##### JOB DESCRIPTION

#### JOB TITLE: Ward Team Leader

**RESPONSIBLE TO: Ward Manager**

**RESPONSIBLE FOR: Registered Nurses and HCA’s**

**ACCOUNTABLE TO: Head of Nursing and Clinical Services**

## **JOB SUMMARY**

To provide continuing responsibility for the management and leadership of a designated area by effective utilisation of staff and resources.

To safely and effectively manage the unit in the absence of the Department Manager.

Key Results:

* Provide and maintain effective management and leadership promoting a high standard of safely delivered evidence based clinical care.
* Create and maintain effective communication within the multi-disciplinary team and all external agencies facilitating all aspects of patient care while working in partnership with patients and families.
* Act as lead practitioner for specific speciality/specialities co-ordinating staff, resources and management skills in an efficient manner whilst providing expert skilled assistance.
* Demonstrate the ability to manage or delegate the management of specific speciality budgets, effectively and efficiently meeting the service requirements.

### Principal Duties and Responsibilities

**Management**

* To be able to manage own workload along with that of others, by ensuring appropriate delegation of their skills and capabilities.
* Take responsibility for the initial informal management of sickness, absence and discipline, ensuring all departmental and company policies and guidelines are adhered to.
* To be proficient and up to date with theatre procedures, leading to an improvement in patient care developed through the use of evidence based practice.
* Manage the daily ward routine ensuring effective time management.
* Define levels of responsibility and role boundaries of junior staff, providing adequate opportunities for them to develop their role.
* Improve service provided by updating and implementing new practices and products in accordance with departmental and company guidelines and in conjunction with the Unit Manager.
* To initiate and take responsibility for the reporting of critical incidents and complaints, ensuring action is taken and the process is communicated appropriately in conjunction with the Unit Manager.
* Demonstrate the ability to contribute to and challenge current practice, by actively promoting change, along with acting as a change agent where required.
* Manage stock levels and stock ordering, along with maintaining accurate expenditure records.
* Delegate the responsibility for ordering and the maintenance of specific stock levels in your absence.
* Be actively involved in the recruitment and retention process, promoting high staff morale by inspiring a shared vision and common goal.
* Participate in the improvement of standards by using the benchmarking process, to effectively improve the service provision in conjunction with all relevant agencies.
* Promote and practice effective forms of communication between the patient, their family and all other healthcare professionals.
* Participate in and manage team meetings, promoting and maintaining effective communications between all staff members, departmental, and externally.
* Ensure accurate and adequate record keeping is maintained in accordance with NMC (2000), departmental and company policies along with maintaining confidentiality at all times.
* Have the ability to interpret and act appropriately when receiving information in any format.
* Assist the Unit Manager in aspects of performance management with members of the nursing team.
* Assist the Unit Manager with quarterly and annual appraisals for junior nursing staff within the unit.
* Ensure theatre schedules and ward capacity are as efficient as possible. To assist the Unit Manager in attending the weekly scheduling meeting, highlighting potential patient safety and or bed capacity issues.

**Clinical Professional Responsibilities**

* Ensure all equipment and resources are available to perform procedures according to the individual needs of the patient.
* Participate as a specialist practitioner with regard to patient care, carrying out safety checks in accordance with trust and company policies.
* Demonstrate expert knowledge and skills in use of equipment updating and implementing new practices in conjunction with Ward Manager.
* To lead, delegate and liaise with all members of the multi-disciplinary team ensuring appropriate skill levels and experience are available to ensure a safe patient journey through the department.
* Ensure policies / protocols are updated, monitored and maintained with regard to continually improving patient care in conjunction with Lead Practitioners for Education and Training.
* Be responsible for safe handling and storage of all drugs in accordance with departmental and company policies.
* Promote high standards of care by demonstrating the ability to develop and empower the team, along with acting as a role model at all times.
* Ensure all cleaning and maintenance is undertaken on a daily and as required basis and delegated accordingly.
* Ensure all faults are reported and rectified effectively and efficiently.
* Identify and act upon risks using the risk management process.
* To maintain standards of infection control within the ward area and during clinical care and to assist patients to maintain their own infection control needs.
* To maintain a safe environment for both services users and staff.

**Communication**

* Ensure that identified lines of communication are maintained with patients, colleagues and external agencies to demonstrate politeness, courtesy and sensitivity promoting the corporate image of the Surgical Centre.
* Be actively involved in team meetings and inter team meetings to ensure flexible working and service provisions. Provide and circulate minutes and all relating documents as required.
* Play an integral role in ensuring that all team members are aware of local and general Health & Safety matters, Clinical Governance and other on-going issues, which arise including patient safety issues.
* Provide and organise support through the means of clinical supervision in accordance with Company policy.
* Demonstrate the ability to be able to motivate and persuade others through advanced communication skills.

**Clinical Governance:**

* Ensure systems are in place so that all staff are aware of and work in accordance with legislation and Company policies pertaining to Health and Safety, COSHH and infection control.
* Ensure that proficient risk assessment and reporting is being undertaken at all levels and lessons are learnt and implemented taking account of valid new evidence.
* Assisting and investigating verbal and written complaints and staff grievances followed by action, planning and publishing lessons learnt where appropriate.
* Attend scheduled monthly Clinical Governance meetings as well as ensuring all staff have a sound understanding of clinical governance.

**Education and Training:**

* Attend study days / courses relevant to grade and needs as identified on Personal Development Review and subsequent reviews.
* Initiate Personal Development Plans for all grades of staff ensuring appropriate staff personal development in conjunction with the Lead Practitioner for Education and Training.
* Attend mandatory training in accordance with company policies and complete all online modules on an annual basis.
* Participate as a clinical expert in the education and training of all grades of staff, within the multidisciplinary team, in accordance with their individual objectives, promoting an ethos of lifelong learning.
* To be involved in the initiation of research relevant to specialty / specialties.
* Demonstrate a working knowledge of and work within the NMC Code of Professional Conduct .
* Demonstrate continuing knowledge and skill development within specialty /specialties providing enhanced and improved standards of patient care.

**Performance Assessment:**

* To undergo an annual performance assessment and agree a personal development plan with the Unit Manager which will ensure that the objectives of the individual, the team and the Treatment Centre are achieved.

**Health and Safety**

As an employee of Care UK, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the Surgical Centre Gillingham, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understood this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **Person Specification – Team Leader - Ward** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Registered Nurse Level 1 * Able to deliver a high standard of Evidence based individual patient care * Delivers patient care in line with company policies and protocols * ILS | * Teaching Assessing and Clinical Supervision in Practice * Evidence of personal development. * IOSH qualification * Degree educated |
| Experience | * At least 3 years post reg experience. * Ability to show competency and demonstrate experience at Senior Ward Practitioner Level * Knowledge of developing new ways of working * Confidence in ability to delegate clinical tasks to all nursing staff. * Medical and or surgical nursing experience. | * Experience in workforce planning and rostering * Previous leadership / management experience in a clinical setting. * Experience of working in the independent sector |
| **Skills and Knowledge** | * Ability to work independently and to lead a team * Ability to handle multi-faceted problems in a busy fast moving environment * Ability to implement change * Excellent communication skills at all levels, verbally and in writing * Commitment to teaching / development * A reflective approach to own work and work of others * Evidence of involvement in the development of protocols and clinical audit | * A creative approach to problem solving |
| Other Factors | * Perceptive, flexible and effective leadership skills * Ability to influence others to follow a particular action/policy/procedure. * Comfortable with, and committed to, team based working * Advance Life Support (ALS) or working towards the qualification and maintain it whilst post holder |  |