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| **JOB TITLE:**  | Clinical Lead **JOB DESCRIPTION**  |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the Clinical Lead, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Clinical Lead will achieve the highest possible standard of care in a professional manner through direct nursing care and the effective supervision of staff members including Nurses. Clinical Lead will take management responsibility for shifts as directed and act in the absence of the Home Manager or Deputy Manager respectively.****Duties and Responsibilities**** * To assess, plan, implement and evaluate the resident’s needs in conjunction with the Head of Care and Registered Nurses.
* To create and maintain with the home’s staff an environment in which all members of staff can contribute to the maximum of their ability in providing a high standard of skilled nursing care to the residents and encourage recognition of the service user as an Individual. (see Charter of Rights of Residents)
* To enable Residents to live a fuller life style within the nature of their capability/disability.
* To know what is meant by essential standards, what constitutes these standards and how they assist the home to maintain and promote standards of care and administration in the home.
* To mentor and develop Nurses through regular supervision, appraisal and PDP.
* To demonstrate awareness of how clinical procedures related to residents care are carried out and administered to maintain their well-being and to prevent symptoms of ill being.
* To develop an understanding relationship with the relatives and visitors.
* To understand and demonstrate in practice how the job contributes to the Sycamore Care Centre goals and objectives.
* To demonstrate dissemination of information and reporting to/from Manager.
* To control the Home’s supplies and that these are used effectively and economically.
* Administer prescribed medicines and document the same in accordance with the company’s procedure and NMC guidelines.
* Complete records including electronic on Caresys and paper records to a satisfactory standard. Agree the type and quantity of record keeping with the manager on a monthly basis.
* To recognise the legal implications of nursing documentation.
* To safeguard residents property, valuables and personal possessions and ensure relatives are informed when additional clothing is required.
* To be aware of and demonstrate knowledge of relevant statutory legislation and company policies and procedures e.g. CS Act, NMC guidelines, Health and Safety and ensure all staff act in accordance.
* Maintain client, staff and business confidentiality at all times
* For the implementation and regular reviewing of any short-term care plans, risk assessments and bodymaps and accuracy to be maintained.
* To adhere to all procedures (see Policies & Procedures) implemented in the Home and demonstrate understanding in practice.
* To demonstrate the importance of variation in residents’ condition, staff compliance or noncompliance and any learning points that you might need to know or unsure of or additional skills to remain competent to practice as a registered nurse.
* Report on any mishaps as soon as possible to Manager and record in the Incident/Accident Report book.
* To report on condition of residents, receive instructions and ensure that these instructions are carried out or document reason for non-compliance.
* To ensure correct implementation of the complaints procedure and to handle complaints appropriately in accordance with the policies and procedures laid down by the Home.
* To record any faults or repairs in the maintenance book.
* To act as Nurse-in-Charge of the shift when required.
* To prepare duty rosters, ensuring efficient and effective use of manpower in accordance with the staffing guidelines as laid down by the manager/directors.
* In the absence of the Manager, to be responsible for notifying the CQC of all deaths within the home on the appropriate form.
* Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
* Maintain client and business confidentiality at all times.
* Carry out any additional duties as requested.
* Respond to any emergency call bells.
* Order medication and check them in when delivered
* Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
* Review on a regular basis the job description for your post and to agree any changes.
* In the absence of the Manager to be responsible for notifying the Health and Safety Executive of any incident reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985.
* In the absence of the Manager to inform the directors of any deficiencies or incidents.
* To be involved in the recruitment and appointment of appropriate staff, including checking the registration with the NMC of all qualified staff.
* To be on call as required by the Home Manager.
* To continually improve and update personal development in accordance with the requirements of revalidation.
* To attend fire evacuation and instruction sessions.

**Operational*** To assess elderly persons with previous history of psychiatric illness, general acute chronic illness and dementia using various models of care, analyse, plan, implement and evaluate care programmes on an ongoing basis, and document in appropriate forms in compliance with policies and procedures of the Home.
* To demonstrate awareness of packaging of equipment and medical aids related to residents’ care and how to use, store and dispose of as necessary.
* To be able to assess types of wounds and to use various types of wound management products (bandages, tubigrips, primary and secondary dressings, micropore etc) according to the type of wound.
* To demonstrate an understanding of the ageing process and how it affects functions of the body as a whole.
* Develop and promote good communication with service users, relatives and staff.
* To involve care assistants at every step of this process.  To ensure that they understand the importance of carrying out instructions and deliver care as instructed/expected.
* To coordinate all activities and work of care assistants by giving support and advice as necessary.
* To monitor and assist in the development and implementation of the activities programme.
* To liaise with GP’s and other professionals, in conjunction with the Heads of Care
* To be responsible for the maintenance of staff discipline and to utilise the disciplinary procedures as necessary.
* To demonstrate understanding of primary nursing care and key worker systems implemented in the Home.
* To enable or assist residents to wash/bathe, eat, mobilise, maintain continence or/manage incontinence through continence assessment of residents whilst acting as an advocate for the service user with his/her permission at all times.
* To ensure there is adequate supply of continence aids, toiletries and cleaning materials and detergents.
* To participate in staff meetings, relatives and residents’ meetings as requested.
* To order drugs, receive, store, administer, dispose and document as necessary.  To keep accurate and legible records and ensure that confidentiality is maintained.
* To demonstrate safe moving and handling of each service user according to their level of capability and use of moving and handling aids as per company policies.
* Ensure effective exchange of information concerning service user care and the Homes matters at each shift handover or at any other time during the shift to enhance care delivery.
* To be available at meal times to supervise dietary requirements are met. To supervise the service provision of food and drink to service users in conjunction with the Heads of Care
* To maintain good interpersonal relationships with residents, staff and visitors and with the multidisciplinary team.
* To liaise with statutory and voluntary agencies in order to provide the best possible package of care for the residents.
* As part of the team, to assist in maintaining the high standard of cleanliness within the Home.
* To ensure that any accidents to residents, staff or visitors are recorded and reported in accordance with the Home’s procedures.
* To ensure safety of all residents and staff through regular attendance at fire drills and other training required.

**Educational*** To undergo induction programme and training as scheduled by the Manager.
* To identify own learning needs/education requirements and professional development in conjunction with the Manager.
* To take responsibility for own training requirements regarding clinical interventions (for example venepuncture, syringe drivers, catheterisation), and ensure you only act within the scope of your capabilities at all times.
* To set own objectives with Manager and review own performance at an individually agreed time in order to adhere to revalidation programme.
* Participate in and contribute to the development/education programmes for the staff and create an environment conducive to learning.
* To attend in-house and other courses appropriate to the care of the elderly.
* To initiate, participate and co-operate in carrying out any research projects or audits in the Home.

**General*** To market the home effectively and be involved in enquiry management, fee negotiations, assessments as directed by the manager.
* To produce weekly and monthly reports as required by the manager.
* To comply with NMC code of conduct to include confidentiality.
* To carry out any other duties as requested by the Manager
* To cover shifts in case of staff sickness and absence to ensure adequate staffing levels at the Home.
* The job description may be reviewed at regular intervals and changed as appropriate in conjunction with changes in legislation and the Home’s operational policies and procedures.
* To support the Home’s no smoking policy in the interests of Health & Safety and ensure smoking is not allowed on site.

**Health & Safety** * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.**
* **Understand, and ensure the implementation of, Sycamore Care Centre’s Health and Safety policy, and Emergency and Fire procedures.**
* **Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.**
* **Promote safe working practice within Sycamore Care Centre.**
* **Ensure the security of Sycamore Care Centre is maintained at all times.**

**Skills/Qualifications*** Registered Nurse with current unencumbered registration with NMC
* Computer literate
* Excellent communication skills
* Venepuncture/catheterisation/peg feed/syringe driver competency
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.