ANEURIN BEVAN HEALTH BOARD
JOB DESCRIPTION
DIVISION OF COMMUNITY

Community Nursing Team Leader

Grade: Band 6
Reporting to: District Nursing Team Leader
Accountable to: The Senior Nurse

Role Summary

The post holder will ensure the provision of cost effective, efficient and appropriate high quality patient care within their Nursing Team They are responsible for ensuring the quality of the assessment, planning, implementation and evaluation of care needs and quality assurance within that team. The community nurse team leader will lead a nursing team within an identifiable area. They will support the professional and clinical development of team members, promote evidenced based practice and act as an accountable role model. They will ensure that together with their team members that they act in accordance with the NMC Professional Code of Conduct and other relevant policies.

Key Responsibilities

Clinical

- To assess, develop and implement nursing care programmes and specialist nursing care programmes with patients.

- To be aware of and demonstrate best practice based on current advances in nursing

- To support an environment that enables the nursing team to challenge all aspects of patient care and is patient focused

- To provide expert clinical advice and support to team members

- To monitor the work of their nursing team in their delivery of patient care

- To support the evaluation of the effectiveness of nursing care within their team

- To undertake, participate and assist in the co-ordination of audit activity.

- To support the continuing maintenance of high standards of patient care

- To ensure the physical, social, psychological and spiritual needs of the patient (and significant others) are met

- To support the promotion and maintenance of health and the prevention of illness

- To contribute to the development and delivery of the corporate nursing agenda.

- To act as a Nurse Prescriber, taking responsibility fro prescribing in line with the Nurse Prescribing Formulary and the Health Board's Policies and Guidelines

Managerial
- To provide day to day line and operational management for a team of registered and unregistered nurses

- To be aware of and assist in the delivery of the Divisional Governance Agenda

- To support the selection, appointment, induction and retention of the nursing team

- To operationally manage team member's attendance, back to work interviews for sickness management.

- To support safe and efficient staffing levels and the planning of appropriate duty rotas

- To prioritise their own workload and the work of the team

- To contribute to the production of workforce planning

- To support team member development and the undertaking of staff appraisals ensuring all staff have personal reviews and development plans cognisant of service needs

- To support the development of a continuous service improvement ethos, challenging traditional methods of core delivery, supporting innovation and appropriate change within the nursing team

- To foster positive, collegial relationships with members of the multidisciplinary /multi Agency teams

- To lead staff practice within the framework provided by the Health Board's Policies, Procedures and Guidelines and those laid down by nursing's regulatory body.

- To oversee equipment and take responsibility for its maintenance to ensure it is kept in full working condition and that staff are conversant with and competent in it's use.

- To establish and maintain a free flow of information/communication with staff including team meetings

- To ensure that the Team Manager is kept abreast of affairs, progress and developments

- To participate in a rotational programme of covering for the Community Nursing Team Manager

- To actively participate in risk management and clinical governance relating to the Teams practice

- To contribute to policy development and changes in practice including those that may impact on other areas.

- To assist the team manager in the control of allocated budgets, to enable the best service provision within the resources available

Educational
- To demonstrate a continuous process of attaining educational, research, clinical and leadership skills and maintain a personal profile in accordance with PREP requirements

- To support and implement KSF reviews within the team

- To support, encourage and participate in clinical supervision

- To share knowledge, expertise and skills with peers

- To foster enquiry and where appropriate undertake research

- To support an annual training needs analysis is completed and provide fair and equitable opportunities for all staff

- To assist in the evaluation of study leave, ensuring application of new skills in practice.

- To support the appropriate induction of new appointees

- To support effective mentorship of students and positive student experiences

- To support the adoption of Clinical Supervision among staff

- To contribute to the development of educational programmes, thereby ensuring identified learning needs are met

- To share knowledge skills and expertise with peers

- To support the development of clinical practice and its escalation within their area of control

Professional
- To maintain personal registration in accordance with the NMC guidelines and statutory requirements

This job description is intended to identify key responsibilities; it is current to the date set below. In consultation with you it is liable to variation to reflect/anticipate changes in services needs.

The post holder will be subject to an annual Personal Review where a personal development plan will be discussed.

All employees must adhere to and perpetuate the Health Board's Policies and Procedures, specifically Health and Safety at Work.

Attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in prosecution under the Data Protection Act.

Aneurin Bevan Health Board operates a no smoking policy.

Upon appointment the post-holder will be expected to complete a locally approved orientation/induction programme.

**Community Nursing Team Leader
Person Specification**

Qualifications	
Essential	**Desirable**
Registered Nurse Currently Registered with NMC District Nursing/SPQ Qualification Evidence of post registration and portfolio development Diploma level education	Specialist clinical training Management Qualification Post Graduate Qualification Experience in Continuing Healthcare

Experience	
Essential	**Desirable**
Relevant Experience at Band 5 Caseload management Staff caseload supervision Evidence of team leading Evidence of working as part of a multi disciplinary team Evidence of leading change or new initiatives or other service development Evidence of supervision and development of junior staff	Involvement of undertaking a training needs assessment and analysis

Skills	
Essential	**Desirable**
Ability to communicate verbally and in writing at senior level Nurse Prescriber Able to leader a team of nurses at junior level Able to effectively manage people though interview Able to present information effectively to individuals and groups Able to teach individuals and groups Able to perform and demonstrate expanded clinical skills for area of nursing including intravenous injections, cannulation, catheterisation, removal of sutures Able to research, critique and change practices Able to supervise other nurses clinical practice	IT Skills ECDL Ability to speak Welsh

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Knowledge	
Essential	**Desirable**
Legislation affecting service area Clinical Governance and how it affects practice Standard Setting Audit Quality Assurance Health and Safety at Work Risk Management Clinical Supervision Continuing Care Sickness Management KSF	
Personal Attributes	
Essential	**Desirable**
Ability to self direct Work autonomously under own initiative Flexible to meet needs of the service Catalyst to promote change Able to make purposeful decisions in stressful or pressured situations	
Other	
Essential	**Desirable**
Ability to be mobile within a geographical area	