



SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS:

Job Title	Clinical Lead
Pay Band	Band 6
Division/Directorate	Mental Health & Learning Disabilities
Department	Mental Health

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Unit/Ward Manager
Reports to: Name Line Manager	Ward Manager – Fendrod Ward
Professionally Responsible to:	Head of Nursing (Mental Health)

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Job Summary/Job Purpose:

- To work effectively as a senior member of the multi-disciplinary team.
- To act up in the absence of the Ward Manager.
- To focus on providing person-centred care, with a shared responsibility for positive risk taking.
- To assist people to exercise their rights and uphold safeguards to ensure minimal restriction on people’s lives, whilst also maintaining the safety of others.
- To provide clinical leadership in the operation and the development of high quality clinical services that aim to improve recovery outcomes for people with complex

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mental health problems.

- To participate in Clinical Supervision and Reflective Practice.
- To provide managerial supervision to designated staff.
- To act as an effective role model and mentor to junior staff.
- To participate in the PADR process and continually update practice and education.

DUTIES/RESPONSIBILITIES:

Clinical Responsibilities

1. Using the Mental Health Measure 2012 framework, to work with the individual to assess, plan, implement and evaluate their needs. Using the recovery process; agreeing realistic and achievable outcomes.
2. Participate in the individualised Care and Treatment (multi-disciplinary team) care reviews. Ensuring that reviews are carried out on a regular basis and the review is documented accurately in the individuals' inpatient records.
3. To administer, monitor and supervise prescribed medication. Observe for and report, as appropriate, therapeutic effects, any possible side effects using evidence based scales.
4. Offer support, advice and information to carers/relatives. Encourage participation of carers in planning of care and work in a manner which will engender trust and co-operation, thereby enhancing patient care, maintaining confidentiality at all times.
5. As a senior member of the multi-disciplinary team contribute to clinical reviews/case formulation and report on the condition of patients to other professionals and when required provide written reports, particularly in regard to Mental Health Tribunals.
6. To function as an effective clinical lead member of the multi-disciplinary team in developing the service in accordance with the Rehabilitation and Recovery (Mental Health) Service Modernisation Strategy
7. Promote the recovery of individuals by implementing activities and groups that enhance their psychological, social and spiritual needs by helping them to gain new skills that will promote self-direction and social inclusion.
8. Adhere to the SBU Health Board Policies and Procedures in all areas of clinical practice.
9. To take a lead role in the allocation of nursing resources and ensure that nursing care is of the highest standard and staff are deployed appropriately.
10. To assist the Ward manager and take a clinical lead role in the setting of standards of care and audit activity such as the Care Metrics & Fundamentals of Care.

CAJE REF: RVC/2022/0176

11. Act as a positive role model or mentor to junior members of staff.
12. Ensure that the privacy and dignity of patients is protected at all times and that the SBU Local Health Board Safeguarding Adults policy is followed.
13. Ensure that risk assessments are continuously updated and that Safe and Supportive Observations are carried out according to the SBU Local Health Board Policy.
14. Ensure that the rights of individuals are respected and that they are treated in the least restrictive manner possible taking into account the risk to the individual and others.
15. Report, in an accurate and timely manner, any accidents, incidents which occur or complaints received, to the Unit Manager. Participate in the investigation process, as required.
16. To act as a deputy for the unit manager in his/her absence.

Managerial Responsibilities

17. Provide managerial supervision for staff incorporating individual's PADR under the Policy.
18. Actively provide clinical supervision to qualified staff.
19. To exercise nurse leadership and develop collaborative relationships with statutory and non-statutory agencies in relation to the rehabilitation and recovery service.
20. To actively partake in audit of services to ensure regular review, efficiency of services and action plans for improvement
21. To support the ward manager in completion of Care Indicators and Fundamentals of Care.
22. To take an active leadership role in the development of Mental Health Rehabilitation and Recovery Services outlined in the Mental Health Rehabilitation and Recovery Strategy
23. To maintain statutory and mandatory training as per SBU Health Board policy
24. To act up in the absence of the ward manager
25. To provide managerial supervision to an allocated group of staff and contribute to the personal and professional development under the PADR process
26. To provide nursing leadership within the multi-disciplinary team and wider service
27. To participate in the recruitment process of junior staff
28. To assist the Ward manager in the monitoring and management of sickness and absence as per SBU Health Board Sickness and Absence Policy.
29. To actively contribute as a lead member of the nursing team to the development of the Operational Policy for the unit.

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Administrative and Management Function

1. To effectively manage the ward for a span of duty, e.g. ensuring adequate staffing within resources, liaison with all other Health Care Professionals. Responding to queries from patient's relatives / carers and ensuring that all care is delivered to the highest standard and in accordance with the Health Board and Mental Health Policies and Procedures.
2. Ensure that effective communication is maintained between multi-disciplinary team members and other agencies.
3. To maintain secure methods of record keeping and professional exchange of information, adhering to the Data Protection Act (1998).
4. Assist in the preparation of the duty rota, ensuring the ward has adequate cover to meet the needs of the patients.
5. Assist, coordinate and participate in the education of learners; this will include junior staff, and students of all disciplines.
6. Ensure that staff who have been delegated tasks are competent to carry out those tasks effectively.

Professional

1. Maintain a high level of professional knowledge and ensure continued professional development through involvement in appropriate post basic training programmes.
2. To work within the guidance of the NMC Professional Code of Conduct.
3. To participate in the PADR process on a regular basis
4. Adhere to all Health Board Policies and Procedures, including Financial Policies and Procedures.
5. To supervise and participate in the training of staff, including student nurses, providing mentorship support to appropriate staff.
6. To keep updated with clinical trends and evidence based practice in patient care and clinical practice.
7. Undertake Clinical Supervision and Reflective Practice Groups on a regular basis.

Legal and Statutory Requirements

1. Develop a knowledge and understanding of the legislation likely to be encountered in the role of the staff nurse with particular reference to the Mental Health Act 1983 and 2007, the Mental Health Measure (Wales) 2012, the Misuse of Drug Act 1971, The Mental Capacity Act (2005),
2. Ensure that the Health and Safety at Work Act and COSHH regulations are adhered to.
3. To adhere to the Health Board Risk Management Strategy.
4. Develop a knowledge and understanding of the statutory agencies and those relevant groups

CAJE REF: RVC/2022/0176

within the voluntary sector.

Efforts and Environment

Frequent moderate effort manoeuvring patients

Frequent concentration required for patient assessments. Work pattern may be unpredictable when dealing with challenging behaviour.

Frequent requirement to dealing with challenging behaviour

Frequent exposure to unpleasant substances e.g. infectious material - uncontained

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PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>1st Level Registered Mental Health Professional Nurse.</p> <p>Professional Registration with NMC</p> <p>Evidence of relevant post registration study</p>	<p>Relevant management qualification</p> <p>Qualification in clinical supervision</p> <p>Diploma/Degree level qualification OR working towards Diploma/Degree level</p>	Application form and pre employment checks
Experience	<p>Substantial post qualification experience</p> <p>Experience of multi-disciplinary and/or multi-agency working.</p> <p>Experience of working in Mental Health Services and/or in providing care for clients with mental health problems</p> <p>Extensive knowledge of current best practice with designated client group</p> <p>Knowledge of the principles of Clinical Governance</p> <p>Documented evidence of CPD</p>	<p>Experience of research and/ or audit and implementing evidence based practice</p> <p>Awareness of specific government policy / legislation pertinent to the clinical areas.</p> <p>Knowledge of the SBU LHB Modernizations of Services plan</p>	Application form and interview
Aptitude and Abilities	<p>Effective interpersonal skills and the ability to negotiate with clients to influence positive recovery based outcomes</p> <p>Ability to organize time effectively with minimal supervision.</p> <p>Ability to work effectively as a lead clinician within a multi-disciplinary team.</p> <p>Good problem solving skills</p> <p>Ability to facilitate own and</p>	<p>Ability to speak Welsh</p> <p>Ability to reflect and critically appraise own performance.</p> <p>Good IT skills</p>	Interview

CAJE REF: RVC/2022/0176

	others learning environment		
Values	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the organisation’s reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		Application Form Interview References
Other	<p>Special requirements to perform in the role e.g. Ability to travel within geographical area.</p> <p>Able to work hours flexibly.</p> <p>Anything else not covered above.</p>		Application form and interview

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GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with

CAJE REF: RVC/2022/0176

the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
 - **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
 - **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
 - **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
 - **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
 - **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
 - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

CAJE REF: RVC/2022/0176

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Supplementary Job Description Information

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Controlled restraint, at present the frequency of controlled restraints has been very low	Once a month	Restraints can vary for each restraint	Full V&A training is supplied by the health board.
Escorts to the community	Weekly	1-2 hours	Staff are involved in escorting patients to placements in the community at times

CAJE REF: RVC/2022/0176

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Student assessments	Weekly	1-2 hours	Nurses are expected to provide learning opportunities for students during their placements
Carry out clinical interventions	Daily	2-3 hours	
Checking mental health paper work	Weekly		
Recording and documenting minutes from patient reviews and MDT meetings	weekly	2-3 times a week	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Supporting people with serious mental health issues	Daily	Throughout your designated shift time	
Dealing with patients through distressing times whilst they are on the ward.	Daily		Patients can present with psychotic symptoms on the ward, this can often be very emotional on the ward staff if this is a constant

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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Bodily fluids, faeces, vomit and urine	Weekly	1 hour	Patients bodily fluids are cleaned by the ward staff, these are disposed of following hospital policy
Foul linen	Daily	1 hour	Fouled linen is disposed following infection control guidelines

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