

**NHS GRAMPIAN**  
**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

<b>Job Title:</b>	Team Leader – Health Visiting & School Nursing
<b>Department:</b>	Health Visiting & School Nursing Service Moray Health and Social Care Partnership
<b>Location:</b>	Elgin
<b>Hours:</b>	37.5 hours per week
<b>Grade:</b>	Band 7
<b>Salary:</b>	£46,244 - £53,789 per annum
<b>Contract:</b>	Permanent

## 2. JOB PURPOSE:

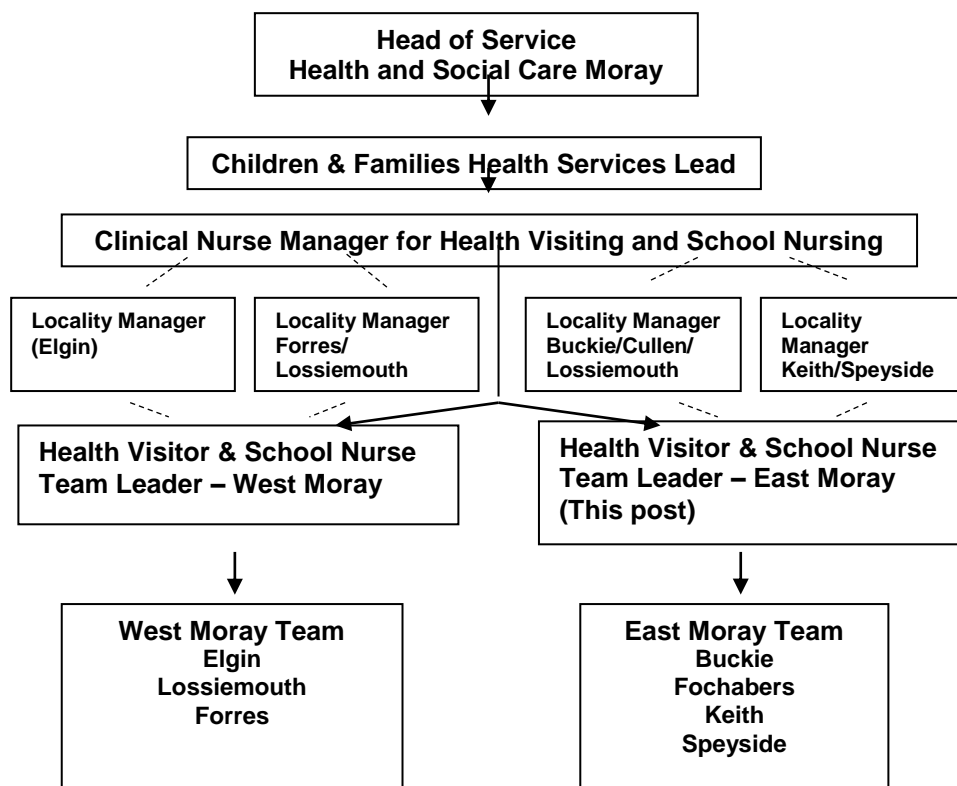
The post holder is responsible for the clinical leadership and operational management of the Health Visiting and School Nursing Team under the direction of the Clinical Nurse Manager/Children & Families Health Services Lead. In addition the post holder will on occasion i.e. planned/unplanned staff absence, carrying out clinical nursing duties.

The post holder will strategically lead the co-ordination of care, working with partner agencies and key stakeholders to ensure effectiveness of outcomes; developing services which will contribute to the reduction of health inequalities and successfully achieve both national and local health objectives.

The post holder will work collaboratively with their Health Visiting/School Nursing (HV/SN) Team Leader colleagues and the Senior Management Team to address and prioritise the strategic and operational objectives of NHS Grampian along with Health and Social Care Moray (HSCM); ensuring responses are aligned to the organisation's expected outcomes.

## 3. ORGANISATIONAL POSITION

### Organisational Chart



#### **4. SCOPE AND RANGE**

Moray is a rural region in the north east of Scotland, with coastline on the Moray Firth. Population and demographic indicators are available on the Moray Council website [www.moray.gov.uk](http://www.moray.gov.uk).

The post holder will be qualified to degree level with experience and knowledge equivalent to post graduate level and be registered on 3rd Part of NMC register as a SCPHN Health Visitor.

The post holder will have significant experience as a Health Visitor and will be able to provide evidence of ongoing post registration personal/professional development to postgraduate diploma level.

The post holder will have evidence of operational management including the delivery of staff supervision, staff development and review.

The post holder will provide clear leadership to the Health Visiting and School Nurse team, supporting the Health Visiting teams to provide the Universal Health Visiting Pathway, supporting the implementation of the School Nurse Pathways, working in conjunction with multidisciplinary professionals in health and multi-agency partners to provide coordinated support for children where needed.

Manage stressful, upsetting or highly emotional situations in a professional manner.

Provide regular case and clinical supervision to Health Visiting and School Nursing staff.

Provide strong leadership and pastoral care for both the team and individuals in the workplace to promote best practice and ensure health and wellbeing of staff is maintained.

Support team and individual staff development through the appraisal process (Turas); agree and evaluate professional and personal objectives.

#### **5. MAIN DUTIES/RESPONSIBILITIES**

##### MANAGERIAL

- Provide support to others within the team.
- Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and resources.
- Manages available resources, how they should be most effectively used – including budgets, human resources, economy in the use of supplies and an awareness of stock control systems.
- Manages the care and maintenance of team stock/equipment
- Recruitment and selection of staff/orientation of all new staff members.
- Professional, Assessment and Development interviews/organisation of training and development of staff.
- Manpower documentation i.e. timesheets/mileage forms for payroll.
- Responsible for sickness and absence.
- Disciplinary procedure.

- Health and Safety, within the building and for ensuring lone working staff are safe working.
- Premises and facilities.
- Budget management.
- Dealing with complaints internally and from external sources.
- Monitoring quality of service provided to clients in their home.
- Attending multi-disciplinary meetings as required.
- Providing regular clinical supervision to staff within team.

### ORGANISTIONAL

- Fully participates as effective team leader and member of the extended team.
- Maintains and develops personal and professional knowledge, demonstrating clinical and professional nursing expertise to an agreed standard based on current available research and evidence, thus acting as a role model.
- Practices and promotes confidentiality at all times.
- Demonstrates ability to listen effectively to other points of view.
- Leads a team and communicates with all colleagues in a professional manner.
- Demonstrates knowledge and proficient in implementing NHS Grampian local policies and procedures.
- Is responsible for ensuring that written communications are accurate, appropriately and neatly recorded, adhering to NMC/NHS Grampian/local policies at all times. Is cognisant of the Data Protection Act.
- Demonstrating ability to address issues arising in a professional and discreet manner whilst knowing their limitations.
- Demonstrates an understanding of an adherence to local and national Health and Safety policies and procedures.
- Practices enhanced negotiation, influencing and conflict management skills.

### PROFESSIONAL DEVELOPMENT

- Responsible for provision of skilled and competent high quality care in a community setting.
- Acts as a positive role model for all disciplines of staff.
- Demonstrates commitment to developing clinical skills and expertise.
- Demonstrates an understanding of research.
- Initiates and develops audits of serviced delivery, implements findings to improve patient care.
- Maintains responsibility for own personal development
- Ensures good communication and liaison with Practice Educators and Institutions for Higher Education in order to foster an environment that is conducive to learning, enquiry and research.
- Contributes to the education and development of staff within the service to ensure staff knowledge is maintained to a high standard to enable evidence based care to be delivered.
- Demonstrates willingness to further develop own management skills.

## SERVICE DELIVERY

- Ensures the provision of continuity of care for all patients in the service.
- Monitors care delivered to patients/clients against evidence based policies and protocols to ensure maintenance of and where possible improve standards of care.
- Supports senior colleagues in contributing toward the future development of the service.
- Demonstrates positive attitude to suggest changes in practice through the introduction of evidence based care.
- Demonstrates an awareness of future service redesign in accordance with local and national priorities.
- Leads/contributes to relevant focus groups in order that services within the community nursing remit are continually developed and updated.
- Takes responsibility for ensuring staff adherence to the NHS Grampian Risk Management Strategy within own work areas thus ensuring the health and safety of staff and patients.
- Investigate complaints and clinical incidents within the service, making recommendations to prevent recurrence and reports findings to the Locality Manager.

## CLINICAL CARE

- Promote an effective and safe environment for teaching pre and post registration students.
- Providing the role of Practice Assessor to Post Registration SCPHN Trainees
- Continuing responsibility for the assessment of care needs, the development, implementation and evaluation of care plans and the setting of standards of care
- Responsible for the appropriate delegation of work, supervision and support, including training of nursing staff within the team
- Responsible for the supervision, deployment and teaching of staff and/or students as appropriate
- Monitor quality of services
- Responsible for leading the clinical governance agenda as it pertains to the team

## PROFESSIONAL LEADERSHIP

- Lead Health Visitor and School Nurse professionals within the team
- Maintain team activities within NMC, professional and local policy framework and guidelines
- Implement clinical supervision with team
- Ensure all staff meet TURAS objectives by regular appraisal
- Develop and enhance the role of Health Visiting & School Nursing in primary care and Education
- Continual redesign of the community team to meet the practice population's needs

## **6. SYSTEMS AND EQUIPMENT**

- IT system is working and staff are trained appropriately for their level of usage
- All items of equipment are regularly serviced to ensure safety for patients and staff.
- Appropriate training given for their use.
- Responsible for the accurate completion of facilitating smooth operational policies.
- Annual leave sheets/parental leave
- Pharmacy, stock and pad orders
- Payroll, timesheets/mileage

## **7. DECISIONS AND JUDGEMENTS**

- The postholder must always work within the NMC Code of Professional Conduct.
- The postholder will have ongoing responsibility for service delivery.
- The postholder works unsupervised and has wide ranging discretion in decision making.
- The postholder will use their own initiative and be able to make sound and rational clinical and managerial decisions and remain focused and directed throughout the process.
- The postholder will remain objective and supportive of others at all times.
- Liaising and working with a range of statutory and voluntary organisations in planning and delivering care in the community.
- Seek to develop multi-skilling and flexibility of role/work undertaken.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Communicates highly sensitive and complex information regarding patients, requires to provide reassurance and at times utilise persuasive skills, especially in circumstances where there are barriers to understanding

The post holder will facilitate and promote communication links with own and other disciplines within Health and Social Care Moray (HSCM), NHS Grampian (NHSG) Moray Council Integrated Children's Services, the Third Sector and other external organisations.

Negotiate effectively when dealing with contentious situations where there are differing professional/agency opinions, taking a collaborative approach when negotiating barriers to understanding in order to achieve agreement and cooperation.

Communicate effectively with senior management and colleagues within HSCM.

## **9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB**

- Moderate physical effort
- Lone worker
- Ability to work in a sustained and focused manner
- Adaptability and flexibility in order to balance clinical and managerial commitments from the same desk
- Moving and handling skills
- Violence and aggression awareness
- Driving
- Keyboard skills

## **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**

- Management of budget to meet the needs of the service whilst making financial savings
- Using own initiative in managerial situations and generation of ideas in order to meet the strategic needs of the service
- Acting as a change agent in terms of organisational issues and future strategy and service redesign
- Conflict resolution and assisting in dealing with complaints.
- Balancing and prioritising 2 different roles.
- Balancing and prioritising own accountability within the priorities of
  - a) Self (ultimately the NMC)
  - b) Patients/clients
  - c) Colleagues
  - d) NHS G
  - e) The need of general practice
  - f) External statutory and voluntary agencies
- Child protection work and involvement in cases of domestic abuse
- Unpredictable work environment that can be both physically and emotionally demanding.

## **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The postholder is required to be a registered nurse with current Nursing and Midwifery Council registration.
- SCPHN post registration qualification at degree level or above
- Masters degree or demonstrable equivalent experience
- Extensive knowledge and participation in NHS Grampian policies and procedures relevant to the management and clinical area
- Evidence of excellent written and verbal communication skills.
- Commitment to lifelong learning and personal development plan.
- Ability to work with own initiative.

- Evidence of ability to adapt with changing service needs.
- Demonstration of evidence-based practice based on research and audit.
- Mentorship abilities
- Nurse prescribing qualification
- Adaptability and flexibility
- Community experience in chosen specialty
- Community management experience at Band 6 or above
- Evidence of effective management and leadership skills
- Computer literacy
- Car Driver/Owner or access to a car

**PERSON SPECIFICATION**

**POST/GRADE:** Health Visiting & School Nursing Team Leader

**LOCATION:** H&SC Moray

**WARD/DEPARTMENT:** Moray East Locality

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.

**GENERAL REQUIREMENTS**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualification &amp; Experience</b>	Registered Nurse/Midwife HV/PHN qualification with 3yrs experience as HV. Demonstrate expert clinical and professional practice developed through experience and theoretical knowledge. Operational management and decision making skills. Leadership experience	Experience in case supervision Nurse Mentor Working towards or having Masters Degree. Knowledge & experience of Quality Improvement to SCLIP level (Scottish Coaching & Leading for Improvement Programme).
<b>Circumstances &amp; flexibility</b>	Excellent interpersonal skills. Excellent communication skills. Flexible, innovative and ability to work effectively as part of a multi-disciplinary/multiagency team. Ability to take lead role and assist others to manage their workload. Able to appraise and develop staff. Good observational & analytical skills.	Presentation skills Experience of Chairing meetings. Quality Improvement and Quality Assurance skills.
<b>Particular requirements of the post</b>	Reliable, organised and calm under pressure. Ability to address and manage conflict. Ability to motivate self and others. Professional credibility and integrity.	Knowledge of HSCM senior management structure.
<b>Level of Disclosure check required</b>	Full PVG	