

Teamwork, Integrity, Flexibility, Client Focus, Respecting Diversity, Commitment to Learning & Development

ROLE DESCRIPTION

Title: E grade equivalent Registered Nurse – Team Leader
Reports to: Charge Nurse
Responsible to: Charge Nurse
Accountable to: Director of Services

Role purpose:

- Responsible for the delivery of high quality care to clients on the residential unit,
 - To manage the performance of both individual and collective members of the clinical team as directed by the Senior Nurse.
 - To take charge of the clinical area when on shift, acting as team leader.
 - Responsible for the promotion of National Minimum Standards within the Residential Unit and across the Clinical Team.
 - To carry out service development projects within the scope of own skills and experience as directed by the Senior Nurse.
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KEY RESULT AREAS:

[A] Client Focus/respecting diversity/Clinical Responsibilities:

- To manage a caseload of clients, acting as a named nurse and team leader.
- To assess, plan, implement and evaluate care for individual clients.
- To ensure the development of comprehensive care plans for clients in conjunction with the client and the clinical team as per unit standards.
- To ensure accurate documentation is maintained for all client records.
- To deliver high quality care which is research based and in line with best practice, within a holistic framework.
- To participate in internal rotation as required, providing experienced cover in the clinical area.
- To administer medication in accordance with Sussex Beacon policy and procedure guidelines, and within the scope of professional practice and regulations.
- To facilitate multi-disciplinary care of Clients on the Residential Unit and participate in such care of Clients outside of the Unit in order to provide continuity for those who regularly access the service.
- To ensure that effective client discharge plans are formulated for individuals by the clinical team as per unit standards.
- To assess clients for admission to the Residential Unit.
- To direct the team, in order to ensure that admissions to the Residential Unit are prioritised according to the needs of the individual clients.
- To participate in the nurse on-call rota in order to provide experienced nursing cover to the Residential Unit at all times.

[B] Teamwork and Flexibility/Management Responsibility:

- To take charge of the clinical area, providing experienced nursing cover.
- To be fully conversant with all policies and procedures within the Sussex Beacon and promote the adherence to such policies across the Residential Unit team.
- To be responsible, with direction from the Senior Nurse, for the supervision and development of the Residential Unit team.
- To undertake appraisals/supervision of members of the Residential Unit team with direction from the Senior Nurse.
- To address issues of performance/practice which do not comply with Sussex Beacon philosophy, policies or procedures.

[C] Commitment to Learning & Development/Educational Responsibility:

- To undertake preceptorship for student nurses and take the lead in devising placement programmes for students.
- To actively participate and in some cases take a lead in competency based training for Health Care Assistants.
- To actively participate in teaching programmes for the Residential Unit and within the organisation as a whole
- To participate in specialist teaching within and outside of the organisation.
- To attend study days/placements relevant to the specialist area.
- To keep professionally updated within the speciality of HIV and current associated issues for the client group.
- To actively participate in the development of the service, taking a leading role in some aspects of this under the direction of the Senior Nurse.
- To identify situations where there is a need for team reflection, for example in relation to complex care management. To take the lead in such situations, with direction from the Senior Nurse as required.

[D] Integrity/Professional Responsibilities:

- To practice within the NMC code of conduct (NMC 2002) and National Care Standard Commission regulations/standards.
- To undertake own professional development initiatives specific to individual needs as identified in supervision/appraisal.
- To promote professionalism within the team by acting as a role model and by maintaining professional standards on the unit.

CONTEXT:

- Must be fit to undertake the requirements of the role
- Must be able to interact effectively and responsively with other departments
- Required to be able to take initiative and make sound clinical decisions within both the scope of this role description and professional practice.
- To demonstrate a concrete knowledge and understanding of current issues affecting the client group, together with an ability to deal with complex situations within an effective approach.

ROLE REQUIREMENTS:

[A] Experience

- A minimum of two years post registration experience essential.
- Experience of HIV/sexual health or mental health nursing.
- Experience of Supervision/Performance management preferred.

[B] Qualifications

- Registered Nurse – general / dual qualified
- Evidence of professional/personal development essential.
- Specialist HIV/mental health training an advantage.
- Recognised teaching and assessing qualification desirable.

[C] Skills and Competencies

- Excellent team working skills required.
- Demonstrable ability to make sound clinical judgements in both familiar and unexpected situations.
- Display an awareness of issues relating to performance management, demonstrating the skills required of this aspect of the role.
- Able to demonstrate the ability to develop skills in the performance management of both individual and collective members of the team.
- Demonstrable ability to undertake project work relating to the development of the Residential Unit and the service/organisation as a whole.

Role description prepared/updated by Jenny Harper – Senior Nurse 02/2003

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Manager

Dated

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Signature of postholder

Dated

APPLICATION NOTES



Thank you for your interest in this post. The decision whether or not to invite you for interview will be made on the basis of the information you provide on the enclosed Application Form. The notes below are designed to help you make the best of your application and to help us process it efficiently.

General

- Please complete the application form in **black or blue ink or type**, as it will be photocopied.
- **Curricula Vitae** may be sent but will only be used as supplementary information.
- Use **additional sheets** for any question if necessary.
- Have the **Person Specification** in mind when answering all sections and give concise examples of how you meet the criteria.
- All applicants will be required to produce documentary proof of **eligibility to work in the United Kingdom**.
- If you have any special needs for interview, have any difficulties completing the form or require any further information, please contact the Human Resources Department by e-mail hr@sussexbeacon.org.uk or by phone (01273 645 696) .

Post Applied For

- Make sure you fill in which post you are applying for in the space provided. Also indicate whether you are applying for a full or part-time post (or both) if both have been advertised.

Personal Details

- Provide only those addresses and phone numbers that it would be appropriate to contact you at before an offer of employment were made.

Previous Employment

- Include all paid employment with relevance to the post you apply for.

Education & Qualifications of Relevance to the Post

- Only supply details you feel are relevant to this post.
- 'Membership Number' refers to certain professional qualifications.

Experience (paid or unpaid), Memberships/Offices Held of Relevance to the Post

- Read the Job Description carefully and make sure you consider the items on it.
- Include paid work, voluntary or unpaid work and any experience you feel is relevant to the post.

References

- Offers of employment will only be made when satisfactory references, and medical clearance and proof of eligibility to work in the UK have been obtained.
- Written testimonials (i.e. 'to whom it may concern' letters) are not acceptable.
- If you are not in paid employment, have not been for some time and have worked as a volunteer, you may wish to give the name of your supervisor. You may also consider giving the name of a professional person who knows you well, for example a priest, dentist, doctor, local magistrate, solicitor. If you are unable to give employment or educational referees please state the reason on your application form. We will consider this on an individual basis and applicants will not be penalised for this if there is a genuine difficulty.
- We are unable to accept references from friends, neighbours or relatives.
- Referees may be contacted prior to your interview (if you are shortlisted) unless you request otherwise.
- If you are in any doubt about whether a referee would be acceptable or not, then please contact the Human Resources Department.

Equal Opportunities Monitoring Questionnaire

- To help us monitor the effectiveness of our Equal Opportunities policy, all candidates are requested to complete the Equal Opportunities Monitoring Questionnaire. This is confidential and does not form part of the decision to select for interview or appoint.

Unfortunately the high cost of postage, coupled with the high volume of enquiries received means that we cannot acknowledge receipt of your application.

Please note: All Staff Appointments will be subject to satisfactory professional references, Criminal Records Bureau Clearance, where applicable, and pre-employment Occupational Health Clearance.



STATEMENT OF CORE VALUES



The Sussex Beacon expects all staff, paid and unpaid, and regardless of position in the organisation, to carry out their day to day responsibilities in the context of the following core values and behaviours. Our successes, organisational and individual, will be reviewed against our ability and commitment in meeting these standards.

This list of values has been compiled with the assistance and support of staff, volunteers and clients. These are the things we believe in and the expectations we strive to meet:

- **TEAMWORK** : Collaborating with others, according them respect and dignity, managing conflict, treating others as you would wish to be treated yourself, communicating effectively and honestly.
- **INTEGRITY** : Demonstrating conduct which reflects the highest standards of personal and professional integrity.
- **FLEXIBILITY** : Working flexibly and supportively within the entire multidisciplinary team, assisting colleagues at all times for the benefit of the client.
- **CLIENT FOCUSED** : Placing the interest and care of the client first and foremost, maintaining professional boundaries and always acting with discretion and confidentiality.
- **RESPECTING DIVERSITY** : Valuing and integrating diversity and equality of opportunity within the workplace, being non judgmental, supportive and empathetic.
- **LEARNING AND DEVELOPMENT** : Pursuing learning, receptive to multi-skilling, seeking continuous professional development, learning from past successes and things which might have been done better.

PHILOSOPHY MISSION STATEMENT



PHILOSOPHY

All who work at The Sussex Beacon aim to provide a high quality service to clients and their significant others. We endeavour to work with relevant agencies as part of an integrated approach to care in order to achieve this.

When appropriate, we encourage clients and their significant others to be as involved as possible in the planning and delivery of their care and we aim to create an environment which is safe and supportive with respect for all their needs.

We recognise that each client is an individual and endeavour to work with them in providing holistic care and aim to meet his/her physical, psychological, spiritual, social and cultural needs.

We seek to create a supportive environment for all those who work at The Sussex Beacon by respecting and recognising the skills and experience individuals bring with them to the team. We acknowledge the developmental needs of those who work here and we aim to meet these through appropriate training and education.

MISSION STATEMENT

The Sussex Beacon is a purpose-built centre providing continuing care for men and women with HIV/AIDS.

The philosophy of The Sussex Beacon is to offer a high quality service in a safe and supportive environment.

The service provided by The Sussex Beacon is integrated with other services thereby giving continuity of care.

VISION

An integrated quality orientated Service Provision, with a nationally high reputation for men and women with HIV/AIDS

The above has been chosen as a 'vision' for the following reasons:

- To be cost effective and provide 'seamless' care to people with HIV/AIDS we need to be integrated into other local HIV/AIDS services and ensure other agencies are able to refer clients to the service in a simple and efficient manner
- Quality of the service is of utmost importance to the client and to the purchasers of the service (i.e. Health Authorities). Quality standards have to be met within the criteria of our present Health Authority contracts
- By aiming for a nationally high reputation we will attract necessary funding, attract referrals to the service and ensure good P.R.



RECRUITMENT OF EX-OFFENDERS POLICY

Approved by:	Management Committee / Board of Trustees
Date of approval:	January 2008
Originator:	Helen Thomas, HR Officer

Date of Current Revision: January 2008	Reviser:
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Revision Number:	Next Revision Due: January 2011
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Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, whether in a paid or voluntary capacity, The Sussex Beacon complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Sussex Beacon is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Currently all posts that involve working with our patients, handling money and any of the retail posts where entering people's homes, forms part of the role, are required to have a Criminal Records check. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the General Manager of The Sussex Beacon. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Failure to provide accurate, factual information at any point in the recruitment process with regard to disclosure, could lead to action being taken via our disciplinary policy and could lead to dismissal.

If a portability request is received, the request will be investigated to ensure that the request is from a genuine recruiter. Evidence of this may be requested, and the Sussex Beacon reserves the right to refuse a portability request if the circumstances are not clear as to why the request has been received.

Unless the nature of the position allows The Sussex Beacon to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. It should be noted that nursing is exempt from the Rehabilitation of Offenders Act 1974 and would therefore require a more detailed disclosure including spent convictions.

We ensure that all those in The Sussex Beacon who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or engagement as a volunteer.

We make every subject of a CRB disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working or volunteering with us. This will depend on the nature of the position and the circumstances and background of your offences.

REFERENCES:

CIPD
ACAS
DTI