

JOB DESCRIPTION - Clinical Lead

Responsible to: Registered Manager

Purpose of Position: Job Purpose - Under the direction of the Home Manager, to work closely together in effective collaboration to deliver an outstanding service for the residents and create a rewarding environment for staff.

To consistently provide the highest standard of clinical care and customer service to all the residents in our care, whilst promoting their independence, choice and liberty. Lead the care team in the provision of care that meets the needs of the residents and their families. Understand and deliver on the legislative requirement of the sector.

In the absence of the Home Manager take charge of the day to day running the home.

Align clinical practice to the NMC Code of Conduct and role model the Greensleeves values.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principal Responsibilities:

Care Management:

- To take the lead role in overseeing the clinical management of residents condition, improving their quality of life through effective care, service and activity.
- To be the contact point for residents, their friends, relatives and any visitors to the home and provide leadership, clinical advice and support to all staff in the home.
- To be a role model for all staff, demonstrating and leading best practice clinically and behaving in a highly professional manner at all times and in a manner closely aligned to the NMC Code of Conduct and Greensleeves Care Values.

- To maintain up to date clinical knowledge and skills and where needed convey any concerns to the Home Manager
- To ensure the Home Manager is kept fully informed regarding the clinical management of the home including resident's conditions.
- Ensure the needs of each resident are assessed effectively at pre-admission and continually throughout their stay in the home, ensuring that they receive the highest standard of care and service appropriate to those identified needs.
- Ensure each resident has an up to date and agreed care plan, involving the residents and relatives where possible, which details the interventions required to meet their individual needs; evaluating and reviewing the residents assessments and care plan in line with the policies and procedures of the home. This will include leading the team to use additional charts to monitor the residents care needs effectively when necessary, ensuring that all documentation is completed contemporaneously and accurately.
- To take a lead role in managing the home's clinical responsibilities including but not limited to infection control, medication management, tissue viability and wound care management, nutritional and dietary requirements, moving and handling management.
- Complete the homes clinical audits and action plans in the required timescale, taking a proactive approach to managing clinical risk and demonstrating the ability to respond actively to resident's clinical needs.
- Maintain and update your clinical skills, taking a proactive approach to reflecting on your own training needs and the needs of the care team, ensuring that any additional knowledge and skills required in order to meet the needs of residents are identified and raised promptly with the learning and development team.
- Maintain your NMC registration and practice within the NMC Code of Conduct. Support and mentor the registered nurses, leading the team and acting as a role model of best practice working within "The Code"
- Attend and contribute to the meetings, demonstrating an innovative approach to improving resident's wellbeing.
- Ensure the running of the care home is in accordance with Greensleeves Care policies and procedures.
- To assist the Home Manager with staff rostering to ensure that staffing levels meet identified resident needs.

- Ensure that the day to day running of the care aspects of the home are in accordance with management policies, quality systems and demonstrate compliance with the statutory requirements, the Health and Social Care Act (2008), Mental Health Act (2005), Deprivation of Liberty Safeguards, and the provider's compliance inspections (CQC)
- Understand clearly the Care Quality Commission's fundamental standards and strive to demonstrate an outstanding service under the key lines of enquiry.
- Establish good personal relationships with residents and their families.
- Develop and maintain links with the Clinical Commissioning Group, safeguarding team, pharmacy providers, doctors, specialist nurses, health visitors, social workers, local hospitals and other community workers, promoting excellent communication with all internal and external parties.
- Understand safeguarding of vulnerable adults and whistle blowing procedures and when they should be implemented. Take action autonomously when appropriate to lead safeguarding actions.
- Attend appropriate management meetings and contribute to the overall operational and managerial effectiveness of the company.
- Communicate effectively, professionally and promptly at all times with the team in the home, with the wider team across the Trust and with all external contacts.
- Handling information technology (computer, laptop, and tablet) effectively, maintaining confidentiality and having a professional approach at all times.

Financial Management:

- Ensure adequate supplies of nursing and medical equipment are maintained within the home, liaising with the Home Manager and, with the agreement of the operations team, to ensure resident's needs are met appropriately within a suitable timescale.
- Support the Home Manager with weekly operational reporting.
- Maintain all computer and manual records required by legislation and Greensleeves Care policies and procedures.

- Participate in the marketing and promotion of the home to maintain the occupancy of the home at the agreed targeted level. Attend promotional functions as requested, taking every opportunity to promote the care home.
- Conduct “show rounds” to prospective new residents and/or families and present a positive impression of the home.

Staff Management:

- Provide appropriate clinical supervision, mentoring, effective communication and leadership of the care team including any visiting agency staff.
- In conjunction with the Home Manager, support registered nurses with their revalidation.
- Give guidance and training to the care staff and provide clinical support and direction as required
- Support and guide the nurses and Health Care Assistants (HCAs) in their duties.
- Maximize staff involvement with the residents’ activities both in and out of the home and encourage leisure pursuits accordingly.
- Assist where necessary in the recruitment of staff with support from the Home Manager and the HR Department where necessary, in accordance with Greensleeves Care policies and procedures.
- Arrange orientation and supervise the completion of the induction programme for all new staff including the Care Certificate for Health Care Assistants.
- Ensure the staffing levels and skill mix on each shift meet with the requirements of the residents, current regulations and Greensleeves Care policies and procedures.
- Assist in the appraisal of staff by identifying and meeting the training needs of staff by promoting their personal and professional development.
- Take an active part in the management of staff performance ensuring that any formal action is taken in consultation with the HR Department.
- Take full responsibility for specific aspects of the management of the home, as agreed with the Home Manager, which may include ordering and checking medication.

- Be responsible for the health and safety of self, other staff, residents and visitors under the health and safety regulations. Report any hazards or potential hazards to the person in charge or take any other appropriate action.
- Adhere to all Greensleeves Care policies and procedures.
- Adhere to the protection of vulnerable adults and the whistle blowing policy.

Extra duties:

- Deputize for the Home Manager in their absence across the whole range of duties in the care home.
- Undertake on call requirements as agreed with the Home Manager. This will include agreeing to a schedule to provide cover in the home 24 hours a day, seven days a week including being on call alternative weekends.
- Work in accordance with an agreed rota, to include emergency cover, weekend work and night duty as required
- The post holder will work at least 2 shifts per week “on the floor.”
- To undertake any other duties or training consistent with the role and as directed by the Home Manager.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____

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