Job Description: **Clinical Team Leader**

Reports to **Care Management**

Job Summary

The post holder will provide clinical leadership across all care services and undertake responsibility for line management of a group of nurses and carers. They will ensure communication is maintained across the care leadership team involving all Clinical Team Leaders and Care Managers, and will take responsibility for the effective organisation and delivery of care across all services on a day-to-day basis.

Key Responsibilities

- To provide clinical leadership to members of the Care Team, including clinical supervision, practice audit, development and training.
- To provide line management, guidance and support to a team of nurses and carers.
- To provide clinical expertise, advice and guidance across the care team as required.
- To support the effective and efficient running of all Naomi House & Jacksplace care services.
- To liaise fully with all Clinical Team Leaders/Care Managers.

Managerial Responsibilities

- To lead and coordinate the provision of care to the children, young people and their families in both houses by working as part of the Care Management team.
- To be responsible for ensuring an holistic assessment is completed for all children and young people to enable up to date care plans incorporating all necessary risk assessments.
- To ensure excellent and timely communication with the wider Care Management Team in house or on call and to escalate any concerns appropriately.
- To provide effective line management, support and guidance to a group of care staff (nurses and carers) taking responsibility for appraisals, absence management, personal development, and staff communication in line with the Trust's people strategies.
- To provide support and supervision to staff and students across the wider care team.
- To work in partnership with the hospice multidisciplinary team as well as any other agencies involved in the care, to ensure the delivery of seamless services.
- To ensure all resources, human, financial and environmental, are used in the most economic, efficient and equitable way.
- To ensure that Health and Safety requirements are met and that risks to service users and staff are assessed and action taken to minimise these
- To participate in the development, monitoring and audit of policies and SOP's relating to clinical practice and care, and ensure that these are adhered to across all areas of work with children, young people and families.
- To act as a representative of the organisation taking part in professional relationships, collaborative working and external promotional activities as appropriate.

Clinical Responsibilities

- To provide advice and guidance based on best evidence to all members of the care team.
- To act as a resource to care staff regarding aspects of clinical practice and care.
- To act as a Site Co-ordinator and/or in support of care staff as appropriate, spending approximately 80% working time on clinical care.
- To participate in the on-call system in support of care at Naomi House & Jacksplace.
- To ensure a high standard of individualised holistic care and support is delivered to children, young people and their families, promoting empowerment, advocacy and partnership.
- To ensure that clinical documentation is up to date and adheres to record keeping standards.
- To support the Practice Education team to embed evidence based nursing care.
- To monitor standards of care, participating in audit and required actions.
- To maintain agreed governance processes through incident reporting and risk assessment.
- To recognise the need for psychological support and work appropriately alongside the Family Support Team.
- To maintain an up to date knowledge and awareness of issues around the safeguarding of children and young adults, ensuring effective communication across multidisciplinary agencies and adherence to agreed safeguarding policies.
- To be aware of the safety needs of children, young adults and families and other staff and to comply with:
  The Children Act 2004
  DoH – No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse
  Health and Safety at Work Act 1974
  NMC codes and guidelines

Personal Responsibilities

- To be responsible and proactive in personal professional development by:
  Maintaining awareness of current developments in palliative care for children, young people and families.
  Maintaining clinical skills identified in the Competency Framework.
  Ensuring timely revalidation with the NMC
  Demonstrating commitment to the Trust's values

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Protection Policies, including PPE use, cleaning and decontamination of the environment and equipment in order to protect their own health and that of service users, other employees and visitors.

This job description does not attempt to describe all of the tasks and responsibilities of the post; rather it illustrates with examples the main roles of the post holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and the Director of Care.

Person specification

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Criteria 1: *Qualifications*			
REGISTERED NURSE with valid up to date registration with NMC.	X		A
RSCN/RN Child		X	A
Education to degree or Masters level		X	A
Evidence of ongoing professional development.	X		A
Leadership qualification/training		X	A/I
Palliative care course		X	A
Mentoring qualification.		X	A
Criteria 2: *Experience*			
Relevant experience of caring for children/young people with highly complex care needs and disability.	X		A
Experience of holistic assessment and individualised planning of care.	X		A/I
Experience of effective collaborative working with professionals from other agencies and disciplines.	X		A/I
Experience of working with children/young people with palliative care needs.		X	A/I
Experience of child protection and vulnerable adult procedures, report writing and conferences.		X	A/I
Experience of clinical audit.	X		A/I
Experience and good understanding of clinical supervision and reflective practice.	X		A/I
Evidence of change management, leadership and innovation	X		A/I/R
Experience of line management of clinical staff including appraisals and sickness/absence, and performance management	X		A/I/R
Criteria 3*: Skills*			
Competent clinical skills based on current best evidence, to include: medicine management; IV therapy; symptom management; respiratory support including invasive and non-invasive ventilation; nutritional care/enteral feeding; neurological care/seizure management.	X		A
Ability to gather information quickly, make decisions and communicate appropriately	X		I
Ability to manage own time and workload effectively.	X		I R
Ability to support and supervise junior staff.	X		A/I/R
Enhanced communication skills including: Makaton, Augmentative and Alternative Communication (AAC), PECS.		X	A
Criteria 4: *Knowledge*			
Knowledge and experience of various physical and mental health conditions associated with children, young people with life limited diagnosis and palliative care.	X		A
Knowledge of relevant guidance/NMC/local policies to support clinical practice. Clear understanding of professional accountability.	X		A/I
Understanding of the impact on the child or young person of living with a disability and on families caring for a child with complex needs.	X		A/I

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Good understanding of safeguarding children policies and procedures- with safeguarding experience including Child in Need, Child Protection, Looked after Children.	X		A/I
A working understanding of Clinical Governance and Care Quality Commission standards.	X		A/I
Criteria 5*: Interpersonal Skills*			
Ability to cope with stressful situations and support staff in this	X		I/R
Personal grief/loss resolved sufficiently to perform and cope in an environment that has likely exposure to bereavement concerns	X		I
Willingness to work flexibly and adapt to changing service needs.	X		I/R
Able to work independently, and as part of a multi-disciplinary team.	X		I/R
Drive for improved outcomes for children, young people and families.	X		I/R
Enthusiasm, professionalism, positivity and good work ethic.	X		I/R
Ability to cover full 24 hr shift patterns and on call including weekends and Bank Holidays.	X		I
Criteria 6: *Values*			
An understanding of the principles of equal opportunities as it relates to staff and children/young people, and able to demonstrate personal commitment to challenging discrimination and promoting equalities	X		I/R
Able to demonstrate behaviours which meet Trust values: • People focus • Openness • Pride • Ambition • Resourcefulness	X		A/I/R