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| **1. JOB IDENTIFICATION**  **Job Title:** Nurse Team Leader (Health Improvement Coordinator) - Band 7  **Responsible to:** Team manager  **Department:** Learning Disability Team (LDT)  **Directorate:** East Renfrewshire HSCP |
| **2. JOB PURPOSE** |
| As an integral member of the multi-disciplinary team the post-holder has responsibility for clinical nurse leadership, managing and supporting the ongoing nursing team development to fulfil the key functions of the LDT. In particular the post-holder will be responsible for the safe and effective deployment and management of the nursing resource to ensure robust risk assessment/ risk management, implementation of complex programmes of care using evidence based approaches including PBS that proactively involves the person and optimises improved health across the service.  The post holder is required to undertake caseload management and line management responsibilities of senior nursing staff with overall responsibility for monitoring nursing activity related to LDT key performance indicators. Has lead responsibility for profession specific clinical governance activity and monitoring which includes care assurance; standards compliance; professional regulation; responding to complaints; staff governance; Clinical Supervision; Line Management Supervision; legislative frameworks; local, national and board policy/ guidelines implementation. The post holder has lead responsibility for the daily operational activity of the health caseload in the team and the provision of management supervision of the AHPs in the team with professional leadership delivered by board wide leads. The role involves working in a variety of home/ near to home community environments.  Participating as a key member of multi-disciplinary decision making with regards to referral screening/ patient allocation and reviews as well as monitoring nursing workload (clinical activity) /workforce issues and ensuring resource efficiency are critical aspects of the role.  Supporting the service manager, contributing to health and social care agenda, leading on professional, practice and service improvements to ensure safe effective person centred care delivery and the LDT key functions are important aspects of this role. |
| **3. ROLE OF DEPARTMENT** |
| Using a multi-disciplinary approach the LDT aims to develop and deliver a range of clinical assessments and treatments within a community framework; demonstrate clinical effectiveness and measurable outcomes.  To develop and strengthen relationships with other statutory and voluntary organisations within each locality inclusive of the progression of the integrated services; promote and share integrated working practices with both internal and external services/agencies.  To research, educate, monitor and evaluate clinical activities within a Community LD service, and provide training support and consultancy to other organisations and staff.  To deliver services in a suitable environment that is accessible to the individual (and their carers). This will include patients’ home or other appropriate community settings. |

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| **4. ORG ANISATIONAL POSITION** |
| Nurse Director Partnerships Service Manager  Lead Professional Nurse Advisor Team Manager  Professional Nurse Advisor  Nurse Team Leader Practice Development Nurse  Band 7  (this post)  Nurse Band 6 Charge Nurse |
| **5. SCOPE AND RANGE** |
| The post-holder will be expected to work as an integrated member of the multi-disciplinary team to fulfill East Renfrewshire LDT key functions:   * Health Needs Assessments * Interventions for People with Learning Disability with complex and acute mental/physical health needs and Challenging Behaviours * Provide Person Centred Standards of Care * Promoting and supporting physical/mental well being and prevention of relapse * Advice, guidance and signposting   The post-holder will practice within a legal & ethical framework as defined by: -   * + Nursing & Midwifery Council (NMC) The Code: Professional standards of practice and behaviour for nurses and midwives,   + National mental health related legislation   + National and local policy, guidelines and protocols.   Cont/..... |

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| Nurse Band 5 Community Mental Health | | |
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| Healthcare Support Worker Band 4 | |  |
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| The post-holders practice in the community setting may involve interfacing with a variety of services typically including:   * Adult/ Older Adult Services * Addictions/ Forensic / Child & Adolescent/ Liaison Psychiatry * Acute/Primary care/ mental health / Out of Hours Services   Clinical activity (direct and indirect) will account for no less than 70% of the post-holders time. Clinical activity /caseload capacity will vary depending upon local service arrangements/ patient care needs and will be monitored through caseload management by the direct nurse line manager.  The post-holder:   * will be responsible to their direct nurse line manager (refer to section 4 Organisational Position) * has line management responsibility for managing and monitoring the nursing resource (workload/ workforce) within LDT * required to monitor clinical activity and accountable for effective and efficient use of available resources meeting the essential demands of patient care * monitor named nurse/practitioner activity undertaken by nursing staff * monitor nursing performance in relation to LDT Key Performance Indicators * responsible for ensuring continuous professional development of the nursing team to meet regulatory requirements and the ongoing needs of LDT |
| **6. M AIN T ASKS, DUTIES AND RESPONSIBILITIES** |
| The post-holder will be responsible for:   1. Functioning as Named Nurse/ Named Practitioner within a multi-disciplinary team for a complex patient caseload requiring specialist mental health care undertaking care coordination where required. 2. The holistic assessment, of complex care needs including risk assessment, planning,   implementing and evaluating specialist programmes of care for individual caseload and monitoring the nursing staff caseload.   1. Carrying out, reviewing and monitoring all relevant forms of nursing care pertinent to the needs of individual patients in the least restrictive and disruptive manner as possible; focusing on improving the mental and physical well-being of patients; responding to and supporting the staff team to respond to issues pertaining to vulnerability, gender, health, domestic abuse, adult/ child protection and or self harm. 2. Ensuring therapeutic staff/patient relationships involving complex/ unstable care needs are met within a participative framework demonstrating principles of equality, dignity and respect   accounting for spiritual and cultural diversity. Working proactively with other agencies services (ie interpreter services) to aid effective communication.   1. Ensuring nursing staff work within agreed competency based parameters undertaking evidence based psychological therapies/ psychological approaches to care with individuals   and/ or group settings.   1. Ensuring nursing staff work in partnership with patients and carers using values based practice to deliver person centred care promoting and supporting mental well being and   prevention of relapse  Cont/...... |

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| 1. Ensuring that professional practice adheres with NMC The Code and is complaint with legislation and having regard to the principles of the Acts when exercising functions in (ie Mental Health (Care and Treatment) (Scotland) Act 2003; Adults with Incapacity 2000 (AWI); Adult Support and Protection 2007 (ASP); Children & Young Peoples 2014 (CYPA Acts). 2. Leading the nursing team in the maintenance of a robust clinical governance which includes establishing and maintaining; effective communication, effective leadership, policies, procedures and operational standards, clinical audit, evidence-based practice, a culture of learning and innovation, research and strategies to maintain safety and minimise the risk of untoward clinical incidents. 3. Provide regular caseload /nurse line management supervision and Clinical Supervision to Band 6 nurses. Ensuring that systems are in place for regular caseload/ nurse line   management and clinical supervision provision with the nursing staff team.   1. Monitoring the practice and performance of band 6 nurses and ensure that there are systems in place for supporting the ongoing professional and practice development 2. Provide advice regarding specialist Learning Disability nursing matters to members of the nursing team, LDT and others within the wider health and social care partnership. 3. Ensure systems are in place for safe, effective management transitions of care that are responsive to the requirements of the individual and that information is shared in accordance with legislative and policy frameworks. 4. Provide regular management supervision to AHPs within the LDT. 5. Manage delegated budget and resources within area of responsibility 6. Liaise with Practice Education Facilitator/Academic colleagues in the ongoing support/quality assurance monitoring of LDT as a quality learning environment. 7. Liaison with referrers/ interface services/ other statutory and non-statutory agencies involved in the care and support of patients in hospital and the community with particular   regard to health and mental health interface services.   1. Assist the service manager in the ongoing development of LDT to improve patient outcomes and respond to relevant team issues in their absence. 2. Provide formal reports and delivering on identified result areas contributing to LDT key   performance indicators. |
| **7a. EQUIPMENT AND M ACHINERY** |
| The equipment likely to be used on a regular basis will typically include:   * Computer and associated software most notably Microsoft Office applications and EMIS * Telephone * Various items of clinical equipment required to carry specific interventions and procedures |
| **7b. SYSTEMS** |
| The post-holder will be required to have a sound working knowledge of a wide range of local systems which will include: -   * Electronic Patient Information Systems * Care-planning and record-keeping systems * Fire and emergency procedures * Clinical and managerial policy relevant to the clinical area * Health and safety policy relevant to the clinical area * Infection control policies and guidance * Staff appraisal and professional development systems   Cont/.... |

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| **8. DECISIONS AND JUDGEMENTS** |
| The post-holder will have freedom to act in terms of making decisions and judgements related to:   * Assess, prioritise nursing care needs responding to the altering priorities of people with complex/ unstable healthcare needs redeploying and re-assigning team workload to ensure safe effective management of clinical risk * Re-assigning team workload and ensure alignment of specific/ specialist interventions/ treatments are undertaken by the most suitably qualified professional following assessment of specific/ complex patient needs . * Responding and assisting others to respond to emergency situations in a manner which minimises and manages clinical risk * Ensure team decisions and measures to manage complex unstable clinical risks are consistent with the ‘least restrictive’ alternative. * Manage staff performance issues and develop systems to ensure staff training needs are monitored and achieved. * Investigate cause for concerns and complaints in compliance with policies and procedures * Making complex clinical judgements about the patients ability to participate in the planning and delivery of care and make informed choices in this regard |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| Internal  The post holder will be expected to communicate and liaise regularly with a wide range of professions and departments including: -   * Patients, carers and/or their representatives * Line manager and all other members of the LDT multi-disciplinary team * HSCP Health & Social Care interface services * Professional Nurse Advisor/ Practice Development Nurse * Practice Educators/ Practice Education Facilitators * Care Programming   External  The post holder will be expected to communicate and liaise regularly with a wide range of external agencies and professionals including: -   * Social Services * Independent Sector agencies * Housing Depts. / Associations/ Benefits agencies |
| **10. PHYSICAL, MENT AL, EMOTIONAL AND ENVIRONMENTAL DEM ANDS OF THE JOB** |
| Physical skills/ demands.   * Regular use of equipment to undertake clinical duties (physical health monitoring/ medication administration/ venepuncture etc) * Regular use of electronic equipment * Regular undertaking of duties involving visits to people in their home/ near to home community environment within a geographical remit that requires periods of driving.   Cont/.... |

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| Mental demands   * Regular freedom to act in exercising clinical decision making for patients with complex healthcare/ risk management needs with an enhanced degree of autonomy. * Regular management of multiple competing clinical priorities within existing team resources and specified timescales. * Regular requirement to shift focus between clinical and managerial responsibilities to respond to the service needs of complex unstable mental health care provision. * Regular requirement for collating, analysing data and formulating reports and recommendations contributing to ongoing service improvement   Emotional demands   * Regular management of sensitive personal information of patients/ carers and staff   e.g. related to gender, child protection and domestic abuse   * Frequent communication with distressed/anxious/worried patients/relatives. * Occasional management of challenging behaviour/ stress and distress/ physical aggressive behaviour * Regular participation in significant clinical incident (SCI)/ incident reviews as well as supporting and building team capacity with this process * Regular management of senior nursing staff – complex healthcare caseload management/ Clinical Supervision   Working conditions   * Regular requirement for lone working in a variety of home/ near to home community environments which may involve car driving * Frequent exposure to bodily fluids when undertaking clinical duties with patients * Occasional exposure to unpleasant noise/ dirt/ smells when visiting home/ homely/ community environments |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Effectively managing staff to ensure robust assessment and management of complex clinical risks related to people requiring specialist mental health services including suicide, self-harm, capacity, vulnerabilities and harm to others * Effectively supporting LDT to ensure safe, effective, person centred care delivery within available resources and competing demands. * Effectively supervising, supporting, monitoring the practice of the nursing team within the wider multi-disciplinary context. * Managing interpersonal and interdisciplinary conflict. * Promoting and developing the unique role of the Learning Disability nurse within an integrated health and social care setting. * Collating, analysing data and producing reports within defined timescales contributing to LDT key performance indicators * Managing and leading sustainable change within the context of continuous quality improvement |



**12, KNO WLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

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| **Knowledge, Training & Experience** | **Essential** | **Desirable** |
| Registered Learning Disability Nursed (RNMH) level 1 NMC registration | √ |  |
| Educated to minimum degree level/ or equivalent | √ |  |
| Completion of an evidence based psychological therapies/ psychological approaches to care formal programme of study | √ |  |
| Completion of frontline leadership/ management programme |  | √ |
| Actively working towards or above postgraduate level/ or equivalent |  | √ |
| Specialist knowledge and application of learning disability nursing care (including physical healthcare) for people with complex/ unstable care needs | √ |  |
| Specialist knowledge and application of risk assessment/ ris k management factors impacting on mental health/ mental illness/ challenging behaviour/ unstable care needs | √ |  |
| Evidence of active and ongoing CPD | √ |  |
| Evidence of Line Management Supervision/ Clinical Supervision and care coordination of senior staff | √ |  |
| Specialist knowledge of rights, values based practice and legislation frameworks | √ |  |
| CLDN Career Development Framework evidence of pillars of practice  at Level 7 Advanced Practice (equivalent):   * Clinical practice – safe effective person centred care * Facilitation of Learning * Leadership - applied * Research and development |  | √ |
| Evidence of using digital technology/ information systems/ email and basic applications | √ |  |
| Experience of working in the community environment | √ |  |
| Demonstrable enhanced communication and interpersonal skills | √ |  |
| Demonstrable lead service improvement and/or practice development role at local/ service level | √ |  |
| Ability to manage nursing team workload and competing service priorities | √ |  |
| Ability to motivate, support and lead the nursing team | √ |  |
| Ability to role model, influence and share advanced/ specialist knowledge and skills to enable the promotion and development of positive therapeutic relationships with families, carers and significant others | √ |  |
| Ability to undertake a number of clinical contacts in a home/ near to home environment on a daily basis to meet which may involve driving | √ |  |