

Job Description

Job Information	
Job Title:	Specialist Clinician / Team Leader Generic (bank)
Directorate/Service:	C & M Collaborative Bank
AfC Band/Payscale:	Band 7 pending job evaluation
Responsible to:	Resourcing Manager
Accountable to:	HR Programme Manager
Base Location:	Various based on booking
Job Code:	Mapped to NM.NS.R0542 (LUFHT)

Job Summary
<p>The post holder will be assigned to work as a Specialist Clinician / Team Leader Generic (band 7 pending job evaluation) on a bank basis across various Cheshire and Merseyside NHS Trust Endoscopy departments.</p> <p>Please be aware that this job description describes the substantive job role, which the individual would work on a bank basis, which means that not all elements of the job description may apply. As this is a generic Job Description the post-holder will be given further information regarding the context of their role when assigned to a specific ward/department.</p>

Dimension & Context of the role
<ul style="list-style-type: none"> • The post holder will take overall responsibility to develop the specialist area of practice in partnership with other members of the speciality team (General Manager, Lead Clinician, Matron, Service Manager etc) will work collaboratively to develop services and quality of care delivered. • The post holder will be expected to provide first-line management and lead a team of specialist clinicians. • This will be achieved through the core dimensions of the role, clinical practice leadership, acting as the patient advocate and through audit and education. • The post holder will carry responsibility for either a defined case load or offering “highly specialist service advise” this will include setting standards of care, the assessment of care needs and the development, implementation and evaluation of programmes of care. • The post holder will contribute to achieving the objectives of the clinical service group / speciality corporate objectives and work within the clinical governance framework. • They will lead the development and delivery of a programme of practice and professional development for staff within the speciality.

Key Responsibilities
<p>Clinical</p> <ul style="list-style-type: none"> • Perform specialist assessment of patients care needs, plan, implement and evaluate care delivery using advanced clinical knowledge and clinical skills. • Lead clinical care by managing a patient caseload providing expert assessment, planning and evaluation. • Co-ordinate and manage clinician-led clinics (within Speciality). • Contribute towards a multi-professional approach in the management of patients within the specialist area, especially in relation to ongoing care needs and discharge arrangements. • Establish and maintain effective communication with patients and carers / relatives. • Support patients and their families and ensure that they receive the required information to enable them to self manage, lead or participate in their care delivery. • Recognise changes in patients condition that require the intervention of others and refer on as appropriate. • To support, assist and encourage the multi-disciplinary team in resolving patient problems, by the provision

of new and innovative models of case management.

- To lead the specialist contribution to the service, in the delivery of high standards of patient care.
- To lead the specialist contribution to the service, work in partnership with lead clinicians, General Managers, Matron to ensure the delivery of high standards of patient care.

Leadership

- Act as a role model and expert clinician providing in depth specialist clinical knowledge to colleagues through MDT meetings, for patients and carers / relatives.
- Undertake clinical supervision of colleagues on an individual or group basis.
- Act as a resource for health care professionals by being visible, available, and accessible for support and advice in relation to the management of patients in the speciality.
- Provide leadership to the team of specialists and working with the matron, develop new roles / ways of working (High Impact Changes). Linked to directorate business plans.
- Ensure the effective and efficient use of physical and financial resources.
- Lead consultations on and develop strategies for delivering effective care within a changing environment that improves the quality of care and health outcomes in the specialist area.
- Responsible for monitoring health, safety and security of self, the team and others and promote best practice in the ward area.
- Ensure systems are in place for risk assessment and minimisation including promoting “no blame” cultures in order that near misses and incidents are reported.
- Take the lead in investigation of incidents / complaints when required, including detailed reports / letters to complainants.
- Act as an innovative, enthusiastic role model providing leadership, guidance and advice to staff on operational and professional issues promoting an open and honest and transparent culture.
- Demonstrate clinical leadership and challenge speciality and directorate boundaries to enhance and support the patient’s journey.

Management / Operational

- Lead a team of specialist clinicians towards achieving directorate, and Trust objectives.
- To identify and develop proposals and business cases as required for future service innovation.
- Take the lead and develop and influence the development of practice / services in the clinical area through the business planning process / service development and in conjunction with Matron, Head of Operations, Lead Clinician and Assistant Chief Nurse.
- Ensure appropriate skill mix, cover is provided when planning rotas and delegating workload.
- Delegate work to match capabilities and workload of team members.
- Manage own and other resources effectively ensuring efficient service delivery.
- Undertake performance development reviews including reviewing the performance measures framework.
- Monitor sickness, absence and competence issues in line with Trust Policy.
- Lead recruitment and selection of staff in line with Trust Policy.

Advocate

- Ensure that high standards of care are given and maintained and act when standards are not being met.
- Involve patients and carers in the planning and delivery of care.
- Act as the patients advocate and ambassador.
- Lead the development of a patient focussed education and information giving strategy within the speciality.
- Recognise, prevent and diffuse potential areas of conflict and take a key role in the management of the outcome.
- The post holder shall as necessary provide cover for and undertake duties of absent colleagues.
- The post holder shall follow all the policies and procedures of the organisation.

Job Plan –Specialist Clinician / Team Leader

- The role of the Specialist Clinician / Team Leader contains a number of key tasks and responsibilities.
- To enable the post holder to undertake their role and deliver patient care it is acknowledged and supported that the main element of the role will be contributing to clinical care.
- A vehicle / framework to achieve this will be the use of a job plan and this will be discussed with the post holder at Induction.
- The content of the job plan will need to be agreed with the Matron, Lead Clinician and General Manager. It is also anticipated that a formal discussion will take place to agree the performance measures framework to ensure that it is role specific.
- There will be an expectation that 55% of the role will be made up of sessions / planned activities that involve clinical care / direct patient care.
- For the remaining 45% this will include other aspects of the role such as continuous professional development, Clinical Supervision, audit, administration, producing guidelines, attendance at professional forum, teaching and developing ward based staff. For the team leader this includes 2/3 management sessions.
- For the purpose of Job Plan discussions the following guidance should be followed for defining clinical commitment.
 - Managing patient case load
 - Receiving referrals, discharge arrangements
 - Holding clinician led clinics
 - Working in outpatients clinics
 - Acting as a resource for specialist knowledge and advice
 - Patient communication, education, information
 - MDT meetings, liaising with GP's, district nurses
 - Providing specialist, knowledge, skills and expertise in the practice area, ward rounds
 - Initiating, developing flexible and innovative approaches to meet patient needs

Clinical Governance / Quality

- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Develop and influence policy making and clinical guidelines internally and externally, necessary to support the specialist service.
- Continually monitor standards of care and lead the improvement of care through benchmarking and Clinical Audit.
- Support and facilitate research ensure evidence-based practice in the specialist area.
- Disseminate good practice and knowledge by pursuing opportunities to present work at national conferences or via publication, encourage team members likewise.
- Promote patient and public involvement activities in the specialist area leading to service improvement.
- Promote people's equality, diversity and rights.
- Identify clinical issues and incidents within the Trust that reduce the quality of care within the specialist service bringing any issues to the attention of the Matron.
- Take part in activities to counter these to ensure the delivery of safe and effective care.
- Participates and takes the lead in clinical audit within the specialist area supporting others to participate and ensuring agreed results are implemented

Education and Training Development

- Takes responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with re-registration requirements.
- Participates in the supervision and the teaching of pre-post registration students, new staff members and junior medical staff.

- To lead and develop with the Matron educational programmes in relation to the speciality.
- Supports the ward / department sister in ensuring the clinical environment is conducive to effective learning.
- Identifies training needs and develop training resources for staff to enable role

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 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 2018 (GDPR) 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 visitors 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 records 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 2008, 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.