

<b>Job Title:</b>	Clinical Service Lead – Physical Health Team
<b>Band:</b>	8a
<b>Hours:</b>	37.5
<b>Department:</b>	Nursing Directorate
<b>Location:</b>	Maudsley Hospital
<b>Reports to:</b>	Lead Nurse for Physical Healthcare
<b>Responsible for:</b>	Health Check Liaison Team

### **JOB PURPOSE**

The post-holder will hold management responsibility for the SLaM Physical Health Check Liaison Team across four boroughs, as well as supporting the Lead Nurse with operational management of the Trust's corporate physical health team.

The post holder will carry out managerial procedures to a standard that ensures safe and effective care, and complies with the relevant Code of Professional Conduct, including high quality supervision and appraisals.

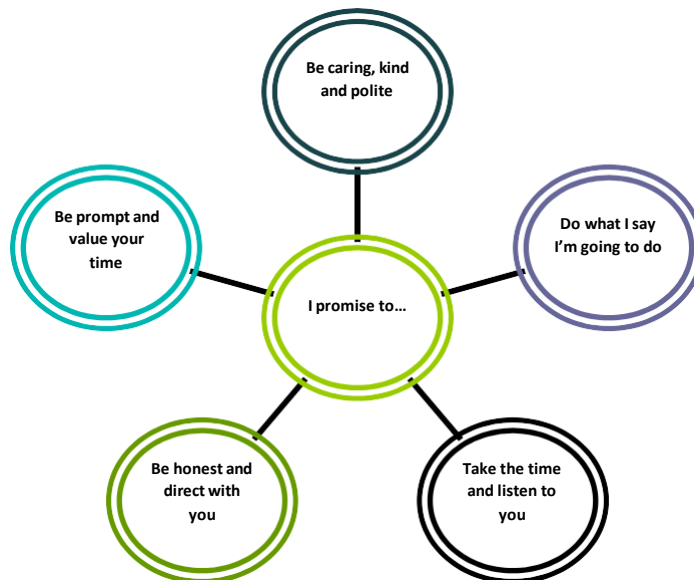
The post holder will work closely with the Lead Nurse for Physical Healthcare to develop new systems and processes to ensure all service users with serious mental illness receive the right physical health screening and planning.

The post-holder will be a key influence in implementing core trust objectives pertaining to physical healthcare through transformation projects related to the NHS Long Term Plan and the Trust's Strategy (Aiming High, Changing Lives).

The post-holder will be a key influence in developing new business opportunities for the service and contribute to various clinically oriented projects as required by the Lead Nurse, such as policy development, teaching/education and quality improvement projects.

The post holder will provide retain oversight of the performance of the Health Check Liaison Team provide leadership support to address any barriers. They will analyse progress and work with senior managers to deliver changes to the services that may be required to help drive improvement of physical healthcare screening in the community.

**Our Commitments:**



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**Key Responsibilities:**

**CLINICAL DUTIES**

The post holder will:

1. Develop and implement a system to ensure that service users in the community with a diagnosis of serious mental illness under the care of SLaM are offered physical health screening and intervention across four boroughs, deploying the Health Check Liaison Team to support this end.
2. Support the assessment and management of service user care needs through data collection, monitoring of service users' progress, progress reports, and in care reviews with the clinical team.
3. Undertake analysis of barriers or issues that are arising with regards to access to physical health checks in the community and help to troubleshoot and provide solutions.
4. Line manage a team of Band 4 Assistant Practitioners including the following: - Appraisals and supervision process - Recruitment and retention - Sickness and absence management - Disciplinary and capability process - Learning and development needs – Maintenance of medical device competencies

5. Build and sustain effective relationships with service users, carers/families, members of the multi-disciplinary team, and other statutory and non-statutory agencies.
6. Provide formal and interim reports to the Trust's Physical Health Strategy Implementation Committee and to the Trust Nursing Directorate and any other written documentation, as and when required.
7. Establish and maintain effective working relationships with colleagues from other statutory and non-statutory agencies.
8. In conjunction with the Physical Health Matron, facilitate the annual Trust Vaccination Program and other Trust-wide work streams as required.
9. Support the Nursing Directorate with completion of NICE GAP Analysis pertaining to physical health care.
10. The post holder will support the Nursing Directorate with training and education, pertaining to physical health care, to all multi-disciplinary clinicians and students.
11. The post holder will ensure the service reflects on lessons learnt from complaints, Serious Incidents and incidents reported via Datix.
12. The post holder will support the Nursing Directorate with formal investigations as per the direction of the Lead Nurse.
13. The post holder will follow policies and protocols with regards to the protection of children/ vulnerable adults and share relevant information with other agencies as required.
14. The post holder will be aware of and act within the requirements of the Mental Health Act(1983), Mental Capacity Act (2005) and other relevant legislation, at all times.
15. The post holder will effectively manage their own time, workload and resources.
16. The post holder will participate in the performance management process as directed
17. To undertake any other duties that would be a reasonable expectation of the role.

#### **PROFESSIONAL DUTIES**

The post holder will:

1. Be responsible for operational management of the Health Check Liaison Team.
2. Delivery of service level agreements between SLaM and external agencies related to physical health and community services.
3. Be responsible for escalation of risk to senior management.
4. Report monthly on progress and key quality improvement milestones.
5. Be responsible for their personal and professional development as identified and agreed through supervision.
6. Providing line management and clinical supervision to team of Band 4 Assistant Practitioners and a Band 4 Team Administrator.

7. Ensure all team finances are managed within allocated budget, including recruitment of staff.
8. Undertake mandatory training and other appropriate educational / developmental activities as agreed with the Team Manager
9. Undertake an annual appraisal with line manager and supervisees.
10. Actively contribute to the development of the wider physical health strategy.
11. Provide general support to Healthcare Assistants, Support Workers and other learners in the work environment by providing training and assessing competence.
12. Participate in raising awareness of the role of the service with other statutory and non-statutory agencies.
13. Participate in research and audit activity as required.
14. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

#### **MANAGEMENT OF INFORMATION**

The post holder will:

1. Will maintain up to date and accurate records, including risk assessment and crisis/contingency planning, in accordance with Trust and team policies.
2. Will assist in ensuring that individual care plans are well documented and reflect a multi-disciplinary approach, evidence-based practice and appropriate review periods.
3. Will maintain and protect the confidential nature of clinical information, whether written or given verbally.

#### **PERSONAL DEVELOPMENT AND FREEDOM TO ACT**

The post holder will:

1. Be prepared to physically move between sites as needed.
2. Ensure that they are fully aware of current developments and practice in their clinical area.
3. Acknowledge their own limitations and discuss/identify their training and development needs with their line manager.
4. Make effective use of supervision with their line manager on a regular and agreed basis.
5. Be aware of the need to reflect on their practice both as clinician and manager.
6. Manage their own time efficiently.
7. Be aware of and adhere to all Trust Policies and act as a role model to other staff.
8. Meet the required professional standards for ongoing registration.
9. Recognise emotional and mental effort required to fulfil the post.

v1.0 ORA 17.04.23

### **Other Responsibilities**

The post-holder will:

1. Deputising for the Lead Nurse for Physical Healthcare as required.
2. Establishing and building on excellent working relationships between other services within and external to the Directorate.
3. Ensuring that systems are in place which invite service users and their carers to comment on the quality of services they receive, and to act on feedback as needed.

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### **Personal Specification:**

Each requirement will either be identified through the candidate's application form (A) or interview (I). Candidates should ensure they read and understand the requirements below and ensure they have the relevant experience/knowledge before applying. South London and Maudsley NHS Foundation Trust are committed to developing staff and will offer relevant training and development opportunities where desirable requirements are missing.

<b>Essential Requirements</b>	<b>A/I</b>	<b>Desirable Requirements</b>	<b>A/I</b>
Registered Nurse (RMN, RGN).  Masters level qualification/or equivalent in health, leadership or a related topic, or currently undertaking.	A	Completed training and gained experience as a Practice Assessor.  Project management qualification.	A
Knowledge of physical health care within a mental health setting, including the inequalities experienced by people with serious mental illness.  Experience of working with local and national policies pertaining to physical health in mental health settings and parity of esteem.	A/I	Knowledge in the use of population health approaches, including use of local data to inform approach.	A
Management experience running large multidisciplinary teams.	A/I		
Experience of managing budgets and resources effectively	A/I	Experience of GAP analysis completion and contribution to clinical policy development/reviews.	A/I
Deep knowledge of public sector management and NHS mental health services, social care and primary care services.	A/I	Knowledge of community assets for health improvement, including those provided by the voluntary sector.	A/I

Awareness of primary and social care provision and collaborative working with mental health.	I		
Experience delivering the implementation of change in the public sector.	A/I		
Experience of contributing to quality improvement and evaluation processes.			
Experience of leading large-scale change & use of implementation science to evaluate change	A/I		
Experience of providing teaching/training to multidisciplinary groups.	A/I		
Experience of working within a community mental health setting and familiarity with community transformation.	A/I		
Ability to communicate and develop supportive relationships with clients, carers and other professionals.	A/I		
Ability to prepare, record and complete relevant documents for clients and colleagues.	A/I		
Ability to lead and work effectively as part of a service level response team.	A/I		
Excellent time management and self-organisation skills.	A/I		
Ability to manage multiple projects/workstreams simultaneously.			
Ability to seek guidance and support using supervision and escalation processes.	A/I		
Working knowledge of all relevant legislation associated with health and social care.	A/I		
Understanding of the role and function of other organisations providing services to people with mental ill-health.	A/I		

Understanding of the legislative and quality frameworks that govern provision of mental health and primary and social care	A/I		
Ability to synthesise complex information and provide clear advice and guidance.	A/I		
Ability to demonstrate sensitivity to the needs of people in distress	A/I		
Ability to value diversity and respond constructively to discriminatory behaviour	A/I		
Ability to provide corporate level updates when required.	A/I		
Understanding of clinical governance and how to implement this in practice.			
High standard of computer literacy	A		

## About South London and Maudsley:

South London and Maudsley NHS Foundation Trust (SLaM) provide the widest range of NHS mental health services in the UK as well as substance misuse services for people who are addicted to drugs and alcohol. We work closely with the Institute of Psychiatry, Psychology and Neuroscience (IoPPN), King's College London and are part of King's Health Partners Academic Health Sciences Centre. There are very few organisations in the world that have such wide-ranging capabilities working with mental illness. Our scope is unique because it is built on three major foundations: care and treatment, science and research, and training.

SLaM employ around 5000 staff and serve a local population of 1.1 million people. We have more than 230 services including inpatient wards, outpatient and community services. Currently, provide inpatient care for approximately 5,300 people each year and treat more than 45,000 patients in the community in Croydon, Lambeth, Lewisham and Southwark; as well as substance misuse services for residents of Bexley, Bromley and Greenwich.

By coming to work at SLaM, you will gain experience of being part of an organisation with a rich history and international reputation in mental health care. You will have access to professional development and learning opportunities, and have the chance to work alongside people who are world leaders in their field. SLaM delivered more than 14,000 training experiences in 2014; providing an extensive range of learning opportunities for staff at all levels. In addition, our working relationship with King's Health Partners allows those working at the Trust to get involved in academic research.

## Trust Policy and Procedures:

### Confidentiality:

Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all

times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

**Equal Opportunities:**

Promote the concepts of equality of opportunity and managing diversity Trust wide.

**Health and Safety:**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

**Infection Prevention and Control:**

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

**Professional standards and performance review:**

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

**Service/Department standards:**

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

**Finance:**

All Trust staff will comply with the financial processes and procedures.

**Safeguarding Children & Vulnerable Adults:**

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004 and the trusts safe guarding vulnerable adults policy.

**Code of Conduct:**

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

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**SUMMARY:**

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.