## JOB DESCRIPTION

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| Job title: | **Lead Nurse** |
| Salary: | **Negotiable** |
| Hours: | **28** |
| Reporting to: | **Head of Nursing** |
| Accountable to: | **Sara Merrett** |

#### **Sussex Primary Care’s Values**

* *Be patient-focussed in everything we do*
* *Support staff to be the best they can be*
* *Innovate, learn and evaluate*

Sussex Primary Care run a number of GP Practices across Sussex providing excellent primary care in the heart of the community. We are a learning organisation that listens to our team of staff, patients and partners to guide our future. At the heart of our vision are our patients and their needs.

#### **Job Summary**

The post holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. As the team leader for the nursing team, the post holder is accountable for nursing service delivery. They will lead and manage all the nursing resource, working closely with the practice management and GPs to deliver the practice priorities.

Clinically, the focus of the role is the delivery of evidence-based practice for patients with long-term conditions and management and preventative nursing interventions to all patients. As an autonomous practitioner the lead nurse is responsible for the care delivered, demonstrating critical thinking and skills in clinical decision-making. They will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership and direction for the nursing team.

#### **Key Responsibilities**

# Leadership

* Act as a clinical leader in the delivery of practice nursing services to patients, ensuring that the needs of the patient are the priority
* Lead the nursing team in the planning and implementation of local guidelines, protocols and standards, and of local projects or initiatives
* Promote the role of the nursing team in the provision of care
* Participate in practice team meetings, delivering the nursing agenda and run nurse department meetings
* Promote a learning environment with a no blame culture
* Support the QoF strategy and delivery for long term condition management, maximising income
* Responsible for managing and maximising ICB, PHE and NHSE driven targets (childhood immunisations, flu campaigns, smears etc)
* Support the development of others in order to maximise staff potential
* Lead others to make realistic self-assessment of their knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of service
* Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model
* To be the infection control lead and complete IPC audits, develop action plans and ensure implementations embedded.
* Report to SPC as required working closely with SPC Head of Nursing
* Line manager the practice nurses, providing regular supervision and annual completion of;
* Appraisals

# Delivering a quality service

* Recognise and work within own competence and professional code of conduct as regulated by the NMC.
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care as an individual and team according to NSF, NICE guidelines and evidence-based care.
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
* Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate and developing the wider primary care multi-disciplinary team.
* Evaluate patients’ response to health care provision and the effectiveness of care.
* Support and participate in shared learning across the practice and wider organisation.
* Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.
* Assess the impact of policy implementation on care delivery.
* Understand and apply legal issues that support the identification of vulnerable children and adults, and work to the statutory safeguarding procedures and local guidance.

# Team Working

* Understand own role and scope and identify how this may develop over time.
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
* Contribute nursing view to practice management
* Create clear referral mechanisms to meet patient need.
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
* Work effectively with others to clearly define values, direction and policies impacting upon care delivery.
* Discuss, highlight and work with the team to create opportunities to improve patient care.
* Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team.
* Agree plans and outcomes by which to measure success.
* Participate in research programs and audit as directed by the management team.

# Clinical Practice

* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
* Clinically examine and assess patient needs from a physiological and psychological perspective and plan clinical care accordingly
* Assess, diagnose, plan, implement and evaluate interventions/treatments for patients with complex needs.
* Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
* Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice
* Support and manage health needs of women presenting for family planning and cervical consultations.
* Implement and participate in vaccination and immunisation programs for both adult and children including patients travelling abroad.
* Work with patients in order to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
* Make professionally autonomous decisions and be accountable for safe, evidence based, cost effective, individualised patient care.
* Where the post holder is an independent prescriber, to ensure safe, effective and appropriate prescribing as defined by current legislative framework and local guidance.
* Lead the practice’s work on infection prevention and control (IPC), maintaining standards and taking into account CQC requirements.

# Communication

* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
* Communicate with and support patients who are receiving ‘bad news’.
* Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
* Anticipate barriers to communication and take action to improve communication.
* Maintain effective communication within the practice environment, SPC central team and with external stakeholders.
* Act as an advocate for patients and colleagues.
* Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate.
* Produce written documents that evidence the contribution of the nursing team to the practice priorities

# Management of Risk

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Lead on the implementation of infection-control measures within the practice according to local and national guidelines.
* Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
* Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

# Management of Information

* Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
* Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.
* Manage information searches using the internet and local library databases.
* Understand responsibility of self and others to the practice regarding requirements such as the Freedom and Information Act and confidentiality.
* Collate, analyse and present clinical data and information as required.

# Learning and Development

* Undertake mentorship for more junior staff, assessing competence against set standards. Undertake annual appraisal for each member of the nursing team, ensuring CPD plans are monitored and executed in line with practice strategy.
* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences).
* Assess own learning needs and undertake learning as appropriate.
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

# Equality and Diversity

* Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
* Enable others to promote equality and diversity in a non-discriminatory culture.
* Support people who need assistance in exercising their rights.
* Monitor and evaluate adherence to local chaperoning policies.
* Act as a role model in the observance of equality and diversity good practice.
* Accept the rights of individuals to choose their care providers, participate in care and refuse care.
* Assist patients from marginalised groups to access quality care.
* Undertake any training required in order to meet the needs of the practice.

#### **Organisation Chart**

The Lead nurse will report to: Sara Merrett – ACP clinical lead

#### Flexibility

a) This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence.

#### Policies and Procedures

a) The postholder is required to familiarise themselves with all organisation policies and procedures and to comply at all times.

#### Confidentiality and Data Protection

a) The postholder must maintain the confidentiality of information about patients, staff and other health service business and always meet the requirements of the Data Protection Act (1998).

b) The postholder must always comply with all organisation information and data protection policies. The work of Sussex Primary Care is of a confidential nature and any information gained by the postholder in their role must not be communicated to other persons except where required in the recognised course of duty.

#### Health and Safety

a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

#### Equality and Diversity

a) Sussex Primary Care is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

#### Use of Technology

a) The organisation is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Organisation. Necessary training will be provided.

#### No Smoking Policy

a) Sussex Primary Care operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Organisation premises. This includes electronic cigarettes.

b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

#### Professional Registration

a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act within the boundary of the code of conduct at all times.

#### Infection Prevention and Control

a) Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non-clinical are required to adhere to the organisation’s Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

#### Safeguarding Children, Young People and Vulnerable Adults

a) Sussex Primary Care is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

#### Quality

a) Excellent care at the heart of the community is our organisation vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care and patient-centred care.

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| Reason for change: |  |
| Date: | 17.11.22 |

## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience, and knowledge match these requirements.

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| Job title: | **Primary Care Lead Nurse** |
| Reporting to: |  |
| Accountable to: |  |

| Criteria | Essentialor desirable | Method ofAssessment |
| --- | --- | --- |
| Qualifications | | |
| Relevant 1st nursing degree/Msc | **E** |  |
| Mentor/teaching qualification | **E** |  |
| Evidence of continuous professional development. | **E** |  |
| Formal Leadership Development. | **D** |  |
| Independent Prescribing Course | **D / E (As required)** |  |
| Long term conditions qualification | **E** |  |
| Experience | | |
| Working autonomously in a senior nursing role within Primary Care | **E** |  |
| Experience of clinical audit | **E** |  |
| Experience in nurse led management of long term conditions | **E** |  |
| Community Nursing Experience | **D** |  |
| Experience in implementing protocols and clinical guidance | **E** |  |
| Team Leader/Line management experience | **E** |  |
| Experience in Quality Improvement Initiatives | **D** |  |
| Teaching and mentoring experience in primary care | **E** |  |
| Skills and Knowledge | | |
| Awareness of accountability of own and others roles in a nurse led service | **E** |  |
| Knowledge of health promotion strategies | **E** |  |
| Knowledge of local and national health policy | **E** |  |
| Knowledge of clinical governance issues in primary care | **E** |  |
| Knowledge and skills of learning from patient safety incidents and significant events | **E** |  |
| Clinical leadership skills | **E** |  |
| Change management skills and ability to support patients in behaviour change | **E** |  |
| Skilled communicator including supporting and appropriately challenging others, influencing, negotiating and conflict management. Ability to communicate difficult messages to patients and families. | **E** |  |
| Skills and knowledge in identifying and raising safeguarding concerns for adults and children | **E** |  |
| Experience of delivering and implementing Infection Prevention and Control policies within Primary Care | **E** |  |
| Personal Skills | | |
| A natural curiosity backed by excellent critical analytical skills. | **E** |  |
| Assertive and confident to challenge poor conduct and behaviours. | **E** |  |
| Strong patient focus. | **E** |  |
| Excellent time management, prioritisation and organisational skills and ability to manage and deliver to agreed deadlines. | **E** |  |
| Highly Motivated and enthusiastic | **E** |  |

##### Equality and Diversity

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.

**Two Ticks Scheme – Positive about Disabled People**



Sussex Community NHS Foundation Organisation is a member of the ‘Two Ticks’ Scheme. This means we will guarantee an interview to any candidate who has a disability if they meet the essential requirements of the person specification.

Candidates who would like to discuss adjustments to the selection process or the working arrangements should they be successful should contact the recruiting manager. We will welcome contact from disabled candidates so that we can fully understand how we can support them and give them the best possible chance of success in the selection process and in any future job they might be appointed to.

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