



Role Profile

Lead College Nurse

July 2019

Lead College Nurse

Role Profile

Job title	Lead College Nurse (OCNS)
Location	Oxford City
Salary	£33,222-£43,041 per annum dependent on experience
Hours	17.5 hours Lead College Nurse role plus 10 hours College Nurse role, with potential to extend hours to 37.5 hours per week (excluding lunch breaks) Monday-Friday - hours to be agreed. 33 weeks per year in accordance with extended University terms
Contract type	Fixed 3 year contract with potential to extend
Reporting to	OxFed Operations Manager

The role

We are seeking a highly skilled Senior Nurse to lead the team of Oxford College Nurses in the delivery of a first class regulated health care service to the students of colleges in Oxford. There may also be an opportunity for the Lead College Nurse to deliver front line nursing services in an Oxford University College.

To undertake this challenging and rewarding role, you will need to be an appropriately registered clinical practitioner who is able to communicate, liaise and interact effectively with multi-professional teams, including primary care and the management teams involved in the delivery of this service.

To lead this professional team of nurses, you will need strong leadership and excellent organisational skills. Time management with the ability to prioritise your workload is essential for this role to succeed. You must have the skills and knowledge to use Microsoft Office and clinical IT systems, plus good written and verbal communication skills.

In addition you will be a caring, dedicated, reliable, self-reliant and person-focused professional who enjoys working with young adults. The successful applicant will be highly motivated and proactive, with a flexible attitude, who is committed to providing the students with high quality care.

An understanding of the Oxford Collegiate environment would be helpful but to have enthusiasm and a desire to learn how the colleges operate is necessary.

There may be a need to deliver additional front line college nursing services as required to ensure the OxFed nursing provision is maintained.

Key Objectives

The post holder is accountable for

- promoting and monitoring safe and effective practice
- enhancing the patient/client experience
- providing effective leadership and management
- contributing to the delivery of the organisation's objectives

Responsibilities

The post holder will focus and lead on the following key areas, within OxFed's governance framework:

1. Ensure safe and effective practice- Professional, ethical and legal

- Adhere to guidelines for practice requirements and standards, for example, safe handling, administration, storage and custody of medicinal products.
- Adhere to OxFed's guidelines, policies and procedures.
- Ensure that OxFed and College goals are reflected in own and the nursing teams' objectives.
- Contribute to the development of the policies and strategies, where appropriate.
- Maintain own professional and personal development in accordance with the NMC Code (2008), standards and professional guidelines.
- Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/client, relatives and carers in the provision of care and services.

- Ensure appropriate systems are developed and operational to facilitate dissemination of information within the team.
- Adhere to the Data Protection Act (1998).
- Maintain effective records management ensuring all documentation written or electronic is managed as per guidelines.
- Adhere to the Code of Conduct for NHS Managers, as People Services policies and procedures.
- Ensure risk management arrangements are in place within the team

Evidence-based practice

- Promote a culture of research and evidence-based practice within the team to enhance person-centred care.
- Ensure evidence-based care is provided to agreed standards within the Team.
- Act as a change agent, developing clinically effective practice through the effective utilisation and integration of evidence.
- Participate in developing, implementing and monitoring policies, procedures and protocols.
- Create an environment which supports a culture of life-long learning and reflective practice for all staff.
- Ensure systems and processes are in place to support effective mentoring of relevant staff.

Environment

- Ensure a safe and clean environment for team members, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
- Ensure team members are aware of environmental issues and take appropriate action as per OxFed's policies.
- Participate in the analysis, assessment and management of actual and potential risks to health and well-being.
- Ensure safe and effective use of equipment as per policy.
- Ensure near misses, incidents, accidents and faulty devices are recorded, reported, investigated and learning disseminated as per OxFed's policies.
- Maintain a Risk Register as per OxFed's policies.

2. Multi-professional working

- Establish systems and processes to ensure effective communication and continuity of patient/client care, liaising with multi-disciplinary/multi-agency teams and community services.

3. Enhance the patient/client experience

Person-centred care

- Develop and maintain a culture of person-centred care within the team.
- Promote a caring environment where equality and diversity issues are respected
- Develop strategies for communication between the team, patients/clients, relatives and their carers, showing awareness of barriers to understanding.
- Facilitate communication between all members of the multi-disciplinary/multiagency team, and across care settings.

Coordination of the patient/client journey

- Ensure effective systems are in place to gain patient/client and carers' feedback on their experience of care.
- Ensure compliments and complaints are managed in line with OxFed's policies including the dissemination of shared learning.

4. Provide effective leadership and management

Role model

- Act as a visible leader within the team.
- Provide leadership that enables professional decision making and effective team working.
- Empower and enable staff to contribute to the delivery of high quality person centred care.
- Support clinical expertise of nurses within the team

Develop team performance

- Promote, develop and facilitate a learning culture within the team.
- Promote equality of opportunity for all.
- Lead and participate in annual team personal development review in line with OxFed People Services policies.
- Lead and participate in learning needs analysis and facilitate annual personal development plans for the nursing team.
- Lead and participate in orientation and induction programmes for staff within the team.

- Promote a person-centred culture to facilitate good staff relationships and morale among the team.
- Manage poor performance and practice of the team member in line with OxFed policies.

Manage the College Service environment

- Challenge appropriately and confidently where standards of care fall below the set standards
- Contribute to budget management within the team, to ensure services are managed in accordance with yearly financial instructions.
- Participate in multi-professional procurement processes to ensure appropriate selection of products which meet relevant quality and safety standards

Effective use of resources

- Deliver a safe and effective service within allocated resources, ensuring the resources are used to maximum effect.
- Monitor budgetary performance, develop and implement action plans, organise the necessary resources and monitor outcomes.
- Adhere to OxFed systems for effectively managing stock and safeguarding fixed assets.
- Promote the principles of good governance and protects Oxfed and the College from financial risk.

5. Contribute to the delivery of the organisation's objectives

Continuous quality and improvement

- Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.

Service improvement, development and modernisation

- Work in partnership with a range of clinicians and managers in the planning or development of own service promoting the involvement of patients/clients and carers.
- Review processes /practices to support patients/clients to improve their own health and wellbeing.
- Review processes/practices to ascertain if there are better ways of working within the team to enhance patient/client care, service delivery and deliver required efficiencies.

Staff Management

- Ensure nurses working in the team are professionally qualified and registered with the NMC.
- Ensure nurses working in the team achieve compliance with statutory and mandatory training requirements.
- Liaise with the Clinical Managers on all professional clinical issues.

- Ensure processes are in place to manage sickness/absenteeism and take appropriate action in line with OxFed and the College policies.
- Promote the health and wellbeing of staff and observe for any signs of ill health or stress factors in staff assigned to the area and take appropriate action in line with OxFed policies and NMC guidelines.
- Coordinate leave to ensure adequate nursing cover and appropriate skill mix.
- Participate in the recruitment and selection of staff.
-

Essential selection criteria

	Essential	Desirable
Qualifications and Education	<ul style="list-style-type: none"> • A level 1 Registered Nurse with current NMC registration (general adult branch) • Have a Nursing Degree <u>AND</u> 5 years recent post-registration experience within primary care, A&E, a minor injuries unit or another relevant front-line clinical role involving the assessment of patients with undifferentiated illnesses and / or • Hold a diploma or other qualification(s) relevant to the clinical assessment and management of unwell adults • Be able to use Microsoft Office applications – Word, Excel, PowerPoint, Outlook • Satisfactorily complete an enhanced DBS check (to be organised following successful application) • Provide evidence of continuous personal and professional development 	Further qualification in health care management and/or leadership
Experience	<ul style="list-style-type: none"> • Have a minimum of 5 years recent post registration experience working in primary care, A&E, a minor injuries unit or another relevant front-line clinical role involving the assessment of patients with undifferentiated illnesses and injuries <ul style="list-style-type: none"> • Experience in quality improvement, management and/or leadership • Experience of working within multi-professional team environments • Experience of working with adults in a clinical setting, complying with best practice and relevant legislation • Ability to collect and record information and data, for record-keeping, monitoring and evaluation. 	Experience of using EMIS

<p>Skills, abilities and knowledge</p>	<ul style="list-style-type: none"> • Have sound knowledge of changing trends within health and social care. • Clinical skills in the first-contact assessment and management of adults and young people with undifferentiated health problems • Strong organisational skills including planning, prioritising, time management, report writing and record keeping • Ability to recognise gaps in services and to identify and act on safety concerns • Ability to recognise and work within limits of competence and to seek advice when needed • Ability to provide effective leadership to meet the needs of the post in full • Ability to effectively manage an operational team to ensure positive outcomes for patients • Provide evidence of maintaining and monitoring standards which have enhanced the patient experience of care • Ability to influence and manage change, including the promotion of evidence based practice 	
<p>Specific Aptitudes and Abilities</p>	<ul style="list-style-type: none"> • Evidence of good verbal and written communication skills • Ability to build and maintain long-term-working relationships with colleagues and multi-disciplinary teams • Be conversant with current professional issues in relation to nursing • A professional and compassionate attitude to patient care, providing support while maintaining professional boundaries • Ability to work effectively under pressure, delivering against agreed objectives • Ability to remain diplomatic when dealing with sensitive matters or having challenging discussions with patients or relatives • Willingness to take a pro-active and flexible approach to the role as it develops over time 	

Conditions of Employment

This role description is an outline of the post holder's duties and responsibilities and not an exhaustive list. The nature of the organisation and post means that duties may be reviewed periodically and changed following consultation with the post holder.

Although mainly office or consultation room based, the role will involve visiting clinical and non-clinical areas within the Oxford Colleges and wider city locality, including student accommodation and local practices. This will include travel between and within Oxford Colleges, many of which have areas with limited disabled access. Concentration and mental resilience will be required for consulting, record-keeping and other clinical tasks, working within an unpredictable pattern with interruptions. The role will include exposure to distressing and emotional circumstances, as well as dealing with service users who can at times be challenging.

As a clinical professional, the post holder will be required to keep his/her skills and knowledge up-to-date and this will involve a commitment to continuing professional development, participation in appraisal, and attendance at educational and quality improvement meetings, including periodic mandatory training and significant event review meetings. The post holder will be required to meet all of his/her registration and revalidation requirements.

About OxFed

Welcome to OxFed, the Oxford Federation for General Practice and Primary Care. Founded in 2014 we are a new type of NHS healthcare organisation. Wholly owned by our members (the NHS General Practices in Oxford City) we are a not for profit Federation dedicated to strengthening general practice and primary care for the benefit of our patients and our practices.

OxFed provides NHS services in Oxfordshire, works with key commissioners and partners to influence healthcare in the city and has a number of initiatives to support the sustainability of its member practices.

Although still a relatively small team, we have grown rapidly and that's why now is a great time to join us. We have a number of new services and initiatives in the pipeline and are committed to making OxFed an exciting, dynamic and rewarding place to work.

How to apply

Please email your CV, application and monitoring forms to oxfed.admin@nhs.net

The general comments section of the application form should include:

- How you meet the selection criteria using examples of your skills and experience

- Your current salary
- Your availability / notice period
- Your availability for assessment / interview

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday** on the closing date 2nd August 2019.

No agencies please.

Important information for candidates

This role description is an outline of the post holder's duties and responsibilities and not an exhaustive list. The nature of the organisation and post means that duties may be reviewed periodically and changed following consultation with the post holder.

Although mainly office based, the role will involve visiting clinical and non-clinical areas within the Oxford city area, including but not limited to local general practices, hospitals, offices and University of Oxford Colleges and departments. Given the fabric of the city, this will include travel between and within buildings which may include areas with limited disabled access.

Concentration and mental resilience will be required for the role, working within an unpredictable pattern with interruptions. The role will potentially include exposure to distressing and emotional circumstances, as well as dealing with service users who can at times be challenging.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to pre-employment screening, as applicable to the post and in accordance with our policy. This will include checks on right-to-work, proof of identity, enhanced DBS and references.

Equality of opportunity

Entry into employment with OxFed and progression within employment will be determined by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The post holder will be required to act at all times in accordance with the company's agreed policies, procedures and other forms of guidance. In keeping with the Health and Safety at Work Act 1974,

employees have a duty of care to avoid injury to themselves and others by their activities, and must co-operate with the company's policies in meeting statutory requirements. The post holder will also be required to act all times in a manner consistent with the legislation, policy and procedures in a respect of Equality and Diversity, and to promote these principles within the team and take appropriate action to ensure compliance when required.

The post holder will be required to follow confidentiality and information security and governance policies. Any matter of a confidential nature, particularly information relating to patients, members of staff, or any of the company's business matters, must not under any circumstances be released or divulged to unauthorised persons.