



## Job Description

**Job Title:** Clinical Lead

**Responsible to:** Matron


### Job Purpose:

The post holder is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care with the multidisciplinary team and patients' families.

### Main Duties:

- > To demonstrate as a clinical expert and have overall continuing responsibility for the delivery of high-quality patient care in the hospice, demonstrating clinical leadership while on duty.
- > To manage and be responsible for the supervision and development of a large multi-disciplinary team consisting of all grades of nursing staff, students and support workers.
- > To effectively manage the hospice resources including the clinical environment with the support of the matron.
- > To contribute to the development of policies and evidence-based practice as appropriate.
- > To maintain a safe clinical environment conducive to patient care.

### Clinical Responsibilities:

- > To demonstrate clinical expertise in practice for at least 80% of time in own clinical area.
  - > To manage and co-ordinate the clinical area on a regular basis, participating in direct patient care and supervision of staff.
  - > To maintain a clinical knowledge base and practice advanced nursing and assessment skills. To supervise others in the delivery of these skills.
  - > To be aware of clinical developments and that the multi-disciplinary team are keeping you informed.
  - > To be responsible for the assessment of patient care needs and the development, implementation and evaluation of plans of care, setting standards and ensuring high standards of evidence practice based are implemented.
  - > To be responsible for setting, implementing and monitoring acceptable standards of care for patients within the unit in conjunction with the other members of the multi-disciplinary team.
  - > To ensure communication with patients and significant others is established, ensuring empathy and reassurance regarding, assessment, care and treatment.
  - > To ensure accurate and comprehensive nursing records are maintained using appropriate documentation.
  - > To establish effective working relations with all members of the multidisciplinary team to promote good communication and a multi-disciplinary
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approach to patient care.

- > To be responsible for the implementation of audits making improvements as required.
- > To be responsible with the Matron and other senior nursing staff for carrying out risk assessments according to clinical governance
- > Accept accountability and responsibility for own clinical practice. Comply with your relevant registered body code of conduct and subsequent published guideline for good practice.
- > To be responsible for the implementation of safe working practices as required by the Health & Safety at Work Act and the maintenance of training records.

### Responsibility for Patients:

- > To always behave in a manner that is professional, positive and polite.
- > To act as an effective role model and maintain professional standards when representing the hospice, courteous and helpful always.
- > The post holder is required to act in accordance with their professional registration code of conduct with reference to competence and conduct.
- > Participate in personal development planning.
- > To keep abreast of updated clinical practices, guidelines and policies.
- > Be responsible for ensuring that they remain aware of current developments in nursing, the Health Service and relevant specialist clinical practices.
- > To demonstrate an understanding of and adhere to Acorns child protection policies.
- > Provide relevant health education and information about patient's treatment in hospice and advice and care on discharge.

### Responsibility For Policy & Service Development:

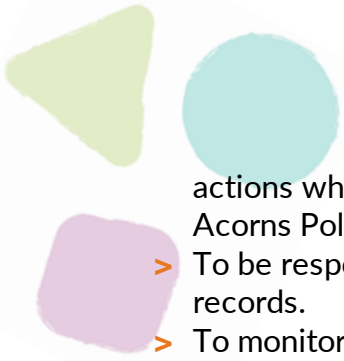
- > Participate in the development and implementation of new initiatives and contribute to the development of clinical practice within the hospice
- > Work within mentor group to enhance practice within the PPEOLC.

### Responsibility For Financial & Physical Resources

- > Maintain a safe environment for all staff, patients and visitors and ensure that all equipment is safe and in working order.
- > Demonstrate awareness of financial and budgetary issues relating to the hospice.

### Responsibility For Leading and Managing

- > To be responsible for the day to day effective and efficient management of nursing and support staff within the hospice.
- > To take a lead role in clinical development
- > To liaise with other Acorns Hospice Sites to promote and maintain effective working relationships, ensuring high standards of care and service.
- > To investigate accidents, incidents and complaints, implementing corrective




actions where necessary, in consultation with the Matron, in accordance with Acorns Policies.

- To be responsible for ensuring confidentiality and safekeeping of patient records.
- To monitor clinical standards of care / nursing care and report to the Matron when these standards are not being met. This will include the notification of problems and incidents and initiating appropriate actions
- Act up for the Matron in their absence.
- The post holder is expected to lead a mentor group of clinical staff, which will include performance and development planning.
- To always act as an appropriate and effective role model.
- To act as an effective mentor and preceptor and support other hospice staff in performing this role.
- To act as a resource, supporting and motivating staff members.
- To keep abreast of and participate in, local and Acorn's initiatives.

### Responsibility For Information Resources General Responsibilities

- To always safeguard, confidentiality of information relating to patients and staff.
- To avoid behaviour which discriminates against service users and your fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion or disability.
- Be aware of the responsibilities placed upon you under the Health & Safety at work act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.
- To demonstrate an understanding of and adhere to Acorns child protection policies.

### Education, Research and Development

- To be aware of the research process and be an active part of the research Acorns is a part of, champion research with the hospices.
  - In collaboration with the wider hospice team, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
  - To maintain awareness of current clinical developments and issues relating to the Paediatric Palliative Care and assist in their implementation.
  - To establish an active learning environment for all grades of staff within the hospice allowing staff to develop to their full potential.
  - To be responsible for ensuring all staff attend mandatory training and receive continuing development and appropriate education.
  - To facilitate the teaching and clinical assessment of pre-registration student clinicians to the clinical area in conjunction with Care education team
  - To be responsible for the dissemination of information regarding new and updated clinical practices, guidelines and policies to all clinical staff and ensure their implementation.
  - To educate patients and their carers to understand the diagnosis,
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treatment options and healthcare during their stay at Acorns

- > To participate in training needs analysis for own clinical area.
- > To lead with planning and participate in the orientation and hospice teaching programmes.

### Other Duties:


- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- > Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
- > To carry out any other reasonable duty as requested by the People Manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

## Person Specification: Clinical Lead

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>&gt; Registered Healthcare Professional</li> <li>&gt; Non-medical prescriber (or willing to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Advanced Clinical Skills (or be willing to undertake)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Maintained relevant CPD activity of essential hours in the past 3 years</li> <li>&gt; Additional professional development and leadership activities</li> <li>&gt; Care and Assessment of the acutely unwell child</li> <li>&gt; Experience of identifying, reporting and recording safeguarding concerns for both Adults and Children.</li> <li>&gt; Using Evidence Based Practice to influence the development and delivery of clinical updates</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience of working with children with special needs or disability.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrate leadership qualities clinically and as required to lead on projects</li> <li>&gt; Clinically credible within their role and demonstrates an ability to work with a multitude of front-line staff</li> <li>&gt; Ability to demonstrate a sound understanding of clinical skills to include IV therapy, patient assessment skills, airway management and to develop further skills as required.</li> <li>&gt; Ability to demonstrate a sound understanding and knowledge of resuscitation practice</li> <li>&gt; Able to write / produce accurate, clear written and verbal reports within the service</li> <li>&gt; Participating and implementing change</li> <li>&gt; Flexibility in approach and attitude with proven ability to in prioritising workload in the face of competing demands</li> <li>&gt; High level of work organisation, self-motivation and drive for improvement</li> <li>&gt; Open and honest style with strong personal integrity</li> <li>&gt; Personal resilience in dealing with distressing, emotive and highly challenging situations and discussions</li> <li>&gt; Willingness to learn new skills</li> <li>&gt; Flexible approach to working/shift patterns</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience of participating in audit programmes and processes</li> <li>&gt; Experience with managing a budget</li> <li>&gt; Knowledge of equal opportunities</li> <li>&gt; Conducting a Training Needs Analysis</li> <li>&gt; Basic knowledge of human factors in healthcare</li> <li>&gt; Handling of complaints/incidents</li> <li>&gt; Understanding of resource management, health and safety</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>&gt; Ability to work under pressure/ tolerate stress within themselves and others.</li> <li>&gt; Commitment to equal opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; To be able to support individuals who express strong emotions</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>&gt; Ability to train others</li> <li>&gt; Ability and willingness to undergo further appropriate training.</li> <li>&gt;</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success.</li> </ul>	

## Terms and Conditions of Employment



<b>Job Title:</b>	Clinical Lead
<b>Responsible To:</b>	Matron
<b>Location:</b>	Acorns Children's Hospice Trust 103 Oak Tree Lane Selly Oak Birmingham B29 6HZ
<b>Salary:</b>	£37,000 to £47,000 per annum
<b>Notice:</b>	12 weeks rising in line with statutory provision
<b>Hours:</b>	37.5hrs hours per week Monday to Friday 9am to 5pm but with some flexibility to do some evenings and weekends if service needs require it.
<b>Holidays:</b>	262.5 hours (35 days) per annum
<b>Pension:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme). Organisation will contribute 7.5% to pension.
<b>Life Assurance:</b>	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.

