT AND USE OF RESOURCES AND INFORMATION

- 5.1 Responsible for effectively managing the financial resource, including budget management for the relevant service area, including alerting managers to resource issues and the effect of these on service delivery.

- 5.2 Providing accurate and appropriate information for the business planning process.
- 5.3 All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.
- 5.4 To ensure the effective and efficient organisation of rotas using the E-roster system where available. Ensuring the appropriate deployment and use of all grades of staff within the postholder's span of control and be accountable for the level of temporary staffing usage and the associate expenditure.
- 5.5 To manage the adherence to the Trust policy for booking and taking annual leave/time owing/training to enable adequate levels of cover within the team at all times.
- 5.6 Be responsible for the deployment of HR policies within your sphere of responsibility including the proactive management of sickness and unauthorised absence.
- 5.7 To undertake the recruitment and selection of staff to the team, assessing the skill mix needed, undertaking relevant documentation and chairing the recruitment panel.
- 5.8 To manage issues and concerns related to staff performance and conduct in line with Trust Policies and Procedures.
- 5.9 To co-ordinate and have overall responsibility for effective and efficient bed / case load management, liaising with other services as appropriate.
- 5.10 To ensure that medication prescribed to individuals is managed, in terms of storage, administration and monitoring of side effects and offer agreed advice on such medication in conjunction with the prescriber.
- 5.11 To participate in an on-call rota as required
- 5.12 Responsible and accountable for the effective and efficient use of Clinical, physical and financial resources.
- 5.13 Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection Act.
- 5.14 Ensure confidentiality is maintained at all times and information relating to patient / users and personnel is used only in connection with authorised duties.

6.0 MAINTAINING A SAFE ENVIRONMENT AND QUALITY

- 6.1 Take responsibility for maintaining own and others Health and Safety and Security.
- 6.2 Ensure own actions and others assist with maintaining best practice and regulatory standards.
- 6.3 Ensure that you and others take action as appropriate, report in line with the Trust Incident Reporting Policy, escalate any concerns regarding patient safety and clinical risk to the line manager.
- 6.4 Monitoring, reviewing and action incidents, mitigating against further risk, identifying

themes and trends and ensuring lessons learnt are embedded into practice.

- 6.5 Lead and participate in the investigation of complaints, concerns and serious incidents.
- 6.6 Ensure self and others carry out duties in accordance with the Health and Safety at work Act 1971.
- 6.7 Ensure self and others move and handle clients/service users and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- 6.8 Ensure self and others are responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice.
- 6.9 Ensure self and others assist and maintain safe and hazard free area of work.

COMMUNICATION AND WORKING RELATIONSHIPS:

To communicate complex and sensitive patient information where there is a requirement for tact, persuasion and there may be barriers to understanding.

The wider multidisciplinary team;

And any other agency/ stakeholders involved in the care of the patient

ENVIRONMENTAL FACTORS- DEPENDING ON ENVIRONMENT

PHYSICAL EFFORT:

- There may be a requirement for sitting and standing in a restricted position, i.e. driving to patient's homes/ other Trust site
- There may be a required to be participate in MAPA

MENTAL EFFORT:

- Frequent requirement for concentration where work pattern is unpredictable

EMOTIONAL EFFORT:

- Frequent requirement to deal with distressing or emotional circumstances
- There may be a requirement to deal with highly distressing or emotional circumstances, i.e. child abuse etc.

WORKING CONDITIONS:

- Frequent exposure to unpleasant working conditions
- There may be a requirement to deal with highly unpleasant working conditions
- In some areas there may be a required to carry a panic alarm

Our Pledge

“We are LPT; a values based Trust that delivers high quality integrated health and social care developed around the needs of our local people, families and communities. We want LPT to be a great place to work, where we have a culture of continuous improvement and recognition and where collective leadership empowers high performing, innovative teams.” – **Dr Peter Miller, Chief Executive**

Our pledge reflects our values and has been developed with staff and staff side representatives to make clear the expectations we have of each other in order for us all to deliver high quality, patient-centred care which is at the heart of everything we do.

As a **staff member** I will...

- Commit to doing the best I can
- Be loyal to and supportive of my organisation
- Be a team player
- Willingly share my ideas, knowledge and experience
- Continue to improve myself and my service for the benefit of our service users
- Be flexible and adaptable in my work
- Maintain high quality and high standards
- Embrace diversity and the richness it brings
- Take ownership of my work and be held accountable

As an **organisation** we will...

- Provide opportunities for development and career progression
- Appreciate and recognise your contribution to our Trust
- Provide a safe and secure working environment
- Promote a culture that provides a happy and friendly work place for you and your team
- Give you the tools to do your job
- Support you to maintain a healthy work/life balance
- Listen to your views to inform our decision making
- Communicate with you in an honest, open and timely way

As a **manager/leader** I will...

- Inspire a shared purpose and provide clarity of expectations
- Be visible, accessible and approachable
- Be supportive, open, honest and transparent
- Listen, hear and give a voice to all
- Value and celebrate the successes of my team and individuals
- Promote health and wellbeing within my team
- Give my staff freedom to act and encourage collective leadership



Chair:
 Cathy Ellis



Chief Executive:
 Dr. Peter Miller

ADDITIONAL INFORMATION:

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times.

Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the six Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL:

All employees have a responsibility to protect from infection themselves and other people, whether they be clients/service users, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on **0800 028 40 60**.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

SMOKING AT WORK:

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.

PERSON SPECIFICATION

JOB TITLE: Team Lead

AFC REF NO: 2427

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applic at-ion form	Intervi -ew	Test	Prese n- tation
Demonstrates a commitment to the Trust's Values 1.1. Compassion 1.2. Trust 1.3. Respect 1.4. Integrity	3 3 3 3		✓ ✓ ✓ ✓		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 2.1. Registered Nurse Level 1 2.2. Degree or Equivalent 2.3. Post Registration Qualification 2.4. Evidence of continuing professional development within the last 12 months 2.5. Hold an 'NMC approved' mentoring qualification 2.6. Leadership or Management Qualification or willingness	3 3 3 3 3 3	✓ ✓ ✓ ✓ ✓ ✓			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applic at-ion form	Intervi -ew	Test	Prese n-tation
to work towards					
Knowledge and Skills					
3.1. Demonstrates effective communication and interpersonal skills	3	√	√		
3.2. Ability to lead team and work effectively with others	3		√		
3.3. Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work	3		√		
3.4. Demonstrates planning and organisational skills	3		√		
3.5. Demonstrates adaptability and flexibility dependent upon work priorities	3	√	√		
3.6. Able to make judgements based on evidence based practice and translate this for use in the clinical team environment	3		√		
3.7. To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and quality care for clients/service users	3	√	√		
3.8. Ability to motivate self and others.	3		√		
Experience (both work and 'life' related)					
4.1. Significant post registration experience as a senior nurse in relevant area of practice	3	√	√		
4.2. Demonstrates motivation					

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Applic at-ion form	Intervi -ew	Test	Prese n-tation
and commitment to providing high quality patient centre nursing care and patient education	3	√	√		
4.3. Experience of resource management including staff and budget management	1	√	√		
Personal Attributes					
5.1. Emotional resilience	3		√		
5.2. Physically capable for performing the role and responsibilities expected of the post holder, ie manual handling of clients/service users	3		√		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	√	√		
Understanding of Confidentiality & Data Protection	3	√	√		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	√	√		
Mobility		You must demonstrate how you would meet the stated mobility requirement on your application form			
This will depend on role. This will be specified in the job advertisement.					