# JOB DESCRIPTION

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| **Job Title:** | **Team-leader** |
| **Salary:** | **Up to £40,000 Depending on experience** |
| **Reports to:** | **Clinical Service Manager** |
| **Accountable to:** | **Hospital Director** |

## MAIN PURPOSE OF JOB

Carry continuing responsibility for the assessment of care needs, the developing, implementation and evaluation of programmes of care and setting standards of care, the management of a designated wards including the deployment and supervision of staff where the teaching of students and/or extensive nursing intervention is required.

Carry continuing overall responsibility for the management of nursing services within the Unit during those times when such duties are delegated by the senior nurse to the post holder whilst on call or to cover for leave/absence.

Take lead responsibility to assess and make nursing recommendations to the Responsible Clinician on the suitability of Service Users for admission to the Unit. Formulate policy relevant to their sphere of influence.

Carry continuing responsibility for the management of the total resource within their allocated sphere of influence. Have direct clinical involvement with the defined speciality of mental health nursing which could include degenerative disorders, personality disorders and learning disabilities.

## SCOPE AND AUTHORITY

Under the overall direction of the Clinical Service Manager, maintain high standards of patient care. Professionally responsible for the assessment of care needs and the development, implementation, and evaluation of programmes of care.

Maintain a supportive leadership profile for the nursing teams.

Work collaboratively with medical staff and other health professionals supporting the delivery of patient care. Ensuring the well-being of service users, staff and visitors is paramount to the unit ethos.

Support the strategic objectives of the Organisation through maintaining adherence of staff and of self to all Organisational Policies, and external Audit requirements.

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## POSITION IN ORGANISATION

**Hospital Director**

**Clinical Service**

**Manager**

Team-leader

**Registered Nurse**

**Senior Support Worker**

**KEY RESULT AREAS MANAGEMENT RESPONSIBILITIES**

* Carry 24-hour continuous responsibility for units and manage it within the allocated resources.
* To undertake responsibility for the implementation of Organisational personnel policies.
* To ensure all statistical returns as requested e.g., sickness, annual leave is provided as requested.
* Responsible for the planning and co-ordination of annual leave, maintaining appropriate safe staffing levels and skill mix of ward area via rota management.
* Provide effective leadership by setting clear objectives and defining roles of staff.
* Leading the nursing team, delegating work, organising rotas on an equitable basis and ensuring appropriate skill and grade mix.
* Responsible for overall staffing arrangements and nursing rotas organising the most effective use of manpower and skill mix within available resources.
* Ensure that nursing staff adhere to the NMC Code of Conduct and make periodic checks on the presence of staff names on the live register.
* To participate in the planning and commissioning of new services.
* To participate in the formal review and evaluation of the services provided.
* Demonstrate effective leadership skills to the ward team ensuring a high level of morale within the clinical area, sound organisation, dissemination of information and good communications.
* Ensure reports, statements and investigations of accidents, incidents and complaints are carried out and the appropriate authorities are notified.
* To undertake responsibility for ensuring performance management of all staff falls in line with organisational policies and procedures

## FINANCIAL MANAGEMENT

* Be responsible for ensuring that expenditure remains within the budget allocated and to alert the Clinical Service Manager (CSM) of any issues that could cause the budget to be overspent and to agree remedial action with the CSM.
* Achieving the most cost-effective planning of rotas.
* Be responsible in part for contributing to any cash releasing efficiency savings, value for money initiatives.
* In consultation with the CSM, be responsible for the ordering of equipment as required and taking remedial action in cases of deficit.
* To adhere to the organisation financial procedures.

## MANAGEMENT RELATIONSHIPS

* Organise regular communications with staff (team meetings).
* Attend regular meetings with the CSM.
* Attend regular meetings with other professionals/heads of departments.

## INTER-PROFESSIONAL RELATIONSHIPS

* To ensure team meetings take place.
* Liaise with other disciplines.
* Liaise with multi-disciplinary teams.

## CLINICAL RESPONSIBILITIES

* Participate and ensure the implementation of prescribed care according to agreed standard.
* Monitor and evaluate care, initiating any action that may be required.
* Ensure the confidentiality of all patient-related information and records, ensuring that staff complies with this policy.
* Formulate standards of care plans, evaluating and monitoring the effectiveness of same.
* To provide or arrange for a nursing assessment of referred Service Users to determine the suitability for mental health nursing intervention.
* Ensure that all staff observe the provisions of the Mental Health Act (1983), in particular the Code of Practice and Part III of the Act and regularly monitor the application of the Act.
* To attend ward rounds regularly so as to gain an overview of patient needs and presentation across the service and to promote effective communication.
* To act as a professional consultant to nursing staff and other professionals on patient care matters.
* To exercise professional judgement through experience and knowledge in determining levels of challenging behaviour.
* To demonstrate an up-to-date knowledge concerning the health status of Service Users whilst identifying and engaging appropriate nursing interventions, consonant with up-to-date nursing research and practice developments
* Monitoring and ensuring maintenance of a high standard of nursing in the applications of clinical nursing procedures and treatments including the prescribing, storage and administration of medicines.
* To undertake responsibility for the clinical supervision of all staff in accordance with organisational policies and procedures

## EDUCATION/RESEARCH RESPONSIBILITIES

* + To co-ordinate and take part in the educational process of nursing students training in accordance with their objectives and aims of the placement.
	+ Participate in in-service training and personal development.
	+ Develop the role of the clinical supervisor for nursing students/ staff.
	+ Teach mental health nursing to qualified/unqualified nursing staff and colleagues of other disciplines.
	+ To promote and maintain good public relations by educating the public on matters relating to mental health nursing.
	+ To participate/facilitate in regular induction training for all new staff.
	+ To advise staff, Service Users, relatives, and members of the public on the promotion of health and the prevention of ill health.
	+ In consultation with the CSM, participate in and initiate research projects, demonstrating knowledge, awareness, and the application of research findings to current practice.

## PERSONNEL/PROFESSIONAL RESPONSIBILITY

Ensure that all staff adheres to organisational policies/procedures as well as legislative and statutory policies.

## CLINICAL GOVERNANCE

* + To work with others to ensure quality standards are set, monitored, and reviewed.
	+ To be responsible for implementing standards in own clinical area.
	+ Complete Clinical Audit.
	+ Undertake specific clinical governance projects as specified by the CSM.
	+ Facilitate user involvement in service delivery.
	+ Co-ordinate clinical governance activity and reporting within the sphere of influence.

## SECURITY

* + To take all possible precautions of safeguard for the welfare and safety of staff, Service Users, visitors, and the public by implementing all the policies/procedures related to Unit/s security.
	+ To ensure the safe custody of all Service Users in accordance with their leave status as defined by the multi-disciplinary team. This includes the supervision of Service Users within the Unit/s, grounds, and community.
	+ To ensure that the security policies/procedures are adhered to and provide guidance and support where necessary.
	+ To initiate and participate in the investigation of breaches of security as required.
	+ To participate in the review of security policies/procedures within the Unit/s.
	+ In conjunction with other professionals, to establish and maintain a safe working environment.
	+ To obtain a satisfactory balance between care and security within the Unit/s.

## PERFORMANCE APPRAISAL AND REVIEW DEVELOPMENT

The post holder will participate in the Appraisal system

## STAFF LEADERSHIP AND MANAGEMENT

Provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the organisational objectives and priorities. The organisational success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

* + - Understand the organisational key priorities and values.
		- Translate these into key priorities for your team.
		- Promote an effective team ethos.
		- Complete annual appraisals for all your staff which reflect these priorities.
		- Ensure staff have access to appropriate training and development.
		- Communicate regularly through meetings with teams and individuals.
		- Provide opportunity for two-way feedback.
		- Value and treat your team equally.
		- Ensure management of staff is consistent with the organisational HR Policies to the achievement of equality, equity, and optimum performance.

**Additional Information Relating to the Post**

## HEALTH AND SAFETY

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, as all staff are responsible for care of themselves and others.

## EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the Organisational vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## INFORMATION GOVERNANCE and DOCUMENT MANAGEMENT

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to Service Users and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The organisation may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of

whether these relate to organisation or personal use. Access and usage of the organisation computers must be in accordance with the organisation Policies.

## CONFIDENTIALITY

In the course of your employment, you will have access to confidential information of a personal and/or clinical nature, including information relating to the organisation, its clients, Service Users, employees, and other parties. You must not use such information for your own benefit nor disclose it to other persons without the consent of the organisation and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal

As an employee, you are legally responsible for all records that you gather, create, or use as part of you work within the organisation and they remain the property of the organisation. This includes patient, financial, personal, and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the organisation Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

## REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

# PERSON SPECIFICATION – Team leader

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| **Criteria** | **Essential** | **Desirable** | **Measurement/ Evidence** |
| ***Qualification*** *special/vocational training: specific competence required**(driver)* | RMN or equivalentSignificant experience post RMN registration experience. In depth of those years spend working in an inpatient setting. | Further post registration qualifications | Qualification/ RegistrationApplication/ Interview |
| ***Knowledge*** | Understanding of user issues and related problems.Sound understanding of current legal and administrative procedures concerning care of mentally ill Service Users e.g., MHA, CPA | Experience in carrying out investigations and assessments at a senior level | Application/ Interview |
| ***Skills*** | Good leadership skills with the ability to; coach, guide, supervise, teach and role model qualified and un-qualified staff including studentsAbility to manage and prioritise own workload and meetingsExcellent interpersonal skills; active listening, negotiation, assertiveness, negotiation, decision making, social awarenessGood verbal, written and communication skillsGood level of IT skills – Outlook (email and calendar), word, excelGood facilitation skills and the ability to organise and chair meetingsAbility to network internally and externallyDemonstrate evidence of a positive approach to work/team workingAble to influence colleagues at all levelsHighly motivated with the ability to work independently and flexibly (which can mean working shifts and out of hours) | Active involvement in change process within previous working environments/ teams. | Application/ Interview |

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| ***Experience (general/specific)*** | Experience/knowledge of assessing/ training needs.Teaching skills | Experience of carrying out preadmission assessments | Application/ Interview |
| ***Approach*** | Evidence of motivation for personal/ professional drive. |  | Application/ Interview |
|  | Ability to work under pressure |  |
|  | Highly motivated |  |
|  | Pragmatic |  |
|  | Good attendance record |  |
|  | Ability to work as part of a team |  |
|  | Able to adapt and work flexibly to meet expected deadlines as required. |  |

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Signature:……………………………………….

Name:……………………………………….

Date:………………………………………..