

**Job Description**

**Job Title Clinical Lead Nurse**

**Location** Henshaws Specialist College, Harrogate

**Salary** £19.05 per hour/£39,624 per annum

**Band** H

**Hours per Week** 40 hours per week

**Annual Leave** 25 days plus 10 statutory holidays

**Reports to** Principal

**DBS Check** Enhanced Check with child barring list and adult barring list (college students ages range from 16 – 25 years)

**Job Summary**

The clinical lead nurse will fulfil the role and responsibilities as the senior nurse with strategic responsibility for leading and managing all clinical services within college.

Ensuring compliance in relation to the statutory duties for the college in relation to CQC fundamental standards of care under the TDDI regulation and for the college systems and processes for serious incidents/adverse incidents, duty of candour and organisational learning.

The clinical lead will work with colleagues to ensure that:

* A culture is developed that ensures the voice of students, carers and staff are heard and the interests of students and the community remain at the heart of discussions and decision making
* Contribute to strategic development of college
* The college provides the highest possible quality services with a view to securing the best possible outcomes for students and service users with a consistent focus on quality, integration and innovation.
* Clinical systems are developed that are based upon best practice following local, national and international guidelines.
* Budget setting and management
* The strategic management of the assessment process

**Key Responsibilities**

* Lead and develop the clinical provision at Henshaws College ensuring the complex nature of the service is safe and effective at all times.
* Management and supervision of the clinical team including healthcare assistants and registered nurses.
* The clinical lead will play a vital role in supporting and developing strong partnerships and working with key stakeholders in the health and social care economy. They are expected to actively participate in the health and social care agenda and support the development and delivery of the best possible health outcomes.
* Leadership and management of the complex assessment process with an aim to ensuring students and families receive outstanding service and assessments are meticulous that provide a solid base for costing and care planning.
* To lead on infection prevention and control at college working with all major stakeholders to ensure that infection risk is minimised and outbreaks are dealt with appropriately, working with the internal Health and Safety manager and external stakeholders when required such as public health England, Ofsted, CQC and the local NHS infection prevention and control team.
* Represent the clinical service at the senior leadership team ensuring all relevant information is shared and working in a collaborative approach to deliver the aims and objectives of Henshaw’s college
* Attend Governors meetings as the clinical lead and to ensure that Governors are able to provide external support and challenge to the clinical provision.

**Responsibilities and Duties**

* Provide professional nurse leadership, supporting the Head of Care in a clinical capacity, to ensure the provision of safe, high quality, effective and compassionate patient care to the students of Henshaws college
* Participate in the supervision, training, re-validation and mentorship of nursing staff
* To uphold the standards of the profession in accordance with the NMC Code, to challenge poor practice and to recognise and champion excellence in nursing care
* To act as an expert resource, providing advice on nursing and professional issues in relation to care, clinical governance, professional standards, policies, protocols and service development
* Analysis of complex facts and information relating to clinical provision to ensure that the complex clinical needs are met and to identify other options where the clinical provision is unable to meet the needs of prospective students.
* Working with the Head of care to ensure there are effective mechanisms in place to enable the voice of the student/family to inform strategy and service development
* Gain assurance that student/family feedback is captured and used for service improvement
* Manage clinical governance and oversight ensuring college have reliable systems in place to record, monitor and mitigate clinical risks
* Monitor and review clinical incident systems and processes to ensure that there are robust investigation processes and learning is identified and implemented
* To identify support mechanisms for staff that facilitate increased resilience to address the complex issues involved in care
* In partnership with colleagues, evaluate the outcomes of education and support strategies
* Ensure that clinical staff are in possession of the right level of competence, knowledge and skills to undertake specific job roles
* Develop audit programmes to measure and evaluate systems and processes
* Promote and disseminate relevant research findings to support practice and education
* Work independently to ensure the delivery of quality and safe services
* Work within policies, protocols and professional standards
* Be accountable for decisions affecting their sphere of responsibility
* As a member of a professional body you are required to hold relevant registration and must comply with the standards and guidelines of your professional practice, education and conduct and must act at all times within the boundaries of the NMC code of conduct
* Provide expert professional advice on matters related to the conduct, competence and capability of registered nurses within the organisation
* Lead the development of strategic direction in areas of lead responsibility involving staff, partners and stakeholders as appropriate
* Engage with national agenda and translate into local delivery plans for areas of lead responsibility
* Input into Henshaws policies and strategies and develop and implement policies and strategies relating to clinical service
* Interpret Henshaws vision and translate into action in areas of lead responsibility
* Responsible for the development and spend of annual budgets
* Develop clinical strategies and policies suitable for the complex clinical provision
* Respond to incidents in a professional and appropriate manner, investigate to inform improved practice.
* Establish and maintain outstanding communication with students, parents colleagues and external professionals
* Investigate and manage all complaints relating to the clinical service and ensure any actions relating to the complaint are implemented and escalated to the senior leadership team
* Attend regular team meetings, including multidisciplinary team meetings and pre-entry applicant meetings around the delivery of services to students.
* Ensure that appropriate, clear and accurate systems of recording, reporting, quality control and action planning are maintained.
* Contribute to review reports and actions, monitoring progress, attending and reporting to reviews and meetings as necessary.
* Ensure that the storage and administration of all medication complies with legal requirements and the Charity’s Medication Administration Policy and Procedure and that staff are qualified and competent to meet the necessary health and safety standards and regulations.
* Work with the College Care Managers to ensure that Care Leaders are overseeing and monitoring all medicine administration and that the systems that are in place are effective and are being correctly used in accordance with CQC and legal requirements.
* Assist with the recruitment, selection and retention of appropriate health care staff.
* Ensure that all staff have the necessary induction, mandatory, and role specific training to meet our standards and legal requirements in a clinical capacity.
* Take responsibility for undertaking appropriate risk assessments for nursing responsibilities and checking that the control measures are being consistently followed.
* Ensure that personal expertise, skills and knowledge are regularly updated and that current issues, changes and development in relevant areas are considered.
* Assist the organisation with other duties that reasonably correspond to the general character of the position and are commensurate with its level of responsibility and authority.
* Attend all Henshaws mandatory and compulsory training and professional development sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws and other providers where appropriate.
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures.
* Introduce and or adjust systems to meet the complex needs of a changing cohort
* Develop accurate costing models for nursing care at Hensahws
* Contribute to EHCP review
* Deliver training to staff and/or external delegates as needed

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**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified***Application form / Interview / Selection test / copy of certificates.* |
| **Skills and Experience** | Experienced team manager with the ability to train and develop knowledge, skills and expertise to enhance the service | Essential | Application FormInterview |
| Experience in leading a clinical service and being held accountable for the delivery of the service | Essential | Application FormInterview |
| Ability to provide highly specialised advice concerning clinical care, case management advice across the multi discipline team. | Essential | Application FormInterview |
| Experience in the management and development of annual budgets for the service. | Essential | Application FormInterview |
| Experience working with young people with disabilities in a learning environment | Desirable | Application FormInterview |
| Ability to provide and receive highly complex, sensitive and contentious information. | Essential | Application FormInterview |
| Ability to present and translate highly complex, sensitive and contentious information to a wide range of internal and external stakeholders at all levels  | Essential | Application FormInterview |
| Ability to be flexible and adaptable and to respond to changing need. | Essential | Interview |
| Experience in developing and delivering personalised health and care plans. | Essential | Application FormInterview |
| Experience in maintaining and recording work related records and ensuring that all information is shared with relevant departments and external partners.  | Essential | Application FormInterview |
| Experience in supervising or delegation of nursing care tasks consistent with Nursing an Midwifery Council guidelines  | Essential | Application FormInterview |
| Ability to Plan and organise complex activities and strategies which impact the whole service including infection prevention and control. | Essential | Interview |
| IT literate with a working knowledge of MS office in particular Word, Excel and Outlook  | Essential | Interview Selection Task  |
| The ability to demonstrate an ownership of a service.  | Essential | Application FormInterview |
| Extensive experience in the analysis of complex facts and information to ensure that the complex clinical needs of the student are met and a range of options are considered to deliver a successful outcome | Essential | Interview |
| Experience of working within a learning disability setting including promoting positive behaviours. | Desirable | Interview |
| **General & Specialist Knowledge** | Highly developed specialist knowledge with extensive experience within specialist educational or related provision.  | Essential | Application FormInterview |
| Experience of developing and implementing polices and establishing how policies should be interpreted | Essential | Application FormInterview |
| Understanding of the Essential Standards of Quality and Safety/CQC  | Essential | Application FormInterview |
| Understanding of Child Protection/Safeguarding Vulnerable Adults policies and procedures | Essential | Application FormInterview |
| Knowledge of the regulatory framework within which a residential college for people with learning and physical disabilities operates, including the needs of children under 18. | Desirable | Application FormInterview |
| Extensive experience of undertaking clinical audits and quality assurance to ensure that the service is operating according to all relevant policy, strategy or regulation | Essential | Application FormInterview |
| Experience in the investigation of complaints and clinical incidents and ensuring that they are managed to conclusion | Essential  | Application FormInterview |
| Experience, knowledge or understanding of specialist methods of communication, i.e. Braille, BSL, Makaton etc. | Desirable | Application form |
| **Education & Training** | A Registered Nurse with a current NMC PIN Number | Essential | Application FormCopy of Certificate |
| Educated to masters level or equivalent experience. | Essential | Application FormCopy of Certificate |
| Appropriately trained and qualified to supervise the delivery of nursing tasks through the delivery of staff training and undertaking competency assessments | Essential | Application FormCopy of Certificate |
| **Special Requirements** | Commitment to the aims and mission of Henshaws  | Essential | Application formInterview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Application form Interview |
| **Working conditions** | Combination of sitting, standing and walking, light effort for several short periods |  |  |
| Occasional distressing or emotional circumstances, while dealing with staff problems, parent complaints and providing unwelcome news |  |  |
| Frequent concentration writing reports, care plans and undertaking assessment process |  |  |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**