



**Solihull
Healthcare
Partnership**

Document ID:

Issue Date:

28 July 2020

Revision:

1

Job Description

Approved by:

Job title:

Deputy Lead Nurse

Responsible to:

Lead Nurse

Accountable to:

SHP Board

1. Job Role / Purpose:

To support the Lead Nurse in providing a standardised and pragmatic approach to the management of the SHP nursing team. The Lead Nurse and Deputy Lead Nurse(s) together form the SHP Lead Nurse Team.

The Deputy Lead Nurse(s) will assist the Lead Nurse in coordinating nursing care for all SHP patients via the nursing team. They will have direct clinical contact with patients, contributing to supervising employees and acting as a link between nursing staff and the SHP management board.

The Deputy Lead Nurse(s) will be responsible for developing selected clinical guidelines and policies and protocols agreed by the SHP Board and Clinical Panel as delegated by the Lead Nurse.

The Deputy Lead Nurse(s) will oversee from a nursing perspective selected key performance indicators such as QOF, CCG LISs, contractual requirements, nurse led clinical targets, patient access, and enhanced service provision, as agreed within the Lead Nurse Team. In addition, the Deputy Lead Nurse will assist in the coordination of the nursing team in all aspects related to compliance and regulation as part of the Lead Nurse Team.

2. Key Duties & Responsibilities:

Managerial

- Provide leadership, guidance and advice on CQC nursing issues, ensuring the nursing team and services are delivered in line with all regulatory requirements if allocated within the Lead Nurse Team.
- Contribution to the decision making process together with the SHP Management Board to devise and engage the Nursing Team structure
- Provision of nursing input to the CQC Task and Finish group if delegated by Lead Nurse Team
- Contribution to the SHP Governance structure, attendance at SHP Board meetings if requested to deputise for Lead Nurse, and providing specialist input where appropriate
- Ensure regular health checks are completed in a timely manner and according to internal policy as part of Lead Nurse Team
- Responsible to ensure Cold Chain Policy and Procedure is adhered to by all nursing staff and sites if agreed within Lead Nurse team
- Responsible to ensure the highest standards of infection control for all nurses and associated teams across the organisation if agreed within Lead Nurse Team
- Deployment and monitoring across SHP of all Patient Group Directives as part of Lead Nurse team
- Deputise if necessary for the Lead Nurse to undertake and manage the Clinical Supervision Process/Appraisals for all nurses, HCA's and any future staff roles who fall under the nursing remit
- Support the management of the HCA team
- Support the management of the Phlebotomy team



**Solihull
Healthcare
Partnership**

Document ID:

Issue Date:

28 July 2020

Revision:

1

Job Description

Approved by:

- Deputise for the Lead Nurse when appropriate, to manage and monitor annual leave, sickness and other absence (including return to work interviews and informal counselling) as required in accordance with Practice HR policies and procedures, maintaining appropriate records.
- Provide pastoral support for staff when appropriate, particularly in relation to issues that affect their ability to work, in conjunction with HR and the Lead Nurse
- Participate in performance management and disciplinary procedures in conjunction with HR and the Lead Nurse if required.
- Deputise for the Lead Nurse at monthly nurse team meetings if necessary, ensuring meeting minutes are accurately recorded and shared appropriately across the organisation
- Participate in Practice clinical/operational Meetings, CCG meetings and others as appropriate and cascade information to relevant teams.
- Support new SHP nurses throughout the induction programme as agreed within the Lead Nurse Team
- Participate in student mentorship and be main point of contact and liaison with universities/colleges regarding student nurse training if agreed within Lead Nurse team
- Coordinate in-house education if agreed within Lead Nurse Team
- Participate in Lead Nurse team management of the entire Flu Campaign, ensuring successful uptake across SHP, ensuring adequate stocks and ordering of flu vaccines
- Management of all vaccination targets and campaigns including child vaccinations ensuring they are well led and successful if agreed within Lead Nurse Team
- Contribute to management of the Extended Hours/Access nurse clinics including rotas and staff management if agreed within Lead Nurse Team
- Participate in audit/QIP, for example monitoring inadequate cytology rates

General Practice Nursing

- Provide assessment, screening treatment, services and health education advice.
- Provide nursing treatment to patients using agreed protocols, including:
 - Cervical smears
 - Wound care / ulcer care
 - Removal of Sutures
 - New Patient Medicals
 - Urinalysis
 - ECGs
 - Peak Flow Readings
 - Venepuncture
 - Blood pressure measurements
 - Ear syringing
 - Chaperoning and assisting patients where appropriate who are being examined by another clinician
 - Assisting GPs with minor surgery and coil fittings



**Solihull
Healthcare
Partnership**

Document ID:

Issue Date:

28 July 2020

Revision:

1

Job Description

Approved by:

- Provide general and specific health screening to the practice patients (within the agreed protocols) with referral to general practitioners as necessary.
- On occasion there may be a requirement to undertake home visits
- Be competent in administration of childhood immunisation and travel vaccination.
- Be competent and confident in managing people with long-term health conditions.
- Encouraged to have an interest in specialist areas such as in Diabetes, Coronary Heart Disease, COPD and Contraception.
- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
- Triage patients wishing to see a health care professional, making and necessary referrals to other members of the primary care team.
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long term condition (as appropriate).
- Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug treatment methods into a management plan.
- Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice.
- Work with patients in order to support compliance with, and adherence to, prescribed treatments.
- Provide information and advice on prescribed or over the counter medication, medication regimes, side effects and interactions.
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
- Implement and participate in vaccination programmes for both adults and children.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to NSF, NICE guidelines and evidence based care.
- Maintain and control injectable and oral drug stocks in the treatment room and surgery.
- Undertake the collection of pathological specimens, including intravenous blood samples, swabs, smears, etc.
- Oversee the duties undertaken by the HCA and assist with training and mentoring as and when required.
- Prioritise own workload and ensure effective time management strategies are embedded within the culture of the team.
- Assist in the formulation of practice philosophy, strategy and policy.
- Maintain notices designated for patient health care and education as appropriate.
- Attend and participate in any Practice meetings when required.
- Any other delegated duties appropriate to the post



**Solihull
Healthcare
Partnership**

Document ID:

Issue Date:

28 July 2020

Revision:

1

Job Description

Approved by:

Special Requirements of the Post

- An understanding, acceptance and adherence to the need for strict confidentiality
- Ability to use own judgment, resourcefulness and common sense
- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the practice manager
- A commitment to the effective use of practice and NHS resources
- An awareness of own limitations and experience
- To work in accordance with the NMC Code of Conduct and within the scope of professional practice.
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the NMC
- Cooperate with annual appraisal meetings

3. Other Responsibilities

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

Equality and Diversity

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Safeguarding

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.



**Solihull
Healthcare
Partnership**

Document ID:

Issue Date:

28 July 2020

Revision:

1

Job Description

Approved by:

Professional development

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- With agreement of the SHP Board, some Lead Nurse roles and responsibilities may be delegated to the Deputy Lead Nurse(s)
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

SHP Vision Statement: To be the most respected Primary Care provider in the Birmingham and Solihull Region.

Mission Statement:

Sustainable Primary Care services that meet the needs of our patients and commissioners.

Have a united, strong and financially viable organisation.

Practice of choice for our patients and the employer of choice for our people.