



INTERCARE®

A Brighter Tomorrow

**ABBEYLAWNS NURSING HOME
LIVERPOOL**

JOB TITLE	CLINICAL LEAD NURSE
RESPONSIBLE TO	RM

Main Purpose of Job:

This post has responsibility for the provision of clinical leadership to the immediate nursing and care staff. The focus of this role is on the day to day delivery of excellence in quality care provision, ensuring all clinical governance and compliance targets are met, as well as supporting Managers in their absence.

Promote Positive Team Culture and Team Working:

- To foster and promote a team culture of enquiry and learning that enables individuals to openly question, reflect and learn from their practice.
- To provide effective leadership in ensuring that nursing standards and practices comply with Abbey Lawns policies and procedures.
- To ensure that the team understand their roles and promote excellence in clinical practice in line with Care Quality Commission and aim towards outstanding in any inspection.
- Monitoring and commenting on the quality of the service provided in the home leading to user focused quality improvement initiatives.
- Ensure that all staff within the team participate in the appraisal/supervision system.
- To take overall responsibility for the personal development and education of nursing and care staff including in-house training.
- Ensure the off-duty reflects the required skill mix and establishment levels appropriate to the clinical area and in conjunction with the Manager.
- Ensure that team members are actively encouraged to regularly take part in clinical supervision (either group or individual).
- Ensure that the team understand their roles in respect to wider health policy and guidelines.
- Actively seek out and implement evidence based practices.

Communication and Relationship Skills:

- Manage challenging situations in a sensitive and non-threatening way to reduce anxieties and promote effective resolutions.
- Encourage meaningful engagement with residents and carers.
- To act as a positive role model to staff.

Knowledge, Training and Experience:

- Be able to demonstrate knowledge and skills in caring for people living with Dementia and other Diseases.
- To be responsible for their own professional self-regulation and abide by the legal requirements and statutory rules relating to practice.
- To ensure the safe custody and administration of drugs in accordance with the code of practice.
- Ensure supplies ordered for the workplace are appropriate to the needs of the home and are used within budgetary constraints.

Information Management:

- Responsible for clinical and non-clinical audit as a part of everyday practice.
- Responsible to ensure that all residents have a Care Plan and that records are up to date and are an accurate reflection of the situation.
- Actively participate in the recruitment and interview process of staff.
- To take supervision from the Registered Manager.

Professional Responsibilities:

- To observe The Abbey Lawns Nursing Home philosophy of care at all times.
- To be aware of the policies and procedures of The Abbey Lawns Nursing Home and to comply with the Health & Social Care Act 2008 and any other associated regulations in relation to nursing care.
- To maintain confidentiality regarding all aspects of care and management.
- Responsible to organise and lead regular Nursing staff meetings monthly.
- To adopt a 'hands on' approach working on the floor, alongside the nursing and care team.
- To continuously seek out ways of developing the service provided to the residents.
- To promote high standards of record keeping and ensuring through regular audits that care plans fully reflect client needs and are written holistically.
- To monitor all clinical standards in an ongoing basis, and ensure corrective action is immediately taken to resolve any care shortfalls identified.

Administrative Responsibilities:

- To maintain proper and accurate records of information.
- To ensure that all relevant information is handed over at the change of shifts.
- To arrange and attend regular care reviews for clients, liaising with Social Services, Liverpool Local Authority, CCG and other relevant professionals, as required.
- To maintain good communications with clients, families and guardians, staff and other professionals.
- To report complaints made by residents, families or guardians to the Manager.
- To undertake audits, planning, implementation and evaluation of all care delivered to the residents.
- To supervise the induction, support, and on-going training of all new nursing and care staff.
- To attend multidisciplinary reviews as required.

Staffing & Personnel Responsibilities:

- To arrange and ensure one to one supervisions for all care staff are carried out at least 3 times per year by nursing staff.
- To hold regular nursing staff meeting and keep records of outcomes.
- To always follow up any grievance and/or disciplinary action in line with employment law and consult with the Manager on these issues, keeping clear written records of evidence at all times.
- Responsible to conduct back to work interviews and deal with Peninsula with any staff issues.

Clinical Responsibilities:

- To take the lead on the CCG Care Quality Audit, ensuring Abbey Lawns Nursing Home achieves the highest possible outcome, which may, in the future, be related to an uplift on the FNC
- To be responsible for writing and regular review of clinical policies in line with current clinical and NICE guidelines.
- To support the medication champion ordering drugs and dressings as required from GP's and Pharmacists.

- To have knowledgeable use of equipment.
- To be knowledgeable regarding emergency procedures.
- To respond to the physical, mental, emotional and spiritual needs of residents.
- To liaise with residents, families, staff, GP's and other multi-disciplinary team members to promote good care.
- Responsible for providing Medications training for the carers.
- Responsible for DOL'S, Notifications send out to the Authorities.
- To monitor all aspects of the clients' care, including their hygiene and self-care.
- To ensure that staff treat clients with privacy and respect.
- To ensure Safeguarding policies are adhered to and to protect and safeguard vulnerable people.
- Responsible for on call cover.

Promoting Positive Environments:

- Take an active role in ensuring working conditions are as pleasant as possible and any unpleasant conditions are effectively managed by eliminating or reducing the effects.

All Staff are required to:

- Show courtesy and respect to residents at all times to ensure they enjoy the highest quality of life.
- Respect the confidentiality of residents and their families at all times.
- Be aware of, and at all times comply with The Abbey Lawns policies and procedures and all relevant statutory responsibilities including fire arrangements, health and safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
- Be capable of performing the role they are employed for.
- To ensure that residents are safeguarded from physical, verbal, financial or material, psychological or sexual abuse, neglect, discriminatory abuse or self-harm, inhuman or degrading treatment, through deliberate intent, negligence or ignorance, in accordance with written policies.

Personal Development and Training:

- To undertake training to ensure professional development and awareness of current regulatory requirements in relation to the areas of work within this job description.

Annual leave: 28 days per year, increasing to 31 days per year after 2 years and 33 days per year after 5 years (Pro rata). In all cases including statutory holidays.

Normal working hours: 37.5 hours per week

Pay: £17.50/18.50hr

Probationary period: 6 months

