NHS GRAMPIAN

JOB DESCRIPTION

Job title: District Nurse Specialist Practitioner Team Lead

Department: Moray Community Nursing

Location: West Team: Linkwood Medical Centre and Elgin Community Surgery

Hours: 37.5 hours/week

Grade: Band 7

Salary: £37,570 - £44,688 per annum

Contract: Permanent

Job Reference: MK012683

JOB PURPOSE

To effectively and efficiently lead and manage the delivery of holistic, high quality nursing care that is safe, effective and patient centred within the Moray locality. This will be aligned to but not restricted to Linkwood Medical Centre and Elgin Community Surgery in Elgin.

Hold overall responsibility 24/7 for the Community Nursing Team caseloads within these GP practices.

Work co-operatively and collaboratively with other District Nurse Team Leads in Moray to manage the Community Nursing service within Moray, specifically in the West.

To organise and line manage the Community Nursing Team staff at Linkwood Medical Centre and Elgin Community Surgery.

Expectation of ability to work within and contribute towards local, organisational and national policies using guidance and frameworks to lead practice to enable the achievement of strategic objectives.

Work with partners in Moray Health and Social Care Partnership, NHS Grampian and third sector to deliver, manage and develop intergrated health and social care.

Ensure high level of patient satisfaction of the Community Nursing service provision in Moray.

Organisational position

Clinical Services Lead Nurse Manager (Alison Smart)

Locality Service Manager for Elgin (Lesley Attridge)

District Nurse Team Lead (this post)

District Nurse (Band 6)

Community Nursing Team (Band 5s and Band 3)

Administrative support

Scope and range

Line manage staff within the Community Nursing Teams aligned to Linkwood Medical Centre and Elgin Community Surgery.

Ensure safe and high quality standards of practice are maintained, reviewed and continuously developed.

Ensure delivery of safe, effective, patient- centred, efficient, timely, equitable nursing care from the right person at the right time.

Manage resources effectively – human (workforce) and non-human (equipment, finances).

Review and appraise the professional training and development requirements of staff and promote the development of individuals in the Community Nursing Team to enable and facilitate the capability of the Team to meet increasingly complex needs in the community.

Develop, maintain, review and manage co-operative and collaborative relationships with Moray Health and Social Care Partnership, NHS Grampian and third sector colleagues to promote and facilitate effective, equitable and integrated health and social care.

Provide effective leadership to facilitate confidence and capability within the Community Nursing Teams.

Ensure efficiency within service provision.

Duties/responsibilities

The post holder will work within the governance framework of NHS Grampian and focus and lead on these key areas:

1.To ensure safe and effective clinical practice

* 1. Clinical Leadership and Team Working – as a clinical leader, promote team working within the multidisciplinary environment. Demonstrate critical analysis and sound professional decision making. Lead the teams by demonstrating and promoting high standards of clinical skills. Promote high quality nursing service by influencing and facilitating change within the teams.
  2. Evidence Based Clinically Effective Practice – act as a change agent to develop clinically effective practice through use and integration of best available evidence. Plan, implement and evaluate nursing care and nursing service provided using evidence based guidance and local,organisational and national protocols, policies and procedures.
  3. Continuous Quality Improvement - Promote and participate in audit undertaken within NHS Grampian relevant to practice and service provision. Use individual and team reflection which can be formal or informal to enhance service provision.
  4. Patient Safety – Promote clean and safe environment for staff, patients and visitors by ensuring compliance with relevant legislation, policies and protocols such as health and safety at work, healthcare associated infections, incident reporting, risk assessment and management. Ensure proper assessment and management of actual and potential risks to health and well being of aforementioned people.
  5. Record Keeping – Ensure high standard of record keeping that is legible, accurate and adequate in accordance with NMC , national, organisational and local standards. Ensure records are secured and archived for the appropriate time as per organisational recommendations.

2. Enhance the patient experience

2.1 Coordination of the Patient Journey – ensure the patient’s journey through any episode of care is seamless and coordinated. Use effective planning and communication alongside other multidisciplinary professionals and services.

2.2 Clinical Expertise – continually assess, monitor and evaluate the patient’s care taking into consideration their wishes using best available evidence. Use clinical experience and knowledge underpinned by best available evidence to deliver nursing care. Share expertise and knowledge with members of the team to enhance their practice.

2.3 Promote a Culture of Patient Centred Care – as team lead be visible to patients, relatives and staff and lead by example. Promote and advocate for patient’s wishes and communicate effectively with them and other health and social professionals.

Ensure equality and diversity are respected and promoted by self and all team members.

2.4 Proactively seek patient, relatives, extended family, friends and service user’s feedback and use constructively to develop nursing care and community nursing services in your team and area you manage.

2.5 Manage complaints in line with organisational policy and use reflection of experience to monitor, change and develop nursing service for the future in your team and your area. Use peer supervision to enhance learning from experience.

3.To Manage and Develop the Performance of the Team

3.1 Role model – act as a role model by being visible and actively contribute to the daily workload of the team using high standard of clinical skills, expertise and knowledge. Use clinical support strategies such as coaching, mentoring, clinical supervision, peer supervision to support learning and development for self and staff.

3.2 Create a culture in the team that is safe and supportive that empowers staff to make sound clinical decisions using their professional judgement and thereby contributes to patient safety and satisfaction.

3.3 Learning and Development – support and encourage ongoing professional and personal development of individuals within the community nursing team. Create a working environment that is supportive of learning and development. Ensure equality and support any opportunities for all team members to access development and training relevant to practice. Ensure staff access and have the opportunity to undertake mandatory training.

3.4 Support staff career pathways and use regular review and appraisal to monitor staff performance. Be prepared to highlight staff underperformance and use strategies to enhance staff performance.

3.5 Managing the Practice Setting – ensure effective use of resources. Ensure effective and efficient workforce planning to ensure capability and capacity requirements are fulfilled. Manage workforce to ensure safe and appropriate staffing levels taking into consideration the competence and capability of individuals and the team as a whole. Consider the competence and capability of individuals when delegating workload.

3.6 Effectively manage the team within your area by ensuring staff are aware of and are practicing within their NMC professional standards and national, organisational and local standards. You will be required to manage the recruitment and selection of staff for your team, manage staff attendance and identify and report any grievance or disciplinary matters arising with your line manager or other appropriate line manager.

4.Contribute to the Delivery of the Organisation’s Objectives

4.1 Networking – network and use peer supervision and support throughout professionals within health and social service to enable the exchange of ideas, knowledge, expertise, skills and resources.

4.2 Service Development – work collaboratively and cooperatively with partners in health care, social care and third sector to plan and develop integrated health and social care across Moray. Promote the involvement of service users, patients and the general public in developing services.

4.3 Political and Strategic Awareness – maintain and develop knowledge of local, organisational, national and professional strategies to ensure goals and objectives are achieved. Be a change agent to contribute to changes required within your self, team and wider Community Nursing Teams in Moray to facilitate development and achieve objectives.

Systems and equipment

Ensure safe and effective use of equipment used by Community Nursing team.

Ensure appropriate and adequate training is received and undertaken by staff before using any equipment.

Ensure equipment is appropriately maintained and stored and all faults or issues with equipment is reported and managed properly and promptly.

Ensure IT equipment is used and maintained properly and any issues or problems are reported promptly and properly.

Equipment necessary for Community Nursing to meet patient’s needs will be properly sourced and obtained and any guidance or policies in place for it’s use are adhered to.

Decisions and Judgements

The post holder:

Will be responsible for ensuring qualified staff are working within NMC professional standards. Responsible for ensuring unqualified staff are delegated tasks and procedures for which they have the necessary skill, knowledge and competence to undertake.

Through supervision, monitoring, review and appraisal that staff are demonstrating quality, high standards of clinical care and practice.

Has responsibility for supporting formal and informal reflection by individuals and as a team to facilitate shared learning and provide peer support within the team.

Is accountable for decisions relating to management of resources in own area including workforce. Responsible for highlighting inadequate staffing levels to line manager if needs and demands outweigh capacity and cannot be managed at team level and cannot be assisted by other Community Nursing Teams in Moray.

Will deputise for another Team Lead in their absence in the West of Elgin Team.

Communications and Relationships

The postholder will hold responsibility for establishing, maintaining and if required, developing systems and standards of communication for routine and potential complex situations. This will be with individual multidisciplinary professionals and across services, departments and could be with patients, relatives and families. This may require the use of a wide range of communication and IT devices and will require excellent verbal and non-verbal communication skills. This is to enable the accurate exchange of information, identification of objectives or outcomes and to facilitate negotiation between people and services.

The postholder will establish and maintain working relationships with multidisciplinary professionals, internal and external agencies, services and departments to facilitate and enhance the Community Nursing Teams service provision.

Physical demands of the job

The postholder will require to have a degree of physically fitness to undertake the tasks, skills and roles associated with delivering nursing care to people in their own homes. Some tasks require a great degree of manual dexterity and concentration. Some tasks will be undertaken in small or enclosed spaces in a patient’s home. The patient’s home may have pets or someone may be a smoker in the home which you would be required to visit. There may be a risk of exposure to body fluids, sharps, aggressive or physically violent behaviour. The weather and road conditions can occasionally post a risk. Tasks may include but are not restricted to: administering S/C, IM injections, wound care, catheter care, palliative care, venepuncture, nursing assessments, anticipatory care planning, managing invasive devices.

The postholder will require to have a current drivers licence and be fit to drive.

There can be significant mental and emotional health demands of being a District Nurse Team Lead. This can be due to high levels of concentration required to undertake tasks, and the demands of the job can be stressful which could be related to but not restricted to : managing the workforce, potentially challenging behaviours from staff, relatives, families or general public, balancing needs and demand against capacity and capability, meeting need with finite resources, managing unpredictable or stressful situations, managing people who are anxious, angry or distressed, ability to react promptly to changing or critical situations, constant requirement to keep up to date with national, organisational and local policy and objectives, keeping knowledge and clinical skills up to date, continually motivating and maintaining staff morale, challenging poor performance or investigating cause for concern or undertaking disciplinary action, acting as advocate for patients which may contradict or challenge the objectives of the service, managing the needs and supporting patients, relatives and families with palliative or end of life care requirements.

The postholder would require to have high functioning emotional intelligence and recognise and use appropriate strategies to manage the potential mental and emotional aspects of the post.

Most challenging/difficult parts of the job

Effectively managing and prioritising workload with finite resources whilst balancing the demands of strategic objectives. Maintaining high, quality standards of care to increasing population with complex needs. Managing and motivating the workforce during organisational changes. Managing and meeting actual and potential need for Community Nursing against expectation of the service by individuals and general public.

Knowledge, training and experience required

First level adult nursing qualification as per NMC registration

District Nurse Specialist Practitioner qualification held for 2 years or more

Ideally the applicant should have 5 years or more post registration experience within Community Nursing.

Nurse Prescriber qualification

Computer and IT literate

Ability to maintain professional and personal credibility across professionals and individuals whom the applicant may come into contact

Leadership and management qualities

Personal motivation and enthusiasm for delivering high quality, safe, patient centred nursing care and developing Community Nursing that is fit for future demand.

Advanced Clinical and Examination Skills is desirable.

Person Specification

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| Attributes | Essential | Desirable |
| Qualifications | First level adult NMC registration.  District Nurse Specialist Practitioner qualification.  Nurse prescriber. | Advanced Clinical Examination Skills  Non Medical prescribing |
| Experience | Extensive post registration in Community Nursing  Broad range of clinical skills.  Experience or evidence of interest in palliative care. | Previous Band 7 experience.  Understanding of current organisational and national policies underpinning service provision. |
| Special Aptitude and Abilities | Ability to maintain professional and personal credibility across staff, patients and general public.  Ability to lead individuals and teams, lead practice and continuous development, work cooperatively and collaboratively with individuals and professionals within services and departments.  Professionally motivated and enthusiastic.  Excellent communication skills.  Computer and IT literate.  Reliable and flexible. |  |
| Disposition | Motivated.  Approachable.  Confident.  Assertive.  Compassionate.  Ability to work alone but also as part of a team and contribute to larger organisation.  Encouraging and nurturing.  Value diversity. |  |
| Physical requirements | Car driver with current valid driving licence.  Manual dexterity required.  Ability to use moving and handling equipment to assist with moving patients.  Basic physical fitness. |  |
| Particular requirements for the post | Be able to effectively prioritise, organise and manage workload and workforce to meet need and demand for service.  Balance demand and need with capacity and capability within workforce.  Ability to manage budget within postholder’s area.  Committed to improving patient outcomes.  Committed to developing District Nursing and Community Nursing.  Committed to staff, patients and all stakeholders to ensure high quality, safe  effective, timely, patient-centred, equitable Community Nursing care. |  |
| Level of Disclosure Required | PVG |  |