**Job Description**

**Clinical Team Leader - Inpatient Unit**

Location: The Sussex Beacon

Hours: Minimum of 30 hours up to full time 37.5 hours per week as agreed

Salary: Beacon Grade 6

Responsible to: Clinical Team Manager [CTM], Clinical Director [CD] and The Nursing & Midwifery Council

Accountable for: In-patient unit [IPU] leadership and service delivery

Safe, high-quality care and outcomes

Team leadership and line management

Service development and education

**Close working relationships with:**

* Clinical Director and Executive Director
* IPU Clinical Team Manager and Leaders, Registered Nurses, Client Support Workers and Support staff
* Medical colleagues and the multi-disciplinary team
* External Health and Social Care workers e.g. community nursing teams, BUSH colleagues, HIV Voluntary sector organisations
* Clients, patients and visitors

**JOB SUMMARY**

The post holder is responsible for daily shift coordination of the Inpatient Unit, safe care delivery and supporting the transformation of services.

**The post holder will;**

* Provide clinical leadership to ensure safe running of the IPU, seeking guidance of the Clinical Team Manager and Clinical Director when required.
* Lead the referral process, assessment, development, implementation and evaluation of programmes of care of a high standard, for all In-patients.
* Oversee the rota and respond to the staffing needs and skill mix of the IPU day to day
* Work within The NMC Code 2015 of professional standards of practice and behaviour for nurses and midwives.
* Use specialist skills, advanced practice, knowledge, professional judgement and competence in line with the NHIVNA competency framework 2015 and organisational policies.
* Supervise and facilitate the professional development and training of registered practitioners, students, client support workers and other IPU staff.
* Carry out appraisals and performance development for registered practitioners and client support workers.
* Contribute to the service strategy, quality improvement and development initiatives, as agreed with the Clinical Team Manager / Clinical Director.

**KEY RESULT AREAS;**

* Team supervision, leadership and development
* Nursing care standards and patient safety
* Patient flow and transitions in care
* Audit, quality improvement and policies
* Effective use of resources
* Effective learning environment
* Record keeping: data protection and confidentiality

1. **Management and Leadership Responsibilities**
2. Organisational Management  
   Participate in the nurse on-call rota to provide ensure experienced nursing cover to the IPU at all times.
3. Governance Oversight  
   Promote awareness and compliance across the team, with the Beacon’s safeguarding, risk management and clinical governance policies and guidelines.  
   Lead on policy development and maintenance as agreed with the CTM/CD.  
   Contribute to reports for the Quality and Governance Committee, attending meetings as deputy for the CTM, completing follow up actions in a timely manner.
4. Statutory Compliance  
   Lead delivery of the Care Quality Commission compliance action plan as agreed with the CTM/CD.
5. Safeguarding  
   Maintain knowledge and skills to ensure safeguarding for vulnerable adults, young people and children.
6. Environment Safety

Deploy responsibilities under the Health & Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.

1. Diversity & Inclusion

Model a fair and inclusive approach whilst deploying all leadership, management and care delivery functions, acknowledging specific diversity needs of staff, clients and visitors.

1. Incident Management  
   Take the lead in emergency situations, directing the team as required and debriefing afterwards.

Ensure all incidents or complaints (as defined by the Sussex Beacon Incident & Accident Reporting Policy and Procedure) are logged and formally reported to the CD or Senior Manager-on-call through the incident reporting system.  
Ensure documents, equipment and other items related to any incident are isolated and stored correctly.

Support the CTM with initial investigation of such incidents, implementing corrective actions where necessary.

1. Staff Management  
   Team supervision and shift co-ordination, working clinically for a minimum of 80% of time each week.  
   Undertake return to work interviews following sickness/ absence, documenting the outcome and updating the CTM/CD, liaising with the HR adviser where necessary.
2. Resource Management

Devise and manage the Team and Nurse on-call rotas, planning ahead, organise and deploy staff according to ability and workload in order to meet patient needs.

Responsible for granting of individual staff off-duty requests, ensuring sufficient skill mix and staffing levels to cover all shifts and authorising the booking of bank and agency staff as needed.  
Support the IPU team to ensure economical use of available resources, and work within the allocated budget.

Identify cost reduction and efficiency opportunities, implementing changes agreed with the CTM.

1. **Care Delivery & Flow**
2. Access to Services  
   Assess patients referred for admission to the IPU as per the Sussex Beacon referral procedure, and prioritise admissions accordingly.  
   Improve the flow of patients to and from community and acute settings of care into and out of the IPU.
3. Case Management & Multi-Professional Working  
   Contribute to multidisciplinary forums, ensuring effective communication and action planning, acting as the patient’s advocate when required.  
   Facilitate a multi-disciplinary approach to the care of in-patients across the whole patient pathway, ensuring effective channels of communication, including the assessment and evaluation of care needs of these patients when outside the IPU.
4. Patient & Client Safety  
   Maintain a safe and healthy environment for staff and patients including ensuring that equipment is in good working order. Take devices and equipment out of service if / when found to be insufficient or defective, label appropriately and inform the operations manager.
5. Infection Prevention & Control  
   Support the IPC lead in delivery of their responsibilities, ensuring staff follow procedures and that the correct equipment is available.
6. Provide Direct Care & Maintain High Standards of Nursing Care  
   Responsible for ensuring evidence-based high standards are applied to the assessment of all In-patient care needs and the development, implementation and evaluation of individualised care plans.  
   Undertake all nursing procedures in accordance with local policies and procedures and ensure that these are understood and adhered to by all staff in the team.  
   Identify situations and take the lead, e.g. where there is a need for team reflection, for example in relation to complex care management or in the appropriate robust action planning following a clinical incident.
7. Communication  
   Effectively manage distressing, sensitive and emotional situations, communicating with empathy and compassion, and act as role model to staff in this respect.
8. Therapeutic Alliances  
   Act as a role model in forming and maintaining a collaborative approach to care delivery and the promotion of self-care and self-management for clients and patients.  
   Provide relevant health promotion, coaching and education to patients and significant others.
9. Medicine Management and Drug Administration  
   Ensure knowledge of medicine management and administration is up to date and reflects best practice.  
   Ensure safe systems of medicine storage, prescription and administration are followed, working within local and national standards and guidelines.  
   Facilitate the team to identify any changes in practice that will increase safety and compliance.
10. Clinical Records Management  
    Maintain accurate and comprehensive nursing records using appropriate documentation and ensure high standards of the same are maintained by team members.  
    Be responsible for ensuring confidentiality, data protection and the safekeeping of patient records.
11. Clinical and Health Outcomes  
    Actively engage and participate in obtaining and maintenance of data to reflect nursing care/ IPU performance reporting (safety, quality, activity and cost).
12. Advanced Practice  
    Identify opportunities for developing advanced practice and complete necessary training and assessment where required.
13. **Strategy, Development & Transformation**
14. Service Strategy  
    Contribute to the service improvement programme, supporting the CTM, CD and ED with information regarding patient / client pathways and design ideas for the future model of care.  
    Lead on agreed projects and support other team members to deliver the required outputs and outcomes.
15. Professional Advisory  
    Keep up to date with developments within HIV and other relevant nursing areas, the Sussex Beacon and other health care settings e.g. the NHS.
16. Personal Competence  
    Act as an appropriate and effective role model at all times, being fully conversant with all Sussex Beacon policies and procedures, professional standards, local and national guidelines.  
    Achieve the agreed level of National HIV Nursing competencies, engaging with development and coaching available.  
    Act in accordance with NMC ‘Code of Professional Conduct’ with particular reference to limitations of competence and conduct.
17. Practice Development  
    Supervise, train and assesses registered practitioners, students and client support workers in aspects of patient care, ensuring that they have the knowledge, skills and resources to carry out required nursing interventions.
18. Quality and Audit  
    Participate in review, audit and development of agreed clinical guidelines in terms of practice, policies and benchmarks.
19. Professional Development  
    Take responsibility for self-development through the appraisal system and work with CTM towards completing agreed personal development plan and professional portfolio.  
    Develop new skills and knowledge pertaining to objectives identified in performance appraisal, including undertaking mentorship training.  
    Attend mandatory training and participate in continuing professional development.
20. Promoting Continuous Learning & Growth  
    Facilitate all clinical staff in designated team to attend and complete mandatory training as per Sussex Beacon policy.  
    Act as effective mentor for staff and students, including arranging effective induction of new staff to the IPU.  
    Lead effective mentorship and supervision for all IPU team members.  
    Participate in and contribute towards whole organisation teaching programmes, supporting staff and students to achieve their learning outcomes.  
    Ensure the team achieve the required level of competence as agreed in their personal development plans.
21. Change facilitation  
    Actively participate in the development of the services provided by the Inpatient Unit, taking a leading role under the direction of the CTM/CD.
22. Innovation  
    Be willing and actively seek out opportunities to present service developments at local and national conference level and write for publication.
23. **General**
24. There is a minimum requirement to work 30 hours per week in this role
25. There is a requirement to work a variety of shifts each month, 80% of which must be clinical, i.e. in direct supervision and delivery of nursing care, shift co-ordination and staff training and development.
26. Undertake other tasks delegated by the Clinical Team Manager and Clinical Director as required, providing cover in the absence of the CTM, within the limits of own expertise.

This job description for this post is not exhaustive and the post holder will be expected to demonstrate a flexible approach and the ability to carry out the responsibilities of the role in accordance with the needs of the Sussex Beacon.

The post holder may be required to carry out other tasks within the remit of this role and the Sussex Beacon reserves the right to adapt this job description in consultation with the post holder.