**CYGNET HOSPITAL GODDEN GREEN**

**Title: Clinical Team Leader**

**Hours of work: 38.5 hours per week**

**Department: Oakwood Ward**

**Responsible to:** Ward Manager

**Responsible for: Clinical supervision of** junior Staff Nurses and Healthcare Assistants/ Students

**Purpose & Job Summary**

The Clinical Team Leader will be responsible for the provision of clinical leadership and management to the immediate clinical team members on a day to day basis. The Clinical Team Leader will be expected to ensure that relevant clinical supervision is provided to junior staff, standards of service provision are set, monitored and maintained and that people, who use the service, and their carers, are involved in the service in the way they wish to be.

The postholder will be expected to work flexibly across all the service lines, as need arise; delivery of excellence in quality care provision, ensuring all clinical governance and compliance targets are met.

Key roles

* Supervise the smooth running of a shift and take leadership responsibility for the ward in the absence of the Ward Manager.
* Act as a role model to all staff in clinical areas, helping to maintain a motivated positive work force.
* Will work within their NMC code of conduct.
* Actively promote best practice clinical care on the ward.
* Participate in the manager’s on-call system to provide the first point of contact for ward based staff, outside of normal working hours.
* Take an active role in clinical audit on the ward and in the hospital.
* Actively coach and mentor staff to improve practice on the ward.
* Take a lead role in working with the Multi-Disciplinary Team to coordinate and effective care plans which meet the physical & emotional needs of the service users in a caring and empathic manner.
* Undertake any reasonable request.
* Aware of the Cygnet core values & behaviours and use them to provide a daily framework for your working with service users and colleagues
* Participate in training and development of staff.
* Follow and ensure others implement Cygnet Health Care Policy and Procedures and maintain level of service, which meets the standard for the hospital.

**Main Duties and Responsibilities**

**The post holder will:**

* Ensure Cygnet clinical policies and procedures are complied with by you and others on the ward, and where appropriate, local protocols are implemented.
* Adhere to and ensure others adhere to standards laid down in the NMC Code of Professional Conduct, including accountability, confidentiality, the administration of medicines and clinical record keeping.
* Role model on the ward as a named nurse in how to best assess, plan, implement and evaluate care planning & risk assessment with service users on admission and at appropriate intervals
* Participate in the recruitment and selection of nursing staff, including interviewing
* Bring all clinical and non-clinical issues to the attention of the ward manager.
* Lead communication with other members of the multi-disciplinary team to effectively utilise resources to help meet identified service users’ needs.
* Lead on the ward for communication with outside agencies and communicate aftercare needs of patients effectively.
* Actively challenge poor practice and lead in supporting more members of staff with their practice.
* Lead with other members of the Multi-Disciplinary team in ensuring a safe environment is maintained for Service Users and staff.
* Demonstrate best practice techniques in managing the prevention & management of abusive, aggressive and challenging behaviour in line with least Restrictive practice.
* Be responsible for the line management, clinical and managerial supervision of staff.
* Actively engage in supervision, annual appraisals and competency assessments in order to reflect on and develop own practice.
* Maintain PIN via the revalidation process.
* Ensure that the requirements of the Mental Health Act 1983 (amended 2007) are known, understood and adhered to on the ward, including section 17 leave.
* Work positively with service users families/corers who express verbal concerns or complaints.
* Lead on investigations into complaints, incidents and staff performance.
* Lead assessments of patients to establish their suitability for the ward.
* Actively contribute to the development of the service and take a lead on developing 1 specific area.
* Report and document any incident and escalate in line with the Incident policy.
* Attend clinical audit meetings and lead and support in disseminating learning from incidents and engage and support audit processes.
* Lead on the day to day management of the ward and assist in the management of change.
* Competently and confidently present & discuss information regarding service user care and treatment at multidisciplinary meetings
* Support staff to competently and confidently write and present information regarding service user care and treatment at care programme approach, mental health act tribunals & hospital managers’ hearings.
* Be aware of budgetary considerations when utilising staffing resources and making decisions about ordering ward equipment, stationary and medications.
* Ensure that the service user’s rights and dignity are maintained by all staff on the ward.
* Manage and escalate concerns regards care and treatment and promote the whistleblowing policy so staff are aware of how it works.
* Co-ordinate and ensure the facilitation of leave for service users off the ward.
* Willing to have a hospital wide overview of staffing resources and rearrange shift co-ordination at short notice to support other wards when needed.
* Ensure infection control systems are maintained.
* Ensure the actions of all staff on the ward maintains a healthy and safe environment
* Monitor and manage any breaches in confidentiality for service users, staff and the organisation.
* Always promote Cygnet Health Care positively and actively participate in marketing events for the hospital.
* Participate in providing training for staff as part of the hospital training programme.
* Take responsibility for attending all statutory and mandatory training as stipulated.

*This job description is not an exhaustive list of duties but it is intended to give an indication of the type of work to be undertaken. It will be subject to review at such times as IPDR meetings. Any amendments will be made in consultation with the post holder*

**SUPPORTING INFORMATION**

**Confidentiality**

In the course of your employment with Cygnet Hospital Godden Green ealthHealth you may handle confidential information. Unless it is necessary in the pursuance of your legitimate duties, confidential personal information concerning either patients or staff which may be held by the Company must not read, discuss, disclose or passed on. Unauthorised disclosure of such information will be treated as a serious disciplinary matter. In addition it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution. This confidentiality must continue at all times and this agreement will continue beyond your period of employment with Cygnet Hospital Godden Green.

**Health and Safety**

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. You are also required to be aware of and comply with Cygnet’s policies on health and safety, etc.

**Equal Opportunities**

The aim of Cygnet’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, marital status, disability, age, nationality, ethnic, or national origins. The company commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and provides of its services are treated according to their needs. The policy also applies to staff working within Cygnet Health Care.

**Service User and Carer Involvement**

Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

**Personal Development**

Your development will be assessed using the Cygnet’s corporate appraisal process. You will have the opportunity to discuss your development needs with your manager on an annual basis, with regular reviews.

**Terms and Conditions**

The post holder is subject to the terms and conditions of Cygnet Health Care.

**This job description gives an outline of the post and is subject to review in consultation with the post holder.**

# PERSON SPECIFICATION

**Job Title: Clinical Team Leader**

**Location: Castle Ward, Cygnet Hospital Godden Green**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | R.M.N. or equivalentEvidence of post qualification personal and practice development | Mentor Preparation Course/ENB 998 or equivalentTeaching/Assessing in Clinical Practice |
| **EDUCATION/TRAINING** | Evidence of Continuous Professional DevelopmentMinimum of 2 years’ experience with working with patients detained under the MHA 1983 (Amended 2007)Evidence of recent practice.Safeguarding Adults and Children Awareness Training  |  |
| **KNOWLEDGE/EXPERIENCE** | Minimum of two years’ experience post qualification.Experience in managing/coordinating shifts on a day to day basisExperience of being a named nurseKnowledge and experience in working with patients detained under the MHA 1983 (Amended 2007)Ability to assess, deliver and evaluate quality care Ability to work within company policies and NMC code of conductAbility to demonstrate team working/leading and development of othersAbility to work collaboratively with service users and their family/carers to communicate effectively and negotiate best outcomes. Ability to lead multi-disciplinary meetings, demonstrating knowledge of inter-agency and collaborative working. Ability to deal sensitively with difficult situations and to manage conflict when it arises. Ability to safely manage service users with common physical conditions such as diabetes, asthma, etc | Knowledge and experience of secure services pathwaysAudit experienceExperience of change management and/or working in a changing environmentExperience of teaching and coaching staffExperience of managing a ward in the absence of a ward managerExperience of facilitating groups |
| **PRACTICAL AND INTELLECTUAL SKILLS** | Experience of conflict management and negotiating skills. Confidence in own knowledge, skills and abilities Good IT skillsExcellent written and verbal communication skills. Able to communicate with all stakeholders showing ability to share information where there could be barriers to understanding. Able to evidence/demonstrate problem solving and decision making skillsExperience of writing good quality reports and supporting others to write them.Professional phone mannerAble to plan and organise own time and workload and meet deadlines. | Experience of using Cygnet Health Care’s electronic systemsExperience of challenging poor practice and demonstrate ability to support staff to help improve performance. Experience of supervising and teaching staff. |
| **ANALYTICAL AND JUDGEMENT SKILLS** | Able to understand complex situations/information using assessment skills to decide the best course of action. Ability to use clinical nursing assessment skills to make decisions on the ward.  |  |
| **TRAINING AND EDUCATION** | Willingness to work towards professional and performance objectives (through appraisal and objective setting) |  Experience of delivering training to groups. Experience of identifying training and performance objectives for others |
| **CIRCUMSTANCES/PERSONAL** | Demonstrate evidence of Cygnet Health Care ValuesAn ability to fulfil all contractual requirements within 24 hour rotational shift pattern To participate in an Occupational Health assessment to meet any requirements setBe deemed as medically fit for the roleMust undertake and pass full PMVA training course | Clean Driving License |