

## DIRECTORATE

### JOB DESCRIPTION AND PERSON SPECIFICATION

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**JOB TITLE:** Band 6 Clinical Lead (Nurse or AHP)

**BAND:** Band 6

**REPORTS TO:** Ward Manager

**BASE:** MH inpatient

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#### **JOB SUMMARY**

The post holder will be required to work within a multi-disciplinary age independent, MH inpatient service. The post holder will ensure that all organisational systems and processes are adhered to. The post holder will manage and organise competing and conflicting priorities and manage change in complex situations. The post holder will be a resource of clinical knowledge and competence in the service area contributing to staff and service development. They support on audit, guidelines and quality improvement approaches to ensure the highest standards of safety and quality in their area. The post holder will be required to undertake trusted assessments, provide evidence-based clinical interventions and clinical leadership.

The post holder will be expected to gain skills in operational management responsibilities and in quality and safety improvement approaches as part of their Band 6 position within inpatient care.

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#### **MAIN RESPONSIBILITIES OF THE POST**

- Work as an integrated member of the team, with all service users' needs within the unit, and hold a designated named clinician case load.
- Formulate and coordinating holistic assessment of mental and physical needs.
- To be Nurse in Charge (NIC) and shift management.



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- To supervise and develop junior staff member, with responsibility for ensuring junior staff, students and trainees have specific role competency sign off.
- Ensure there is a robust process for care plan formulation, review, evaluate treatment and safety plans and report back to multi-professional team.
- Contribute to the maintenance and development of the social and physical therapeutic environment.
- Lead of all areas of risk management within the ward ensuring risk, including patient risk, positive risk taking, and environmental risk assessment is embedded and that trust processes around risk are adhered to and recorded.
- Responsible for leading high standards of clinical care and maintaining service delivery based on evidence, clinical and professional judgement.
- Responsible for identifying needs to facilitate safe discharge.
- To lead and coordinate the adherence to and reporting of safety & quality issues and report any concerns immediately.
- Have a detailed working knowledge of key partnership services and organisations (i.e. voluntary sector, social services, housing), including their eligibility criteria and access procedures.
- To lead and maintain a learning environment, via mentorship, supervision and guidance to identified junior staff and students.
- To lead on Quality Improvement and liaise with the Quality Improvement team to support areas of practice development and to coordinate staff training in improvement approaches.
- To support staff training and development in all areas appropriate to inpatient care.
- To lead on improving patient experience and co-production on the Ward
- To provide senior leadership across the acute system as deemed necessary.

### Organisational Values:





## **Communication**

- Communicate with both internal and external stakeholders, such as service users, carers, other teams, third sector and voluntary organisations.
- Communicate effectively across a wide variety of settings, using tact and diplomacy in response to situations that may be complex and sensitive and may have resulted from conflict.
- Providing advice and use their initiative and follow organisational procedures in routine and crisis situations.
- Apply communication skills which take account of communication needs and differences, in order to plan, deliver and evaluate care .
- Apply enhanced communication skills both oral and written to communicate information within records and reports. This may also include the need to respond to and offer reassurance to questions and concerns from a variety of groups, such as service users, carers and other staff/teams.
- Comply with and implement local and Trust policies and procedures regarding appropriate communication.
- Be required to lead client reviews within the multi-disciplinary team and act as an advocate for service users.

## **Analytical and Judgemental Skills / Freedom to Act**

- Act within the limits of their competency and authority in line with their professional code of conduct.
- Take responsibility and actively participate in both managerial and professional supervision to ensure their competence and support continuous professional development.
- Provide management and/or clinical supervision to staff within their team.
- Ensure that their professional competence enables them to determine the appropriate actions from a range of options.
- Evaluate and deliver advice in complex situations
- Support the analyse audit and quality improvement data for the ward and design improvement plans and programmes to the sustain phase

## **Planning and Organisational Skills**

- Undertake routine management and organisation of their own time and activities to support the completion of their designated role within the ward.



- Oversees and support others in the team to effectively manage their time and resources to complete the required interventions.
- Plan and manage a range of activities which may be complex in nature and delegate appropriate responsibilities to other members of the team.
- Review, evaluate and adjust activities in response to the changing demands

### **Physical Skills**

- Have the ability to use I.T. systems sensibly and purposefully to meet the needs of the role and will be required to utilise systems safely and securely in line with organisational guidelines.
- Attend annual training and undertake life support training appropriate to role.
- Undertake Safety Intervention training & carry out interventions as per policy.

### **Responsibility for Patients / Clients**

- Apply enhanced clinical knowledge and skills to the work environment.
- Identify and verify factors including contra-indications apparent from patient history.
- To deliver specific interventions in line with the treatment pathway.
- Evaluate potential efficacy of planned intervention, given all available data
- Liaise with colleagues and other clinicians to clarify and resolve any discrepancies or difficulties in the evaluation of patient data.
- Generate options including modification or alternatives to planned intervention to meet clinical need as appropriate.
- Verify suitability and potential effectiveness of planned intervention or suggested alternatives.
- Agree course of action with those responsible for performing the intervention.
- Document key points of agreement, including specific factors which influenced advice and recommendations.
- Assess and plan care delivery for individuals using within the framework of the Care Programme Approach.
- To facilitate transfer between services, including signpost
- To routinely enquire, identify and report through the appropriate procedures any safeguarding issues.
- To report safeguarding issues that are identified via others.
- Enable individuals to choose and take part in activities that are meaningful to them. These may include self-care, education, recreational and work activities.
- Obtain valid consent from an individual for a range of interventions.
- To participate as part of the multi-disciplinary team implementing, evaluating and reviewing all aspects of the service users care.
- Advise, inform and support on the physical health and wellbeing of individuals (services users, their family, their significant other) in a holistic way.
- Liaise, advise and inform service providers to enable them to support services users to access and use services in a way which respects their values and supports their rights.



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- Evaluate the effectiveness of interventions in relation to supporting the recovery and wellbeing of service users.

### **Policy and Service Responsibilities**

- Act within own level of authority and legal requirements for maintaining confidentiality in healthcare. This covers all aspects of information, data and other resources relevant to healthcare activities.
- Ensure that own actions and those of others reduce risks to health and safety through removal, mitigation and escalation
- Promote people's equality, diversity and rights
- Consider service needs and make relevant suggestions to all local and organisational policies and procedures.
- Have good knowledge of and comply with relevant legal frameworks such as the Care Programme Approach, Mental Health Act (1983)- updated 2007, Capacity Act 2005.

### **Responsibility for Financial and Physical Resources**

- The post holder will be required to work within their own personal duty of care, in line with organisational policy and specific service need, i.e.. when handling money, medical devices and using mobile telephones.

### **Responsibility for Staff**

- Share clinical skills and knowledge and support the development of others
- Be required to reflect on and evaluate their own and others values, priorities, interests and effectiveness in order to continually improve their practice
- Receive and provide supervision in line with organisational policy.
- Reflect on their development and maintain own skills and practice by continued learning and development.
- Facilitate others to reflect and develop
- Demonstrate understanding and learning of application in practice supported with CPD portfolio evidence
- Provide mentoring and support for other learners (subject to professional standards and training requirements)
- Undertake Human Resource activities as appropriate to role e.g. appraisal, sickness absence
- Deputise as and when appropriate
- Effectively delegate to others as and when appropriate
- Deputise for senior managerial and leadership staff as directed

### **Responsibility for Information**

- Gather, store and communicate information relevant to their particular job role.
- Comply with the relevant professional standards.
- Adhere to the record keeping policies and process of the Trust.



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- Understand individual responsibility and act in accordance with the national data protection act and organisational information governance policies and protocols
- At all times the post holder must only access information relevant and appropriate to role

### **Research and Development**

- The post holder will be required to lead and contribute to and support research, service evaluation and audit within their service area, as required.

### **Physical Effort**

- The post holder will be required to undertake light physical duties to identify patient's needs, for example using physical health monitoring equipment, using appropriate Safety Intervention techniques and responding to emergency situations

### **Mental Effort**

- Be required to work in a variety of settings which may be busy and demanding. This will require the post holder to conduct themselves in a professional manner at all times.
- Manage frequent interruptions and maintain concentration whilst carrying out a range of tasks e.g. report writing, assessment and formulation, documentation, individual therapy.
- Frequently re assess, prioritise and manage multiple tasks required to deliver the service within allocated resources in an unpredictable and ever changing environment.
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### **Emotional Effort**

- Therapeutically engage in effective communication and relationships with people who are troubled or distressed
- Be required to establish, sustain and disengage from professional relationships.
- Frequently manage highly distressing or emotional circumstances i.e. which may include imparting unwelcome news
- Provide support to staff who have been exposed to highly distressing and emotional situations

### **Working Conditions**

- Be required to oversee and comply with Trust policy in relation to infection control, which includes hazardous waste, hand washing and disposal of sharps.
- Be required to work in an agile manner in response to the needs of the service.
- Be required to use a computer daily.
- Exposed to unpleasant working conditions e.g. verbal aggression
- Provide cover in the absence of colleagues across all acute service provision.



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## **OTHER DUTIES**

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity
7. The post holder may be moved to other wards as service need dictates.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

### **Safeguarding Children and Adults**

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

### **Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

### **Data Protection Act**



All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

### **Infection Control**

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

### **Environmental Issues**

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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## Person Specification

**JOB TITLE: Clinician PCDU**

		<b>HOW MEASURED?</b> A (Application form) I (Interview)	<b>WEIGHTING</b> 1 – Low 2 – Medium 3 – High
<b>Coventry and Warwickshire Partnership Trust Values</b>	Demonstrable ability to meet the Trust's Values  	A/I	3
<b>QUALIFICATIONS</b>	Relevant Professional Qualification i.e. RMN/HPCPC  Current unrestricted registration with governing body  Evidence of continuing professional development  Hold or be willing to undertake Quality Improvement training.	A  I  A/I  A/I	3  3  3  3
<b>KNOWLEDGE &amp; SKILLS</b>	Excellent written communication skills Excellent verbal communication skills Effective organisational and delegation skills Ability to demonstrate and apply understanding of policies and procedures Ability to demonstrate and apply understanding of Equal Opportunities Ability to demonstrate and apply understanding of confidentiality  Ability to demonstrate and apply understanding safety issues	A / I  A/I  A/I  A/I  I  I  I	3  3  3  3  3  3



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	Ability to demonstrate and apply problem solving skills to a variety of situations	I	2
<b>EXPERIENCE</b>	Previous experience of working with people with mental health needs	A / I	3
	Experience of undertaking assessment, formulation, risk assessment and positive risk management.	A/I	3
	Experience of safeguarding and investigations	I	2
	Experience of people management	I	2
<b>PERSONAL ATTRIBUTES</b> <i>(not covered by values)</i>	Reliable	A / I	3
	Enthusiastic	A/I	3
	Self-motivated		
	Ability to work on own initiative	A/I	3
	Engaging, open and honest		
	Personal resilience	A/I	3
	Able to demonstrate a non-judgemental and empathetic approach to service users		
	Ability to work as part of a team and able to accept direction and leadership in carrying out duties	A/I	3
	Ability to motivate others		
	Demonstrate ability to resolve conflict	I	2
Demonstrate leadership qualities	I	2	
		I	2
<b>OTHER</b> <i>(Please specify)</i>	Disclosure and Barring Service (DBS) to an enhanced level	A/I	3
	Special requirements attached to the post – e.g. travelling,		



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	Working unsocial hours	1	3
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