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| **JOB DETAILS** |

**JOB TITLE**: Community Lead

**HOURS:** Various

**REPORTING TO:** Clinical Care Manager

**BASE:** Location

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| **JOB SUMMARY** |

Reporting to the Clinical Care Manager, the Community Lead is responsible for day to day leadership and management on the unit to ensure care is provided in line with regulations and policies and procedures.

The Community Lead will lead by example and provide strong clinical leadership and knowledge to ensure the highest standards are consistently achieved.

The Community Lead will be responsible for ensuring the timely completion of clinical audits, supervision of team members and the safe management of medicines.

The community lead will act in accordance with the organizational values at all times

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| **JOB SPECIFIC RESPONSIBILITIES** |

**Leadership and Management**

* Take responsibility for pro-actively managing the unit.
* Daily monitoring of clinical monitoring records used in the unit.
* Daily communication to team members and management of clinical changes or incidents and accidents through 10@10 meetings
* Ensure timely completion of unit weekly clinical risk reports.
* Ensure timely completion of monthly audits: medication management, pressure ulcer prevention, diet and hydration and care planning.
* Ensure clinical champions are supported to share best practice on the unit.
* Ensure accurate reporting of quarterly clinical governance information is maintained and shared with management.
* Ensure planned supervision is carried out for all team members in line with company policy.
* Ensure timely communication to management of all incidents/accidents that require regulatory notifications
* Ensure professional curiosity is exercised throughout all safeguarding investigations.
* To be a positive role model at all times, treating people with respect and taking an inclusive approach in all aspects of the role.
* Ensure effective clinical support is given to registered nurses and clinical care associates.
* Communicate effectively and professionally with all colleagues, residents, relatives and external stakeholders.
* Develop measurable unit development plans to support continuous improvement

**Clinical Care**

* Monitor the assessment, planning, implementation and evaluation of residents’ care through monthly audit of care plans using a planned approach, for example Resident of the Day.
* Ensure the effective communication of clinical changes or accidents and incidents, through the supervision of completion of reports and risk assessments.
* Monitor the risk profile of each unit in the home through the supervision of timely completion of weekly risk management reports.
* Monitor the effective implementation of the company medication policy, through supervision of monthly medication audits and completion of actions identified.
* Monitor the effective implementation of the company pressure ulcer prevention policy through daily monitoring of repositioning records and monthly audit of residents identified at risk.
* Monitor the effectiveness of the company prevention of malnutrion and dehydration policy through daily monitoring of diet and fluid records and monthly audit of weight loss and dehydration risk.
* Ensure that best practice champions in the home are supported to communicate and share learning with the team.
* Ensure the accurate completion of quarterly clinical governance information and provide details to the Clinical Care Manager
* Ensure timely completion of supervision for team members in line with the company supervision policy
* Ensure communication to management of all incidents/accidents which require Regulatory notifications in a timely manner.
* Ensure full and active participation with regard to allegations of poor practice and the use of professional curiosity throughout any investigations
* To remain visible on the unit on a daily basis and demonstrate behaviours in line with company values at all times.
* Ensure Infection Prevention and Control measures are maintained at all times.
* Ensure timely communication to management of any outbreaks of infection.

**Health and Safety**

* Ensure Clinical Care Manager is informed of any incidents in the absence of the Home / General Manager.
* Ensure storage of medications are in line with company policies and procedures.
* Ensure risk assessments are completed within the home and safe working practices are being followed.
* Ensure equipment and environment is safe within the home.

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| **PERSON SPECIFICATION** |

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|  | Essential Criteria |
| Qualifications/Education | * RN/RGN Qualified or RMN
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| Experience | * Minimum of two years shift leadership and management
* Proven track record leading, empowering, supporting and motivating a clinical team
* Experience delivering improvements in care (**Desirable**)
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| **Skills/****Knowledge** | * Strong leadership skills
* Excellent written, non-verbal and verbal communication skills
* Demonstrates evidence of independent learning
* Knowledge of and competence in Microsoft Office applications and Windows based operating environments – Word, Outlook,
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| Personal Qualities | * Respectful
* Active listener
* Independent learning skills
* Inclusive approach
* Compassionate
* Trustworthy
* Flexible approach to working
* Self-motivated
* Able to adapt to change
* Approachable
* Ability to promote a professional image for the company at all times
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**This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.**

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the Community Lead position.

Post holder’s name: …………………………………………………………

Post holder’s signature: …………………………………………………………

Date: …………………………………………………………