**Peninsula Care Homes Job Description**

|  |  |
| --- | --- |
| **Job Role**  | Clinical Lead |
| **Reporting Relationships**  | Registered Manager and Senior Management Team  |
|   |
| **Workplace Values**  |
| **The Clinical Lead will be expected to operate in line with Peninsula Care Homes’ values which are:** * **C**ommitted: Celebrate success and make life enjoyable and fun for all
* **A**mbition: Seek new ideas and other points of views
* **R**esponsible: Take ownership
* **E**mbracing**:** Recognise each individual has wishes & preferences and ensure their life is still their choice
 |
|  |

|  |
| --- |
| **Main Responsibilities**   |
| **1**  | The Clinical Lead assists the Registered Manager with professional and administrative duties and is responsible to the Manager for the care /nursing matters in the Home whilst ensuring that the Registered Manager is kept informed at all times.  |
| **2**  | In the absence of the Registered Manager, the Clinical Lead is the leader and a working member of the care team and has the overall responsibility of the nursing / care management of the Home, maintenance of high standards of care and monitoring of performance of the staff.  |
| **3**  | To ensure that standards are maintained and that adequate cover is provided, flexibility is required of the Clinical Lead for working nights, weekends and a proportion of Bank Holidays, as necessary.  |
| **4**  | The Clinical Lead will also be expected, from time to time, to assist the Care Manager and Proprietor with unexpected visits and inspections of the Home, when otherwise off duty.  |
| **5**  | Promote the Company Mission Statement at all times and work to the Codes of Practice set down by the Nursing & Midwifery Council |
| **6**  | Consider the individuals living with us as an individual and treat them with the dignity and respect which their age and experience in life deserves. To meet the individuals, own physical, emotional and spiritual needs in a non-judgemental way and to be respectable of their privacy and personal space |
| **7**  | Ensure that all treatments are carried out as prescribed and in line with best practice, as detailed in Royal Marsden Manual of Clinical Nursing Procedures. To comply with all Policies as set out in the Policies and Procedures Manual |
| **8**  | Admit new people and introduce them to other staff and individuals living with us. To carry out pre-admission assessments.  |
| **9**  | Complete and review individuals care plans within agreed deadlines |
| **10**  | Be involved in recruitment of any new nursing staff and ensure compliance with the Recruitment Policy |

|  |  |
| --- | --- |
| **11** | In the absence of Registered Manager or as directed, to oversee the induction of new staff to their duties. To complete induction, supervision and annual appraisal for all nursing staff. Advise the Registered Manager of any non-mandatory training which may be necessary for individual members of nursing staff.  |
| **12** | Adequately deploy staff on each shift and assist Registered Manager in preparation of rotas whilst ensuring the correct skill mix and compliance with the agreed staffing levelsEnsure a qualified nurse is on the premises at all times, remaining on duty if necessary until cover can be arranged |
| **13** | Ensure that any equipment found to be faulty is removed from service |
| **14** | Ensure that individuals’ property is safeguarded and that records are updated as necessary in accordance with the Homes’ procedure |
| **15** | Liaise with general practitioners and other members of the Multi Disciplinary Team to achieve a multi-disciplinary approach to care |
| **16** | Maintain adequate supplies of individuals’ medication and ensure that receipt, storage and disposal are carried out in the correct manner, following Regulatory legislation |
| **17** | To be on call as agreed with the Registered Manager for any areas relating to provision of nursing care and to effectively lead the nursing team at all times. |
| **18** | Ensure that staff supervisions and appraisals are completed in line with Regulatory Standards and in line with the Company Policy |
| **19** | Work effectively as a team player and take the lead as necessary |

|  |
| --- |
| **Communication** |
| **1** | To maintain good communication with individuals and relatives and, where possible, to involve them in individual care plans |
| **2** | To ensure accurate and timely handovers |
| **3** | In the absence of Registered Manager ensure that the Regulators and Regional Director are informed of any accidents, deaths, hospital admissions, incidents and infectious diseases by way of Regulation 37 reporting. |
| **4** | In the absence of the Registered Manager ensure that HR Manager is informed of any HR issues |
| **5** | Maintain confidentiality at all times in relation to the relevant data protection legislation |
| **6** | Develop a good rapport with individuals, relatives and be polite and courteous to all visitors. When answering the telephone, always ensure professionalism and any messages taken are dealt with effectively |
| **7** | Attend staff meetings as required |
| **8** | Understand the importance of correct record management and own personal responsibilities in maintaining this through passwords, storage of documentation, and sharing information (both paper based or on electronic systems). |
| **9** | To be proactive in information management including identifying errors and omission in records and personal data, informing relevant persons promptly to reduce risk of harm or inappropriate care and treatment, and responding to external recommendations to improve data quality |
| **10** | Report breeches of records security to line manager or the Caldicott Guardian |

|  |
| --- |
| **General** |
| **1** | To be aware of the Health and Safety at Work Act 1974 and your own responsibilities under this Act. |
| **2** | To participate in training programs which may be required either by law or Company Policy  |
| **3** | To report for duty at the correct time in accordance with the rota. Endeavour to cover colleague’ duties in times of sickness and holidays |
| **4** | To report for duty in clean, tidy dress and following the dress code as set out in the Employee Handbook. |
| **5** | Comply with and ensure compliance of the Employee Handbook and Company Policies and Procedures |
| **6** | To be flexible and adaptable in participating in other jobs which are necessary for the smooth running of the home and the safety of individuals living with us |
| **7** | To have an understanding of requirements detailed in Health and Social Care Act 2008 in line with standards set by the Regulators |
| **8** | Promote, ensure and maintain the good reputation of the Care Home and the Company |
| **9** | Ensure that the security of the Care Home is maintained at all times |
| **10** | Comply with company policy and procedure in relation to infection control and prevention.  |
| **11** | To work within the company's Information Governance policies in order maintain security of personal and sensitive data |

**Person Specification**:

a) Professional

\* The post holder will be a registered nurse and ideally hold or be working towards a relevant qualification in Management and Leadership.

\* Willing to participate in continuous improvement and vocational training programmes.

\* Demonstrate an understanding of the Health and Social Care Act 2008.

b) Experience

\* The post holder will have experience or be trained in the safe handling of medicines and medication training .

\* Previous supervisory experience is preferable.

\* Able to demonstrate an ability to manage pressure, prioritise tasks and communicate effectively at all levels and have a genuine interest in and experience of working within a Care environment.

\* Have two years’ professional experience in a relevant care setting.

**Job Description Agreement**

To be discussed with the Registered Manager as part of the ‘end of probation’ process.

I agree / disagree that this job description reflects my job role to date.

I understand that the job description will be reviewed and updated periodically to ensure it continues to fully reflect the responsibilities of the job role

**Clinical Lead Name and Signature:**

**Registered Manager Name and Signature:**

**Date**: