

## Job Description

Job Information		
<b>Job Title:</b>	Clinical Nurse Specialist / Team Leader	
<b>AfC Band:</b>	7	
<b>Professionally Accountable to:</b>	Divisional Nurse Director	
<b>Responsible to:</b>	Matron	
<b>Base Location:</b>	As required	
<b>Job Code:</b>	NM.NS.R0542	

Job Summary
<p>The Clinical Nurse Specialist/Team Leader will act as the clinical expert and professional resource to the multi-professional team, patients and carers within the Speciality service.</p> <p>The post holder will take overall responsibility to develop the specialist area of practice in partnership with other members of the speciality team (Head of Operations, Lead Clinician, Matron etc) and will work collaboratively to develop services and quality of care delivered.</p> <p>The post holder will be expected to provide first-line management and lead a team of specialist nurses.</p> <p>This will be achieved through the core dimensions of the role, clinical practice leadership, acting as the patient advocate and through audit and education.</p> <p>The post holder will carry responsibility for either a defined case load or offering “highly specialist service advice” this will include setting standards of care, the assessment of care needs and the development, implementation and evaluation of programmes of care.</p> <p>The post holder will contribute to achieving the objectives of the clinical service group/speciality corporate objectives and work within the clinical governance framework.</p> <p>They will lead the development and delivery of a programme of practice and professional development for staff within the speciality.</p>

## Key responsibilities

### Clinical

Perform specialist assessment of patients nursing needs, plan, implement and evaluate care delivery using advanced clinical knowledge and clinical skills.

Lead clinical care by managing a patient caseload providing expert assessment, planning and evaluation

Co-ordinate and manage nurse-led clinics (within Speciality).

Contribute towards a multi-professional approach in the management of patients within the specialist area, especially in relation to ongoing care needs and discharge arrangements.

Establish and maintain effective communication with patients and carers / relatives.

Support patients and their families and ensure that they receive the required information to enable them to self manage, lead or participate in their care delivery.

Recognise changes in patients condition that require the intervention of others and refer on as appropriate.

To support, assist and encourage the multi-disciplinary team in resolving patient problems, by the provision of new and innovative models of case management.

To lead the specialist nursing contribution to the service, in the delivery of high standards of patient care.

To lead the specialist nursing contribution to the service, work in partnership with lead clinicians, General Managers, Matron to ensure the delivery of high standards of patient care.

Work with the Matron to promote the development of nurses undertaking the CNO 'Ten Key Roles' as considered appropriate e.g. Nurse Prescribing.

### Leadership

Act as a role model and expert nurse providing in depth specialist clinical knowledge to colleagues through MDT meetings, for patients and carers / relatives.

Undertake clinical supervision of nursing colleagues on an individual or group basis.

Act as a resource for health care professionals by being visible, available, and accessible for support and advice in relation to the management of patients in the speciality.

Provide leadership to the team of nurse specialists and working with the matron, develop new role/ways of working (High Impact Changes). Linked to directorate business plans.

Ensure the effective and efficient use of physical and financial resources.

Lead consultations on and develop strategies for delivering effective care within a changing environment that improves the quality of care and health outcomes in the specialist area.

Responsible for monitoring health, safety and security of self, the team and others and promote best practice in the ward area.

Ensure systems are in place for risk assessment and minimisation including

### **Management/Operational**

Lead a team of specialist sisters/ CNS's towards achieving directorate, and Trust objectives

Identify and develop proposals and business cases as required for future service innovation

Take the lead and develop and influence the development of practice/services in the clinical area through the business planning process/service development and in conjunction with Matron, Head of Ops, Lead Clinician and Assistant Chief Nurse.

Ensure appropriate skill mix, cover is provided when planning rotas and delegating workload.

Delegate work to match capabilities and workload of team members

Manage own and other resources effectively ensuring efficient service delivery.

With team members, develop KSF outlines and undertake performance development reviews including the performance measures framework.

Monitor sickness, absence and competence issues in line with Trust Policy

Lead recruitment and selection of staff in line with Trust Policy.

### **Advocate**

Ensure that high standards of nursing care are given and maintained and act when standards are not being met.

Involve patients and carers in the planning and delivery of care.

Act as the patients advocate and ambassador.

Lead the development of a patient focussed education and information giving strategy within the speciality.

Recognise, prevent and diffuse potential areas of conflict and take a key role in the management of the outcome.

### **Job Plan – Clinical Nurse Specialist / Team Leader**

The role of the CNS / Team Leader contains a number of key tasks and responsibilities.

To enable the post holder to undertake their role and deliver patient care it is acknowledged and supported that the main element of the role will be contributing to clinical care.

A vehicle / framework to achieve this will be the use of a job plan and this will be discussed with the post holder at induction.

The content of the job plan will need to be agreed with the Matron, Lead Clinician and Head of Operations. It is also anticipated that a formal discussion will take place to agree the performance

measures framework to ensure that it is role specific.

There will be an expectation that 55% of the role will be made up of sessions/planned activities that involve clinical care/direct patient care.

For the remaining 45% this will include other aspects of the role such as continuous professional development, clinical supervision, audit, administration, producing guidelines, attendance at professional forum, teaching and developing ward nurses etc. For the team leader this includes 2/3 management sessions.

For the purpose of Job Plan discussions, the following guidance should be followed for defining clinical commitment:

- Managing patient case load
- Receiving referrals, discharge arrangements
- Holding nurse led clinics
- Working in outpatients clinics
- Acting as a resource for specialist knowledge and advice
- Patient communication, education, information
- MDT meetings, liaising with GP's, district nurses
- Providing specialist knowledge, skills and expertise in the practice area, ward rounds
- Initiating developing flexible and innovative approaches to meet patient needs

### **Clinical Governance / Quality**

- Ensure compliance with policies, procedures and clinical guidelines for self and others
- Develop and influence policy making and clinical guidelines internally and externally, necessary to support the specialist nursing service.
- Continually monitor standards of care and lead the improvement of care through benchmarking, Nursing Charter Audits and Clinical Audit.
- Support and facilitate research ensure evidence-based practice in the specialist area
- Disseminate good practice and knowledge by pursuing opportunities to present work at national conferences or via publication, encourage team members likewise
- Promote patient and public involvement activities in the specialist area leading to service improvement
- Promote people's equality, diversity and rights
- Identify clinical issues and incidents within the Trust that reduce the quality of care within the specialist service bringing any issues to the attention of the Matron.
- Take part in activities to counter these to ensure the delivery of safe and effective care.
- Participates and takes the lead in clinical audit within the specialist area and supporting others to participate and ensuring agreed results are implemented.

### **Education and training development**

- Takes responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with re-registration requirements.
- Participates in the supervision and the teaching of pre-post registration students, new staff

members and junior medical staff.

- To lead and develop with the Matron education programmes in relation to the specialty.
- Supports the ward/department sister in ensuring the clinical environment is conducive to effective learning.
- Identifies training needs and develop training resources for nursing staff to enable role development and to meet the needs of the service.

## Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

## Values and Behaviours

### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

### We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

## **We Are Innovative**

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

## **Infection Prevention & Control**

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

## **Confidentiality**

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

## **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

## **Management of Risk & Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.  
All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

## **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in

related mandatory/statutory training.

### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

### **Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

### **Professional Responsibility**

As per any required registration & LUHFT policy.

### **Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

## Person Specification

<b>Job Title:</b>	Clinical Nurse Specialist/Team Leader		
<b>Band</b>	7	<b>Job Code:</b>	NM.NS.R0542

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Registered Nurse/Midwife	Y		A/I
2	Post-basic specialist qualification relevant to specialty	Y		A/I
3	Recognised teaching qualification	Y		A/I
4	First degree	Y		A/I
5	Research qualification		Y	A/I
6	Recordable specialist qualification		Y	A/I
7	Masters		Y	A/I
8	Independent Nurse Prescriber		Y	A/I
9	Management qualification		Y	A/I
	Experience	Essential	Desirable	Assessment
10	Demonstrable post-registration experience	Y		A/I
11	Evidence of undertaking the relevant speciality successfully at Band 6	Y		A/I
12	Extensive clinical experience	Y		A/I
13	Evidence of the application of management / leadership skills and managing staff	Y		A/I
14	Involvement in audit	Y		A/I

15	Experience as a specialist nurse		Y	A/I
16	Participation in research		Y	A/I
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	In depth specialist knowledge	Y		A/I
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
18	Teaching/assessment skills	Y		A/I
19	Organisation and negotiation skills	Y		A/I
20	Effective communicator	Y		A/I
21	Leadership & motivation skills	Y		A/I
22	Evidence of audit and change management ability	Y		A/I
23	Computer literate	Y		A/I
24	Ability to motivate self and others	Y		A/I
25	Root cause analysis	Y		A/I
26	Evidence of leading and facilitating change		Y	A/I
27	ECDL		Y	A/I
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
28	Evidence of continued professional development	Y		A/I
29	Ability to work both on own initiative and within a team	Y		A/I
30	Flexibility	Y		A/I
31	Able to travel between sites	Y		A/I
32	Demonstrates enthusiasm	Y		A/I
33	Recognition of own limitations	Y		A/I
34	Assertive and confident	Y		A/I
35	Diplomatic	Y		A/I
36	Personal and professional maturity	Y		A/I

