

Job description

Job title:	Lead Nurse
Reports to:	Clinical Services Manager
Worker Category:	Site Worker
Primary Location:	Clements Surgery, with travel to all Unity sites.

Job Purpose

To manage the nursing team, providing visible clinical and professional leadership to ensure a high standard of general practice nursing is delivered by working collaboratively with the general practice team to meet the needs of patients. The post holder will ensure the delivery of exceptionally high-quality, safe, effective, efficient, and patient-centred general practice nursing services across all Unity sites. Working collaboratively with the general practice team, the Lead Nurse will meet the needs of patients, enhance service delivery, and contribute to the strategic development of nursing services. The post holder will carry out clinical sessions within their scope of practice.

This key leadership role demands advanced clinical expertise, strong team management skills, and the ability to contribute to quality governance and service improvement.

Main Duties & Responsibilities

Clinical Leadership and Management

- To lead, manage and deliver a range of practice nursing services, including long term condition management, health assessments, cytology and immunisations.
- To be accountable for the nursing team on a day-to-day basis providing clinical leadership, mentorship and support to ensure the delivery of safe, effective and patient-centred care.
- Foster a learning environment, supporting the training and development of the nursing team, including clinical supervision where appropriate.
- Lead the recruitment, induction, performance monitoring, appraisals, and 1:1s for the nursing team.

Quality, Governance and Service Development

- To lead on ensuring the nursing services are compliant with CQC and other regulatory authority's requirements.

- Champion and lead quality improvement initiatives within the nursing service, ensuring compliance with clinical guidelines and standards.
- Contribute to the development, implementation, and review of practice policies, procedures, and protocols related to nursing and patient care.
- To lead quality improvement initiatives, ensuring compliance with clinical guidelines and standards and contributing to the development of practice policies and procedures.
- To support the improvement and strengthening of quality of care by working closely with the Federation's governance team include ensuring the delivery of CQC standards.
- To contribute ideas to the Senior Leadership Team regarding national working, strategy, and planning.
- To support the clinical risk review activities and quality governance at Unity Healthcare.

Collaboration and Communication

- To work collaboratively with GPs, healthcare professionals and administrative staff to ensure integrated and coordinated care for patients
- Represent the nursing team in practice meetings and contribute to wider organisational objectives.
- Develop and maintain effective communication channels within the nursing team and across practice sites.

Clinical

- To see patients, face to face and perform clinical assessment, diagnosis (where possible), and treatment (where appropriate) for patients presenting with common ailments and minor illness and refer to other clinicians as appropriate.
- To maintain accurate contemporaneous computerised clinical records of every contact, including history, examination, plan of care, advice given and recommended follow up. This includes documenting any adverse event, safeguarding child or vulnerable adult issue or other notifiable matter.
- Assess, plan, implement and evaluate individual treatment plans for patients with a known long-term condition.
- Proactively identify, and manage treatment plans for patients at risk of developing a long-term condition as appropriate.
- Work with other health care professionals to, monitor, manage and treat long-term conditions, including non-drug-based treatment methods using a management plan, and in line with national and local policies and to refer on as needed.

- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols.
- Work with patients in order to support adherence to prescribed treatments.
- Work within patient group directions/ patient specific directions in collaboration with GPs and other primary care nurses to meet the needs of patients.
- Support patients to adopt health promotion strategies that promote patients to live healthily, and apply principles of self-care.
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
- To be aware of and work within the Clinical Code of Conduct and performance framework for the Care Quality Commission and the National Quality Requirements.
- Continue to develop, expand and role model own personal clinical expertise.

Specialist Responsibilities

Infection Prevention Champion

To undertake the Infection Prevention Champion Role with the aim of helping create and maintain an environment which promotes and improves the safety of patients, service users, staff and visitors in relation to infection prevention and control (IPC). To translate IPC policy into practice and support and advise team/service area colleagues on IPC matters.

- To act as a resource and a point of contact for colleagues who require support and guidance with IPC issues.
- To cascade/disseminate IPC information received to colleagues within their teams.
- Able to challenge poor practice and empower others to provide services safely
- To maintain an awareness of the organisations policy and procedures in relation to IPC
- To be aware of own limitations and seek further clarification/support from the organisations IPC lead.
- To encourage colleagues to recognise and be aware of the risks within their area and communicate these as appropriate to line manager and safeguarding leads.
- To undertake a programme of IPC audits and work with the service to deliver resulting actions.

Safeguarding Champion

To undertake the Safeguarding Champion Role with the aim of ensuring the principles of safeguarding are integral to clinical practice. Supporting and advising team/service area colleagues on safeguarding matters.

- To act as a resource and a point of contact for colleagues who require support and guidance with safeguarding issues.
- To cascade/disseminate safeguarding information received to colleagues within their teams.

- To maintain safeguarding as a standing agenda item at team meetings.
- To support staff in identifying those in need of protection and assist in their understanding of the action they need to take.
- To maintain up to date knowledge of safeguarding issues including the referral processes to be followed internally within the organisation and when raising safeguarding concerns.
- To be aware of own limitations and seek further clarification/support from the organisations designated Safeguarding Lead or Deputy Lead.
- Must attend a minimum of 4 out of 6 safeguarding champions meetings a year.
- To encourage colleagues to recognise and be aware of trends and themes within their area and communicate these as appropriate to line manager and safeguarding leads.
- To maintain an awareness of the organisations policy and procedures in relation to Safeguarding.

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing, and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management

Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Infection Prevention: Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

Organisation Structure Chart

