

Job Description

Job Title: Clinical Team Leader (area specific)

Reporting To: Clinical Services Manager

Salary: up to £40,000 per annum DOE

Reason for the Role: To work collaboratively and with passion within the area specific specialists, nursing team and other nursing team leaders to help provide the highest standard of patient care across the hospital. Provide support, training and development to intern and nurse team members.

Key Accountabilities	Key Performance Indicators (KPI)
<p>General responsibilities (area specific)</p>	<ul style="list-style-type: none"> • Help support and grow the area specific department • Identify opportunities for growth, improvement in efficiencies and ways of working. • Ensure to retain clinical skills and be an 'expert' in their area • Be a point of contact to clients under the departments care • Ensure patients receive the highest standard care • Maintain resources required by the specialists • Forward plan the daily workload of your team, either at the start of the week or the evening before, allocating responsibilities to their team • Communicate with the floor co-ordinator to ensure smooth running of the caseload • Ensure Hospital resources are being used correctly and as efficiently as possible and that services are not affected by equipment maintenance or repair wherever possible • Provide nursing care to patients • Monitor patient's anaesthesia/sedations whilst they undergo procedures and diagnostic work ups. • Attend rounds/ help with inpatient assessment if required to do so. • Update owners/ team on cases and plans for the day if required. • Identify training and development needs within your team, • Implement required training and develop with your team to achieve and maintain a consistently high skill set • Review and maintain area specific SOPs, ensuring all staff are working in line with these

<p>Line management-</p> <p>be prepared to undertake necessary training to be a successful line manager</p>	<ul style="list-style-type: none"> • Effectively drive positive relationships across your team and other teams to maintain a healthy team culture • Communicate regularly with Referral Clinicians and monitor team performance to ensure the service is running efficiently and effectively to meet the current and future demand • Safe guard the Hospital team and demonstrate the company values in all interactions, challenging in a timely and proactive manner individual who fail to meet HSR and IVC Evidensia standards • Consistently apply Human Resource policies flexibly and fairly • Line manage nurses in your team <ul style="list-style-type: none"> - Ensure all staff comply with internal and legislative Health and Safety policies - Carry out regular catch ups with your direct reports - Work with CSM to carry out reviews and manage performance with your direct reports. - Carry out basic return to work meetings following absence from work - Communicate effectively and deliver feedback <p>CSM will take responsibility for all other HR related paperwork including rotas, absence review management, performance management.</p> <ul style="list-style-type: none"> • Work with CSM to Identify training needs within your team, thereafter directly training staff to achieve their necessary needs. • Work with CSM to recruit, interview and induct new staff members into the hospital team as required.
<p>Case co-ordination</p>	<ul style="list-style-type: none"> • Assist surgeons during their consultations if required • Ensure surgeons have the required resources available to deliver high standard of care
<p>Anaesthesia</p>	<ul style="list-style-type: none"> • Prepare and monitor patients undergoing investigations or surgery • Recovering patients and handover to ward RVNs • Mentor junior members of staff
<p>Pricing/paperwork</p>	<ul style="list-style-type: none"> • Ensure all treatments have been charged correctly. Travel sheets have been completed including OOH/weekends as costed in EasyVet is necessary • Assist the Clinical Admin Team regarding estimates and invoicing
<p>Equipment</p>	<ul style="list-style-type: none"> • Assist in the maintenance of area specific equipment (including reviewing H&S risk assessments and the upkeep of equipment service contracts. • Ordering of the consumables
<p>Communication with clients</p>	<ul style="list-style-type: none"> • Communicate on behalf of the surgeons when required • Liaise with patient coordinators where required

	<ul style="list-style-type: none"> • Organise admits and discharges and provide clients with telephone updates when required • Assist in the answering of client queries
Communication with floor co-ordinator	<ul style="list-style-type: none"> • Ensure clear patient handovers are given to the floor co-ordinator and communicate to highlight potential resource concerns or other important relevant information • Assist the floor co-ordinator in the efficient delivery of patient care
Using EasyVet	<ul style="list-style-type: none"> • Using our inhouse computer system to record notes, price and book admits and discharges • Assist management team with reports and audits

Person Specification			
Job Role	Clinical Team Leader (area specific)	Department/Team	RVN
Experience:			
Essential: Minimum of 2 years' experience in referral nursing Experience of nursing area specific patients		Desirable: Experience in delivering in house training/CPD	
Qualifications:			
Essential: RVN qualification to have been held for a minimum of 2 years.		Desirable: Additional qualifications achieved post-graduation	
Skills:			
Essential: High level of interpersonal skills Ability to work without supervision & as part of a team Excellent time management Organisational skills Ability to multi-task Excellent written and verbal communication skills Attention to detail Ability to problem solve Competent in nursing skills		Desirable: Project planning skills Leadership and supervisory skills Strategic thinking System knowledge	
Competencies:			
Essential: <u>Self-management</u> Adaptable in fast paced, ever-changing environment Calm under pressure Collaborative team-working Effective communication Flexibility & adaptability Initiative & taking ownership Technical expertise & professionalism Drive for excellence Customer service Resilience		Desirable: Commercial awareness Management Delegation Promoting change People management Coaching for performance Decisive team leadership	
Special requirements for the role:			
Essential: HSR Cressex based. Willingness and ability to work flexibly to meet the needs of the hospital and do overtime to meet the needs of the patients.		Desirable:	