

JOB DESCRIPTION

<p>Job Title: Lead Nurse Reports to: Service Manager (with professional reporting line to the Head of Nursing)</p>
<p>Job Purpose</p> <p>To be responsible for the efficient and effective running of the nursing and clinical services including the professional leadership of all nursing and clinical services staff within a specific cluster or group of services within an area.</p>
<p>Main Duties and Responsibilities</p>
<p>1. Key Responsibilities.</p>
<p>Key Responsibilities. NB: The role will be split into 30% Management and 70% hands on client care.</p> <ul style="list-style-type: none"> • Work with the Service Manager to ensure a healthy and safe clinical environment for clients and staff. • Work with the Service manager to prepare and implement the quarterly quality accounts and annual quality report. • Work closely with the Head of Nursing in the review and updating of NUPAS Policies. • To be the Designated Safeguarding Lead within their service area. • Manage incidents within the service and escalate in line with NUPAS Managing Incidents Policy. • Be responsible for ensuring the clinical services are focused on the clients needs. • Lead on changes in clinical practice. • Monitor and enforce standards of client and clinical care. • Responsible for governance standards within the services, maintaining professional standards of confidentiality in line with NUPAS's policies and procedures. • Responsible for conducting audit and the implementation of actions recommended from audit. • Responsible for implementing and monitoring CQC/NUPAS/Clinical standards within their service area in line with legal and professional guidelines, including Medicines Management and Infection Control. • Responsible for overseeing systems and processes that enable valuable and reliable recording of clinical performance data / contract data within the service area. • Work closely with the Head of Nursing and HR to produce recruitment and retention plans. • Recruitment, selection induction and competency assessments of new team members. • Manage the clinic rota and ensure appropriate cover for all sessions. • Manage theatre/ward rota and ensure appropriate cover for operating sessions. (Only applicable for services that offer Surgical TOP) • Ensure all clinical documentation is correctly completed.

- Stock Control.

Clinical tasks

- Undertake consultations for clients undergoing a termination of pregnancy.
- Carry out point of care testing including pregnancy testing and venepuncture if required. (training provided)
- Ultrasound Scanning (training provided if untrained)
- Discuss contraceptive options and provide/fit contraception in accordance with guidelines NUPAS policies
- Administration of drugs to clients, following NMC guidelines, Patient Group Directives and NUPAS Policies and procedures
- Appropriately Consenting clients for treatment/procedures.
- Provide and inform clients on STI Screening
- Checking details on client notes and alerting Doctor/surgeon/anaesthetist to any 'significant conditions'
- Recovery of clients and monitoring observations following treatment
- Ensure clients have received and completed a satisfaction survey questionnaire before discharge
- Ensuring clients are informed about aftercare prior to discharge
- Providing confidential telephone advice for clients with post-operative problems following discharge
- Completion of contemporaneous client records, consent and registers

2. Additional Responsibilities

- To provide support to develop tenders and review service delivery models to ensure NUPAS and working effectively and efficiently.
- Attend professional and Senior Nurse meetings as required.
- Undertake duties in accordance with safe working practices relating to COSHH.
- Ensure hazardous waste is disposed of in accordance with Company procedures.
- Carry out manual and patient handling activities in accordance with safe manual handling techniques.
- Maintain the professional image of NUPAS at all times.

3. Educational/ Supervision Responsibilities

- Brief teams on a regular basis
- Staff appraisals, competency assessments.
- Management of performance issues.
- Identify team needs.
- Organise and run development activities for nursing and medical team members.
- Motivate
- To ensure knowledge remains up to date.
- To maintain competencies of own skills.
- Undertake continuing professional development as required by your role and the NMC
- Actively participate in mandatory training and other training and development activities.
- Supervise unqualified staff.

This is an outline job description. It does not attempt to detail every activity that the post holder will undertake. Specific tasks and training will be agreed with the post holder at regular 1-2-1 meetings