

Job Title: Clinical Lead/ Deputy Manager
Location: The Beeches
Accountable to: Home Manager
Responsible for: Nursing and care staff
Hours of work: 35 hours per week
Rate of Pay: £32,377 - £33,688

Job Outline: To support the manager to ensure the provision of the highest standards of nursing care for service users. To be responsible for the welfare of Service Users, the management, organisation and training of staff and the liaison and maintenance of effective relationships with external authorities, relatives of service users and the general public. To participate in care delivery as part of the team. To act in the absence of the manager.

Job Description:

Service delivery

1. To support the manager and in their absence to have responsibility for the management of the service within the agreed resources available.
2. To undertake assessments of prospective service users to ensure that the service is able to meet their needs.
3. To ensure that the service is delivered in accordance with the Trust Quality Strategy.
4. To act as clinical lead with particular responsibility for the management of behaviour that challenges including the review of care plans and the education of staff.
5. To carry out nursing procedures within the whole unit as necessary ensuring that physical and mental health needs are met.
6. To ensure the emotional, spiritual and physical needs of service users are recognised, assessed and met. This will include regular planned reviews and ongoing assessment of the suitability of care plans in liaison with other professionals.
7. To ensure that all medication is received, recorded and administered in accordance with Trust policy.
8. To involve service users, where possible, in decision making about their care and matters in the service which may affect them.
9. To provide advanced care planning appropriate to the changing needs of service users.
10. To assist the manager in providing end of life care, that ensures the dying receive the utmost care that we can provide.
11. To respect the confidentiality of service users and act in accordance with the provisions of the Data Protection Act 1998, including the use of social networking systems.
12. To report any concerns regarding possible abuse of service users immediately to a senior manager.

13. To report any accidents, incidents, verbal concerns or complaints raised by the service user or visitors in accordance with Trust policy.

People Management

14. To lead, direct, supervise and support staff working within the service to ensure the service responds flexibly to the individual needs of service users and that they are treated with dignity and respect at all times.
15. To provide induction training, information and supervision to staff as appropriate, ensuring they understand their duties and Trust Policies and Procedures.
16. To promote good communication through regular staff meetings, written and verbal reports and openness at all levels.
17. To monitor staff performance and ensure probationary periods are managed effectively and deal with informal disciplinary matters as appropriate.
18. To support staff to be the best that they can be and encourage continuous personal development.
19. To develop and deliver specific training in the care of people with dementia.

Operational Management

20. To report all maintenance and equipment issues promptly in accordance with Trust Policy.
21. To ensure that staff, service users and visitors comply with the Trust Health and Safety Policy.
22. To attend Trust managers meetings in the absence of the manager.
23. To undertake any training and development necessary for the effective delivery of your responsibilities.
24. To undertake any other duties within the scope of your ability.
25. To abide by all Trust Policies and Procedures.

General Statements:

Confidentiality

All information relating to service users and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Continuous Improvement

We are continuously improving services and all members of staff employed by the Trust are expected to play an active role in the development and improvement of services to the benefit of service users.

All employees are required to participate in an annual appraisal and any associated training and/or learning opportunities.

Data Quality

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

Equality, Diversity and Human Rights

The Trust is committed to providing equality of opportunity, anti discriminatory and anti oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

Health and Safety

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with.

Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

Infection Control

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is the business of everyone employed by the Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

Other

You may be required to undertake work in other locations within the Trust as determined by the duties of your post.

The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.

Person Specification:

| Post Title: | Clinical Lead | | |
|-----------------------|---|------------------|------------------|
| | | Essential | Desirable |
| Qualifications | Level 5 Leadership and Management Award or equivalent | | X |
| | RMN | X | |
| Knowledge | Regulatory framework for adult social care | X | |
| | Understanding of whole person approach to care | X | |
| | Health and safety practice | X | |
| | How to address physical health needs | | X |
| | Advanced Care Planning | X | |
| Skills | Effective people management and leadership | X | |
| | Delivering good quality care | X | |
| | Budgetary management | | X |
| | IT literate | X | |
| Experience | Leading a team of nurses and carers to deliver a high standard of care for at least 2 years | X | |
| | Working in partnership with a multi-disciplinary team | X | |
| | Improving quality | X | |
| | End of life care | X | |
| Attitude | Flexibility | X | |
| | Self-aware and takes responsibility to resolve issues | X | |
| Other | Satisfactory DBS check | X | |

