

Job Description

Job Information	
Job Title:	Community Lead Nurse
Directorate/Service:	Community
AfC Band:	8A
Responsible to:	Head of Nursing & Quality
Accountable to:	Directorate Manager
Base Location:	St. Helens Borough
Job Code:	409-S6177658

Job Summary
<p>The post holder must be an experienced Community Nurse with detailed knowledge and skills to act as a positive role model through the provision of effective professional leadership and demonstration of competent, accountable clinical practice whilst undertaking the operational management and strategic development of the service.</p> <p>Actively support the Division in the provision of high quality, modern, dynamic, and patient centred services through day to day visible, accessible, and authoritative leadership within the clinical setting.</p> <p>Be responsible for optimising patient flow and access through the area and work collaboratively with the Head of Nursing (HON) to ensure clinical and service effectiveness to prevent delays.</p> <p>Ensure the delivery of patient care is of the highest standard and patients and their families are treated with privacy and respect.</p> <p>Ensure that the environment meets appropriate standards for high quality care within the Community setting and supports the delivery of high standards of infection control practice.</p> <p>In collaboration with the HON consistently develop the service in line with national best practice and to contribute to the development and delivery of the Trusts corporate strategic direction.</p> <p>The post holder will be expected to flexible in terms of working hours to include out of hours and weekend working to ensure provision of senior support for all services within the directorate.</p>

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • Provide professional and clinical leadership and support to the nursing workforce. • Ensure that performance and sickness management issues relating to nurses in the area of practice are dealt with promptly, sensitively, equally and without discrimination in accordance with Trust policy. • Maintain a high profile in supporting and managing staff, dealing with issues promptly and effectively that may impact on service delivery. • Contribute to directorate business planning, reviewing, and agreeing nursing workforce plans. • To ensure that effective emergency planning measures are in place inclusive of effective contingency and business continuity plans.

- Maintain an active role in the recruitment and retention of the nursing workforce, continually reviewing and adapting skill mix, and staff establishments to meet patient need.
- Provide advice and guidance for clinical teams on effective assessment, planning, implementation and evaluation of patient care according to changing health care needs, ensuring that patients, relatives / carers are involved in all aspects of care.
- Initiate and monitor changes and improvements to practice in terms of patient flow, admission, and discharge arrangements according to service plans and objectives.
- Provide advice and support for patients, carers and relatives, by being visible and accessible, acting as the first point of call for information and concerns raised, liaising with other staff, clinical teams, patient services and external agencies as required.
- Provide advice and guidance on preparation of the clinical environment including the patients home for safe practice, ensuring that the appropriate level of cleanliness is maintained, taking action to address issues and solve problems.
- Collect, collate, analyse and report information, ensuring that accurate patient records/documentation are maintained, taking action to address issues and solve problems.

CLINICAL & PROFESSIONAL RESPONSIBILITIES

- Maintain Professional Registration
- Adhere to relevant NMC Code of Practice
- Act as a role model by demonstrating leadership and expertise, and by maintaining credibility within the care group, the wider health care community, and external agencies, ensuring a positive image of the Trust is maintained.
- Maintain high visibility in the clinical areas and be aware of current issues through undertaking activities such as clinical practice or observations of care. Develop a work programme that enables designated clinical time based on the unit.

QUALITY

Patient Safety

- Ensure effective measurements are in place to promote a safe environment for patients, carers and staff.
- Ensure there is a robust system in place to ensure lessons are learnt with subsequent changes in practice when highlighted through incidents, complaints, and claims both trust wide and within the Community Services
- Ensure national guidance is implemented in a timely and appropriate way, i.e., CQC standards, policies and guidelines and systems and processes are in place to prepare for and monitor external assessment, accreditation, and regulatory inspections.
- Provide patient safety and governance reports for the care group and trust committees, collating key quality indicators to support assurance mechanisms to demonstrate compliance with key standards and to escalate where improvements need to be made.

Ensure all senior nurses participate in monthly nursing audits, ensuring that action plans are implemented within agreed time frames.

- Ensure that the Community Division has systems in place to identify, report and manage risk

which involves taking action and monitoring work areas in accordance with Health and Safety legislation and guidance from the National Patient Safety Agency.

- Undertake Clinical Risk Assessments as appropriate and discuss with the HON and Directorate Manager
- To ensure systems are in place for assessing and prioritising the purchasing of medical devices and ensuring staff are appropriately trained in their use. Work with the divisional management team in the procurement, implementation and decontamination of medical equipment. Ensure systems are in place for training and recording competency in the use of new devices.
- To ensure that there are high standards of documentation and care planning in all areas of practice. Ensuring there are regular reviews of all documentation, and focused action plans are produced when areas of concern are identified.
- Lead and coordinate staffing response to a major incident.
- Oversee trials of new equipment and ensure appropriate legislation and safety measures are adhered.

Patient Experience

- To ensure that there are systems in place to capture and act upon information related to the patient experience.
- Promote patient centred service delivery by providing visible and accessible senior professional presence to which staff, patients and their carers can turn to for assistance.
- Maintaining effective channels to obtain views and concerns of service users and to take action as appropriate where in use produce weekly reports derived from Patient Experience Audit.
- Ensuring that the patient experience remains the focal point for service improvement within the Directorate.
- Establish effective relationships with PALS and the complaints team encouraging the staff in the proactive resolution of concerns. Ensure that actions arising from patient feedback are progressed.

Clinical Effectiveness

- Implement strategies to ensure clinical care within the Directorate complies where appropriate with National Standards for care such as are contained in the Essence of Care, Our NHS our Future (Lord Darzi recommendations) and National Service Frameworks
- To ensure the implementation of national, local and Trust standards of best practice and quality and monitor performance against these that informs the corporate performance review programme. and is utilised to improve the effectiveness of clinical practice and service delivery.
- Support the Involvement and delivery of local and national clinical audits.

ADMINISTRATIVE RESPONSIBILITIES

- Ensure timely submission of data both internally and externally.
- Ensure accurate and contemporaneous records are kept for all patient care and interventions.

TEACHING & TRAINING RESPONSIBILITIES

- Take responsibility for own learning by full participation in appraisal, attending mandatory training, developing own “expert” knowledge and skills, maintaining a professional portfolio inclusive of advanced skills.
- Lead on the development of the clinical team ensuring compliance with plans to improve knowledge/clinical practice within the team, taking action if plans are not met.
- In liaison with Practice Education Facilitator ensure all nursing staff complete service specific competencies

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- Provide leadership on making changes and improvements in quality of care and development of clinical teams, ensuring that plans are implemented by monitoring and reporting on the impact of change.
- Provide advice and guidance on plans to encourage patient and public involvement activities in clinical areas, monitoring activity, and making recommendations for improvements.
- Develop and maintain systems and processes to ensure that work is appropriately prioritised and allocated, and that effective supervision is in place to support staff.
- Develop and maintain systems and processes to ensure that staff appraisal is in place for all staff in the service.
- Ensure that recruitment, staff induction and orientation, and mandatory training take place according to Trust policy.
- Support the Directorate by the effective use of resources, e.g., staff, budget, premises, equipment, supplies and materials.
- Develop and maintain systems and processes to promote, monitor and maintain a healthy, safe, and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns.

FINANCIAL RESPONSIBILITY

- In Liaison with Finance department actively seek solutions to improve cost efficiency
- To contribute to the development of robust financial management systems. To ensure processes are in place to optimally utilise the Community Care Group resources.
- Meeting annual financial targets including Cash Releasing Efficiency Savings.
- Ensure business risk evaluation of all service developments.
- To be accountable for the cost effective and efficient use of resources, ensuring that all senior staff are trained in resource management strategies.
- Monitor agency and temporary staffing usage justifying against vacancies and staff absence (maternity, sickness etc)

- Ensure all staff make efficient and effective use of financial and other resources.

RESEARCH & AUDIT

- Take an active role in the co-ordination and development of research and audit programmes within the nursing arena and apply the outcomes to improve patient care and service delivery.
- Instigate and implement new innovations within nursing and develop these in collaboration with the nursing staff and team.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs.
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Teaching Hospitals NHS Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently, and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation (GDPR) 2018 and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and carers and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- To ensure that when creating, managing, and sharing information it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous.
- In accordance with the Health and Social Care Act 2012, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular

updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.

- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.