

## JOB DESCRIPTION

<b>Job Title:</b>	Clinical Lead
<b>Reporting to:</b>	Director of Care Services
<b>Responsible for:</b>	<p>Adult Care Services – Ivybridge: Hannahwood Mews / Hannahwood Transitions / Arthurs</p> <p>Directly oversee the Lead Nurse and the Therapists</p> <p>Jointly work with the Head of Care to ensure consistency and compliance across all CQC locations</p> <p>Be responsible for clinical governance across all CQC locations</p>
<b>Main purpose of Job:</b>	<p>Ensure that the requirements of Nursing compliance are upheld at all times. Including the requirement of 24 hour access to nursing for the services that are registered for this.</p> <p>Ensure that the services meet their nursing and therapy commissioned agreements.</p> <p>Ensure that all staff teams within the organization are trained and competent to meet the clinical and therapeutic needs of the Adults that access the service. Delivering, dynamic 24 hour nursing and therapy plans for all Adults.</p> <p>Ensuring that the Lead Nurse and the nursing team deliver safe and effective care within the scope of their registrations and the Services’ regulated requirements.</p> <p>Ensure that the Therapists deliver safe and effective care within the scope of their registrations and the Services’ regulated requirements.</p> <p>Work as part of a multi-disciplinary team to ensure that the holistic needs of our adults are met and measured against agreed outcomes.</p>
<b>Main duties:</b>	
<p>Supervise, support and oversee the Lead Nurse and the Therapists employed by the Trust; ensuring that they are meeting regulatory compliance and maintaining professional competency</p> <p>To act as Clinical Lead for all Services, therefore overseeing the Clinical and Therapy of the three Services, ensuring that the services are well managed, well led in the delivery of the respective Regulated Activity</p> <p>To produce, review and oversee implementation of Trust wide policies and procedures relating to care provision and Regulated Activities</p>	

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Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ

Dame Hannah Rogers Trust 2019 Limited is a registered charity, number 1194836, and a company registered in England and Wales, with number 11878746, whose registered office is at Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



## General Duties

### CQC REGULATORY AND STATUTORY RESPONSIBILITIES

- To act as the named Clinical Lead for the Trust
- Implement effective oversight of the nursing and therapy provisions, to ensure that all CQC registered locations adhere to the CQC regulatory requirements
- To be aware of and to keep under review, the day-to-day culture within the services, including overseeing what measures are in place and put into practice, by the Lead Nurse and Therapist, which take into account, the attitudes, values and behaviour of staff that they are responsible for
- To ensure and to promote, across all Services, a culture that is fair, open and transparent, and that this is lead from the front by all Nurses and Therapists
- To provide regular and routine evidence, in agreed format, of regulatory and statutory compliance, in Clinical areas, to the Director of Care
- To establish the Trusts clinical view in respect of resource, clinical governance and clinical service configuration. Leading this in conjunction with the Head of Care and the Office Manager
- Making appropriate representation to relevant external agencies, such as, commissioners, Clinical Commissioning Groups, Social Care services, Hospitals and partner Agencies
- To produce, complete and provide appropriate and accurate analysis, on Clinical audit activities
- When appropriate and requested, provide statements of compliance to fulfil the Trusts Clinical governance requirements and regulatory reporting compliance
- Responsible for providing appropriate clinical perspective on major concerns or incidents that are identified; supporting or directly completing accurate and factual fact find reports
- To oversee the Lead Nurses leadership that enables the nurses that they are responsible for, to feel respected, supported and valued
- To oversee the Therapists, so that they are respected, supported and feel valued
- To be responsible for the recruitment, supervision, development and support, of the Lead Nurse and Therapists, so that they have the right skills, knowledge, experience and integrity for their roles
- In conjunction with the Head of Care, continually review the Services, providing a clear vision and values for the provisions
- Ensure that the Trusts Clinical Services have an embedded culture that is, person-centered, provides compassion, dignity, independence, equality, and protects and promotes wellbeing and safety
- In conjunction with the Head of Care, understand and ensure that all Services, meet other regulatory compliance requirements, such as Public Health Related obligations, Notifications to statutory bodies, Health and Safety Executive obligations, NICE guidelines, and others
- To have appropriate and excellent knowledge and understanding of regulatory and statutory requirements, keeping up to date with local and national legislation
- Responsible for the Safe Nursing staffing levels across the services that are regulated to provide it. Ensuring that there is twenty-four hour access to nursing. Working with the Lead Nurse to ensure 24 hour nursing cover is provided at all times and taking appropriate and reasonable steps that this is adhered to and evidenced
- Responsible for the systems and processes that are in place, and that they are adhered to and implemented by the Nursing and Therapy Team, that ensure that the Adults who access the Services, receive good quality care and support, which reflects their changing needs and continues to encourage their independence and development to their fullest potential
- To develop, review, update and actively promote all Policies, Procedures and guidelines adopted by Dame Hannah Rogers Trust, ensuring the Trust operates effectively, consistently and fairly and in line with legislative requirements and the Trusts objectives

## EFFECTIVE LEADERSHIP AND MANAGEMENT OF CARE SERVICES

- Provide effective support and direction to the Lead Nurse and Therapists, to enable them to appropriately meet the expectations of their role
- To ensure that systems and process are in place and implemented by the Nursing and Therapy teams that enable Adults to be involved in decision making about the care and support they receive
- Promote a stimulating, friendly and safe environment across all Services for Adults that access the provision
- Ensure that there are effective assessment tools and evaluation of need documents, in place, which are utilized by the relevant professionals
- Ensure that there are processes in place that regularly assess and identify the changing needs of the Adults who access the Services and that Nurses and the Therapists, implement effective and appropriate support to meet the changing need(s)
- To provide effective and responsive support to Registered Managers with all clinical matters of those that access the service
- To ensure that all clinical staff are aware, understand and comply with agreed policies and procedures
- To work closely with the Head of Care in the formation, review and implementation of Trust Policies and Procedures
- To work closely with the Head of Care to ensure that the Adult's holistic needs are fully met
- To work with the Directorate, by contributing to the strategic and business planning for the development of the Trust
- Responsible for the growth and development of the Services, taking key responsibility for ensuring the completion of assessments of need, providing costings and assessments to commissioners
- To ensure that the recruitment and retention of staff within the Services is effectively managed at all times in line with best practice and legislative guidance
- To work with the Head of Care to ensure the implementation of an effective Induction Programme, that provides new starters with the skills and knowledge to fulfil the duties and responsibilities of their role
- Responsible for the implementation, documentation and oversight for the Lead Nurse and Therapist, in line with Performance Management Policies and procedures. Ensuring that there is a robust process of regular supervision that meets the needs of individual roles
- To set out the Training requirements, for individual roles, ensuring that Training is multi-faceted and appropriate, and that systems are in place to monitor staff compliance and completion
- To support the Registered Managers with Training compliance of their respective staff teams, providing clear direction on training goals to ensure Adults needs are met by appropriately trained staff
- To ensure that the Nursing Department and the Therapy Department are well managed and are delivered within the agreed budget and that appropriate equipment and resources are available To develop partnerships with external agencies that meet the aims and objectives of the Services and the wider Trust
- To establish links and maintain contact with external organisations and the local community to ensure that Dame Hannah Rogers Trust is promoted nationally as a Centre for Excellence
- To network with and support the Lead Nurse, Registered Managers and the Head of Care, to ensure best use of expertise and resources
- Ensure the implementation of safer recruitment processes and enforce a robust recruitment selection process that ensures all staff employed within the service meet the values and expectations of the Trust
- Ensure that all staff are fully aware of the reporting process to safeguard Adults, staff and visitors of the service
- Represent the Trust in a positive and professional manner at all times and ensure that the reputation of the Trust is maintained and developed by the effective running of the service
- Ensure effective written and verbal communication within the Services and wider Trust
- Promote appropriate, professional and healthy challenge within the Services
- Ensure the Services operates an honest and transparent culture that safeguards Adults and staff and meets Duty of Candour requirements
- Keep the Director of Care Services up to date on all areas related to clinical compliance and reporting all concerns as necessary and appropriate

- Responsible for the completion of referral assessment process, working with the Head of Care to ensure that the Services operates at full capacity
- Liaise with the Human Resources Officer, where necessary and appropriate to do so on areas of performance management and internal investigations

## ADULT INVOLVEMENT

- Have a good knowledge of the Adults accessing the Services and that the individual Services are well supported to meet the Adult's clinical needs
- Ensure that the assessment(s) of needs of the Adults are completed, and are reviewed ready for sign off by the Head of Care and the Registered Manager for the respective Service
- Ensure that all referrals to the Service have a Multi-disciplinary assessment of need carried out, which includes Nursing and Therapy needs
- Develop and maintain positive relationships with Adults and their relatives
- Liaise with other departments within the Trust, as well as parents, support workers and external agencies to ensure that the welfare and progress of each Adult is promoted
- To ensure that transition plans are established for Adults Transitioning to and from the Service(s)
- Ensure that there are appropriate systems in place for person centred support plans, and that they are in place each Adult and that the Adults are fully involved in the process
- Ensure that the Nursing Team and the Therapy team complete annual reviews and regular interim reviews for the each Adult to ensure their clinical needs are continually met
- To ensure the implementation of a Total Communication approach across all Services with the use of a variety of communication methods and aids
- Develop good relationships with all Adults, building trust and knowledge
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as and when required
- Attend appropriate training to enable effective engagement with Adults

## SAFEGUARDING

- Act as the Trust designated Clinical Lead, providing the main source of support, advice and expertise for all investigations that require clinical considerations
- Advise and support the senior team in developing and establishing the Trusts approach to safeguarding
- Undertake fact find investigations and lead on incidents that relate to clinical concerns reported to the Trust through the Incident Reporting procedure
- Play a lead role in maintaining and reviewing the Trusts plan for safeguarding
- To adhere to and follow Adult protection Policies and Procedures, in order to promote the safety of all service users at all times
- Ensure that all matters regarding the care and management of Adults are reported in line with policy, procedures and legislation
- Take appropriate responsibility within accepted boundaries, challenging appropriately and using initiative to make appropriate judgments within responsibility level
- Follow all Policies and Procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice
- Undertake regular safeguarding training at an appropriate level for your role
- Ensure that all staff within the Nursing team and Therapy team, undertake safeguarding training and are aware of the correct reporting process
- Ensure that all safeguarding concerns are acted upon accordingly

## TEAMWORKING

- Work closely with the Head of Care to ensure the effective management and oversight of all the Three locations
- Work closely with the Registered Managers, providing support and advice to enable them to achieve regulatory compliance at all times
- Work closely with the Office Manager to ensure that appropriate staff levels are maintained across all three services
- To work closely with the Head of Care, the Office Manager and the Registered Managers, to ensure staff are appropriately trained to meet the needs of the Adults they support
- To represent Senior Management Team within the Trusts MDT structure
- To attend, contribute and Lead Debrief sessions as required
- To complete the on-call / Duty Requirement of the Role
- Liaising, co-operating and supporting colleagues/staff within Services and other departments as required, in a professional and timely manner
- Promote appropriate, professional and healthy challenge within the Services and the wider Trust
- Maintain effective communication with staff at all levels at all times
- Conduct a professional and appropriate working relationship with all staff

## PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills
- Undertake any extended training required to ensure continued professional development
- Keep up to date with all relevant legislation and regulatory requirements
- Attending training internally and externally as required or instructed

## VALUES

- To act as a positive and professional ambassador in order to support the Trust's Vision, Mission and Values
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all Adults and staff within the Trust

## HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required.
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

## CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about students/young people/Adults, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

## FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.