



The Hospital of God at Greatham

Clinical Lead Job Description

Job Title:	Clinical Lead Nurse
Responsible to:	Registered Manager
Responsible for:	Gretton Court staff – whilst on duty
Location:	Gretton Court The Hospital of God at Greatham, Greatham, Hartlepool, TS24 8QZ

Main Purpose of Job:

The Clinical Lead has responsibility for the provision of clinical leadership to the immediate nursing staff. The focus of this role is on the day to day delivery of excellence in quality care provision, ensuring all clinical governance and compliance targets are met, as well as supporting Managers in their absence.

Promote Positive Team Culture and Team Working:

- To foster and promote a team culture of enquiry and learning that enables individuals to openly question, reflect and learn from their practice.
- To provide effective leadership in ensuring that nursing standards and practices comply with Hospital of God policies and procedures.
- To ensure that the team understand their roles and promote excellence in clinical practice in line with Care Quality Commission and aim towards outstanding in any inspection.
- Monitoring and commenting on the quality of the service provided in the home leading to user focused quality improvement initiatives.
- Ensure that all staff within the team participate in the appraisal/supervision system.
- To take overall responsibility for the personal development and education of nursing staff including in-house training.
- Ensure the off-duty reflects the required skill mix and establishment levels appropriate to the clinical area and in conjunction with the Manager.

- Ensure that team members are actively encouraged to regularly take part in clinical supervision (either group or individual).
- Ensure that the team understand their roles in respect to wider health policy and guidelines.
- Actively seek out and implement evidence based practices.

Communication and Relationship Skills:

- Manage challenging situations in a sensitive and non threatening way to reduce anxieties and promote effective resolutions.
- Encourage meaningful engagement with residents and carers.
- To act as a positive role model to staff.

Knowledge, Training and Experience:

- Be able to demonstrate knowledge and skills in caring for people living with Dementia.
- To be responsible for their own professional self regulation and abide by the legal requirements and statutory rules relating to practice.
- To ensure the safe custody and administration of drugs in accordance with the code of practice.
- Ensure supplies ordered for the workplace are appropriate to the needs of the home and are used within budgetary constraints.

Information Management:

- Assist in ensuring clinical audit becomes part of everyday practice.
- Ensure that all residents have a Care Plan and that records are up to date and are an accurate reflection of the situation.
- Actively participate in the recruitment and interview process of staff.
- To take supervision from the Registered Manager.

Promoting Positive Environments:

Take an active role in ensuring working conditions are as pleasant as possible and any unpleasant conditions are effectively managed by eliminating or reducing the effects.

Professional Responsibilities:

- To observe The Charity's philosophy of care at all times.
- To be aware of the policies and procedures of The Charity and to comply with the Health & Social Care Act 2008 and any other associated regulations in relation to nursing care.
- To maintain confidentiality regarding all aspects of care and management.
- To foster good working relationships.
- To establish high standards for the staff to follow.
- To organise and lead regular Nursing staff meetings.
- To adopt a 'hands on' approach working on the floor, alongside the nursing and care team.
- To motivate all staff within the Home.
- To continuously seek out ways of developing the service provided to the residents.
- To promote high standards of record keeping and ensuring through regular audits that care plans fully reflect client needs and are written holistically.
- To monitor all clinical standards in an ongoing basis, and ensure corrective action is immediately taken to resolve any care shortfalls identified.

Administrative Responsibilities:

- To maintain proper and accurate records of information.
- To ensure that all relevant information is handed over at the change of shifts.
- To arrange and attend regular care reviews for clients, liaising with Social Services, Hartlepool Local Authority, CCG and other relevant professionals, as required.
- To maintain good communications with clients, families and guardians, staff and other professionals.
- To report complaints made by residents, families or guardians to the Manager.
- To undertake audits, planning, implementation and evaluation of all care delivered to the residents.
- To supervise the induction, support, and on-going training of all new nursing staff.
- To attend multidisciplinary reviews as required.

Staffing & Personnel Responsibilities:

- To arrange and ensure one to one supervisions for all care staff are carried out at least 4 times per year by nursing staff.
- To hold regular nursing staff meeting and keep records of outcomes.
- To always follow up any grievance and/or disciplinary action in line with employment law and consult with the Manager on these issues, keeping clear written records of evidence at all times.

Clinical Responsibilities:

- To take the lead on the CCG Care Quality Audit, ensuring Gretton Court achieves the highest possible outcome, which may, in the future, be related to an uplift on the FNC
- To be responsible for writing and regular review of clinical policies in line with current clinical and NICE guidelines.
- To support the medication champion ordering drugs and dressings as required from GP's and Pharmacists.
- To have knowledgeable use of equipment.
- To be knowledgeable regarding emergency procedures.
- To respond to the physical, mental, emotional and spiritual needs of residents.
- To liaise with residents, families, staff, GP's and other multi-disciplinary team members to promote good care.
- To monitor all aspects of the clients' care, including their hygiene and self-care.
- To ensure that staff treat clients with privacy and respect.
- To ensure Safeguarding policies are adhered to and to protect and safeguard vulnerable People.

All Staff are required to:

- Show courtesy and respect to residents at all times to ensure they enjoy the highest quality of life.
- Respect the confidentiality of residents and their families at all times.
- Be aware of, and at all times comply with The Charity's policies and procedures and all relevant statutory responsibilities including fire arrangements, health and safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
- Be capable of performing the role they are employed for.

- To ensure that residents are safeguarded from physical, verbal, financial or material, psychological or sexual abuse, neglect, discriminatory abuse or self harm, inhuman or degrading treatment, through deliberate intent, negligence or ignorance, in accordance with written policies.

Personal Development and Training

- To undertake training to ensure professional development and awareness of current regulatory requirements in relation to the areas of work within this job description.

Other Duties

- The above list of tasks is not exhaustive and the Registered Manager will, at the request of the charity, undertake other duties that are commensurate with the level of the post and the skills and abilities of the postholder.

Terms and Conditions

Salary:	£17.34 per hour
Pension:	The Hospital of God accords with auto-enrolment pension requirements.
Annual leave:	28 days per year, increasing to 31 days per year after 2 years and 33 days per year after 5 years (Pro rata). In all cases including statutory holidays.
Normal working hours:	Between 25 and 36.75 hours per week
Probationary period:	3 months.