

## PJ43 - Job Description - Clinical Lead

VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title:	Clinical Lead
Reports to:	Deputy Manager
Job Overview: (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required)	<ul style="list-style-type: none"><li>• To positively support the Deputy Manager and Registered Manager in providing leadership to the care and support staff</li><li>• To have responsibility for leading, supporting and facilitating the nursing and medical needs of Service Users</li><li>• To support senior management in the delivery of high-quality care and support, and to deputise when required</li><li>• To maintain skills at a current level and undertake required training and development</li><li>• To perform in accordance with standards agreed with the Registered Manager and the Registered Provider and to follow legislative requirements, relevant regulations and accepted best practice</li></ul>
Location:	Blueboard Care Services, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
Working Hours:	5 days over 7-day period, as agreed with the manager.

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Responsibilities and Duties of the Job	
Role Specific Duties:	<ul style="list-style-type: none"> <li>• Ensure Service Users are at the heart of care delivery and their wishes and preferences are acted upon</li> <li>• The efficient and effective day to day management of care delivery and the staff team to ensure that required standards are maintained</li> <li>• Ensure all recording systems and organisational documentation are of a high standard and kept up to date</li> <li>• Provide support and guidance for care staff on nursing and medical matters that are in the scope of being a clinical lead</li> <li>• Act as a shift leader to monitor and direct the effective running of the unit or other defined area of responsibility</li> <li>• Ensure all staff receive formal supervision and appraisals</li> <li>• Oversee the development and implementation of the duty rota ensuring skills mix and numbers on duty are appropriate for the assessed needs of the Service Users</li> <li>• Be responsible for promoting and safeguarding the welfare of those individuals they support</li> </ul>
Working with Others:	<ul style="list-style-type: none"> <li>• Develop effective working relationships with all employees within the service</li> <li>• Be proactive and provide guidance, support and leadership to staff</li> <li>• Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for people in the service</li> <li>• Understand when external healthcare support is required, and liaise with them to ensure best outcomes for people that use services</li> <li>• Identify information, concerns and ideas for improvement and share them with senior management of the service</li> </ul>
Leading by Example:	<ul style="list-style-type: none"> <li>• Seek opportunities for personal and professional growth</li> <li>• Work within the relevant Code of Conduct, e.g. NMC</li> <li>• Ensure that developments in best practice are researched, shared, understood and implemented</li> </ul>
Personal Responsibilities:	<ul style="list-style-type: none"> <li>• Be registered with the relevant body and work within the associated Code of Conduct</li> <li>• Obtain the relevant qualifications required to work in the deputising role, e.g. management qualification</li> <li>• Understand the regulatory framework that governs the service, including the role of CQC and their requirements</li> <li>• Attend statutory training and any other training as directed by the management</li> <li>• Understand, share and implement all policies and procedures relevant to the role</li> <li>• Be open to learning opportunities</li> <li>• Understand the Health and Safety requirements associated with the role</li> </ul>

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### Person Specification

Specific Requirement for Qualifications	Essential	Desirable
Good English, written and verbal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered with relevant body, e.g. NMC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisory or management qualification as commensurate with the role, e.g. Step into Leadership	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Requirement for Skills	Essential	Desirable
<b>Proficient Written Skills</b> <ul style="list-style-type: none"> <li>Maintain all Care Plans/care records in accordance with Blueboard Care Services policy and audit care records following Blueboard Care Services policy to ensure compliance</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Problem-Solving Skills</b> <ul style="list-style-type: none"> <li>Clinical Leads need to be able to adapt and address situations quickly</li> <li>Plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection</li> <li>Promote the effective resolution of team conflicts</li> <li>Ensure there are always adequate staff with the necessary skills on duty within the unit</li> <li>Taking responsibility for the development of the staff rota to comply with requirements in terms of numbers and skill mix whilst adhering to a conducive home/work life balance</li> <li>Assist in the development of strategic plans of the service</li> <li>Assist with Mock Inspections of the service and action plan the shortfalls identified</li> <li>Undertake root cause analysis when incidents occur</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Communication Skills</b> <ul style="list-style-type: none"> <li>To participate in staff, Service User and relative meetings, as well as attending Management Meetings</li> <li>To effectively communicate to all staff the aims and objectives of the service through verbal and written communication and by personal example</li> <li>To assist in the provision of a programme of training and development to meet the needs of the staff team and the requirements of Blueboard Care Services, including the ongoing evaluation of the training programme</li> <li>To communicate effectively with external health professionals to explain and direct additional support when required</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Leadership Skills</b> <ul style="list-style-type: none"> <li>To share in implementing the Quality Assurance system and submission of reports to the deputy manager or other senior staff</li> <li>To monitor, through direct observation and contact, the maintenance of daily routines and structures</li> <li>To show the ability to mentor, guide and support staff and therefore increase staff knowledge, skills and improve outcomes for people</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Specific Requirement for Previous Experience	Essential		Desirable	
	Yes	No	Yes	No
Previous experience of working in similar environment	Yes	No	Yes	No
Previous experience of working in similar supervisory role	Yes	No	Yes	No
Experience of working with Service Users, in particular, those that may have additional support needs	Yes	No	Yes	No
Knowledge of rota planning ensuring there are adequate staff on duty with the correct skill mix and fair allocation of off duty/annual leave	Yes	No	Yes	No
Experience of mentoring, coaching and/or training	Yes	No	Yes	No
Experience of incident analysis and the completion of root cause analysis reports and subsequent action plans	Yes	No	Yes	No
Embedding improvements and sharing best practice	Yes	No	Yes	No

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### Value-Based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> <li>• Involve Service Users, family, external agencies &amp; colleagues</li> <li>• Speak up when things go wrong</li> </ul>
Respect and Dignity	<ul style="list-style-type: none"> <li>• Understand person-centred care and can demonstrate treating people as individuals and respecting choices</li> <li>• Promoting independence and encouraging appropriate risk taking</li> </ul>
Everybody Counts	<ul style="list-style-type: none"> <li>• Ensuring no one is discriminated against or excluded</li> <li>• Understand human rights and impact on care delivery</li> <li>• Facilitating people to 'speak up' about concerns and acting upon them</li> </ul>
Commitment to Quality of Care	<ul style="list-style-type: none"> <li>• Striving for quality in everything we do recognising and understanding what quality in care means for people using the services</li> <li>• Being accepting about criticism and focusing on improvement</li> <li>• Being open to new opportunities for learning and identifying the limits of skills and knowledge</li> </ul>
Compassion	<ul style="list-style-type: none"> <li>• Treating people with kindness</li> <li>• Understanding the importance of empathy in all areas of employment</li> <li>• Understanding the values of others and always providing a caring service</li> </ul>
Improving Lives	<ul style="list-style-type: none"> <li>• Focus on how things could be done better and sharing ideas</li> <li>• Understanding of wellbeing and what is important to people using the service</li> <li>• Improving outcomes for people</li> <li>• Ensuring appropriate services are provided for people using the services</li> </ul>