

Job description

Post Title:	Clinical Lead Nurse (Older People's Services)
Band:	Band F1 (Clinical Support and Leadership)
Accountable to:	Service Manager
Job Summary:	<p>As the post holder you will be responsible for assisting the Service Manager in organising and developing service provision, including staffing, budget allocation and expenditure, resources, support networks and public relations within and relating to the service.</p> <p>The post holder will provide support to the Service Manager in providing leadership to the staff team and organising care and services. Responsible for ensuring that the style, systems and standards of care delivered reflect the philosophy of care as predetermined by Mental Health Concern (MHC). Also responsible for ensuring that MHC policies and procedures are safely implemented within the service.</p> <p>The post holder will ensure that our services are provided in a way that is consistent with our values, supporting and promoting an organisational culture that values: innovation, compassion, accountability, respect, excellence.</p>
Key Responsibilities:	<p>Service Delivery and Outcomes</p> <ul style="list-style-type: none"> • Ensure that the needs of service users and their carers are at the core of the way MHC delivers services. • Ensure that service delivery is person centred, outcomes focussed and protective of individual service users' dignity. • Support Service Manager to ensure that the service meets all relevant quality standards, specifically CQC, CCG and all relevant NICE guidelines. • Support the effective and efficient deployment of resources to achieve agreed outcomes and targets. • Work as a team member developing and maintaining effective working relationships. • Keep up to date with relevant policies and procedures. <p>Creativity and Innovation</p> <ul style="list-style-type: none"> • Takes an innovative and creative approach to solving problems. • Considers innovation in the workplace an ongoing responsibility and welcomes change as an integral part of both individual and organisation development. • Acts as a positive role model for innovation and a facilitator for change.

	<p>Communication</p> <ul style="list-style-type: none"> • Actively contribute to a culture of positive communication • Actively participate in Departmental communications. • Support the Service Manager to deliver presentations and training internally to staff and externally to partners/ agencies, where appropriate. • Support the Service Manager with CQC inspections, service developments and other relevant tasks. <p>Decision Making</p> <ul style="list-style-type: none"> • Make sound operational and clinical judgements that ensure safe and effective service provision. • Support Service Manager to gather, verify and assess all appropriate and available information to gain an accurate understanding of the situation. <p>Contacts and Relationships</p> <ul style="list-style-type: none"> • Positively engage with external agencies and act as advocate for the organisation. • Actively look for potential opportunities with key contacts to improve overall service delivery and performance. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Develops practical and realistic plans to achieve outcomes/objectives. • Considers the wider implications with regards to skills, resources in achieving plans/ outcomes/objectives. • Ensures appropriate resources and levels of capability to deliver priorities. • Takes responsibility for delivery of plans, outcomes and objectives which may involve coordinating and organising others. <p>Financial Management</p> <ul style="list-style-type: none"> • Effectively manage resources within your control. <p>Personal development</p> <ul style="list-style-type: none"> • Continually develop own clinical knowledge and practise with respect to service speciality. • Maintain registration with NMC. <p>Information Governance</p> <ul style="list-style-type: none"> • Comply with information governance training as laid out in the Initial IG Induction Training and Second Stage Governance Induction Training documents which include training on information security responsibilities, encryption, home working and remote access where applicable, as well as records management and information quality responsibilities.
--	---

	<p>Health, wellbeing and safety</p> <ul style="list-style-type: none"> • Take responsibility for own health and wellbeing. • Maintain an awareness of the organisation's staff wellbeing strategy. • Contribute to the promotion of staff wellbeing within the organisation • Develop and maintain a working knowledge of Health and Safety policies and procedures. • Take all practical steps to ensure your own personal health and safety at work and the health and safety of those you work with. <p>Equality and Diversity</p> <ul style="list-style-type: none"> • Act in ways that support equality and value diversity. • Help to develop and maintain an organisational culture that supports equality and diversity. <p>Confidentiality</p> <ul style="list-style-type: none"> • The post holder must maintain the confidentiality of information about clients, staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles. <p>Other</p> <ul style="list-style-type: none"> • Undertake any reasonable duties/responsibilities to meet the needs of the organisation.
--	---

This job description is not intended as an exhaustive list of duties and responsibilities of the post, but reflects the main areas involved. It will be subject to review and amendment in the light of developing service needs and all post holders are expected to undertake any reasonable duties/responsibilities to meet the needs of the organisation.

Person Specification

Essential Criteria	<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years (post NMC-registration) experience of working with people who have dementia and behaviours that can challenge. • Experience of managing teams. • Recent experience of giving and receiving appraisal, support and supervision. • Experience of writing detailed reports, including service user assessments. • Experience of budget preparation and presentation, including setting, monitoring and reviews of budgets. <p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> • NMC - Registered Mental Health Nurse, with a valid Pin. • Management qualification. • Sound knowledge of dementia and behaviours relating to dementia
---------------------------	--

- Knowledge and understanding of safeguarding issues. Able to recognise and respond to safeguarding issues.
- Understanding of interventions used with challenging behaviours.
- Understanding of local and national policies on mental health service provision.
- Understanding of relevant laws, including the Mental Capacity Act and the Mental Health Act.
- Sound clinical assessment skills.
- Willing to develop knowledge/skills.
- Good general IT knowledge (including using Microsoft Outlook, Microsoft Word, Excel Spreadsheets and Microsoft Teams).
- Teaching and Assessing qualification is desirable, not essential.

Skills and Personal Attributes

- Able to develop good working relationships with colleagues, working well within a team and providing leadership to others. Able to organise/delegate/motivate others, with good supervision and team management skills. Able to handle conflict.
- Good teaching, presentation, and research skills.
- Good oral and written communication skills with an ability to engage effectively with a range of stakeholders, both within and outside the organisation. Able to express views, positively and constructively.
- Able to identify personal strengths and recognise opportunities for personal development.
- Demonstrates the ability to proactively explore new ways of working that will improve overall performance and service delivery.
- Able and willing to regularly work without direct supervision, using initiative.
- Able to make clear, timely and justifiable decisions, after gathering and assessing all available information. Able to assess the wider implications when making decisions regarding services and service users. Willing and able to take positive risks when decision making.
- Good organisation skills and able to prioritise workload.