Nurse Team Manager

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| Job title: | Nurse Team Manager |
| Department: | Dermatology |
| Location: | Halifax / Southport / Coventry |
| Reporting to: (job title only) | Dermatology Lead Nurse / Dermatology Clinical Lead |
| Direct reports: (job title only) | Dermatology Clinical StaffHealthcare Assisstants |
| Accountable to: (where applicable) | Consultant Dermatologist  |
| Responsible to:(where applicable) | Service Lead |
| Job purpose: | The Nurse Team Manager will lead a team of healthcare professionals in delivering high-quality, patient-centred dermatology care within a community setting. This role encompasses clinical leadership, governance oversight, and operational management, ensuring adherence to clinical standards and efficient service delivery. It is anticipated approximately 50% of the time will be dedicated to leadership duties, and 50% of the time will be direct clinical work with patients. The Nurse Team Manager will play a crucial role in maintaining service excellence, driving quality improvement, and supporting workforce development in line with organizational and regulatory guidelines  |
| Role and Responsibilities: | **Clinical Duties** * Independently run community dermatology clinics, providing competent assessment and follow up sessions as required.
* Effectively manage a diverse caseload, with patients presenting with a range of dermatological conditions
* Undertake assessment of individuals using a range of different assessment methods, including physical examination and the ordering and interpreting of diagnostic tests
* Be competent and fulfil the requirements as a non-medical prescriber, ensuring appropriate prescribing from local formulary
* Actively involve patients, relatives and carers in their treatment and encourage the clinical team to facilitate ways for individuals to positively engage with their care plans
* Contribute within Dermatology MDT meetings and present and discuss relevant case studies
* Continually seek ways to develop, implement and evaluate patient pathways in collaboration with Vita colleagues and recognised external forums.
* Competently complete minor surgery, including simple biopsies and excisions.

**Management Duties*** Provide day-to-day leadership and support for the nursing team, including workload allocation, clinical supervision, and development.
* Ensure all clinical staff deliver high-quality dermatology care in line with clinical best practices, professional standards, and patient safety protocols.
* Promote a positive working environment and a culture of learning and continuous improvement among the team, including regular team meetings and feedback sessions.
* Conduct performance appraisals, support individual development plans, and manage attendance, recruitment, and retention within the team.
* Act as a mentor and clinical advisor, providing hands-on support and training in specialist dermatology care techniques and procedures
* Assist with the review and implementation of all clinical Standard Operating Procedures (SOP’S)
* Identify workforce requirements
* Working with admin team to ensure clinic diaries and bookings efficiently with the admin and clinical team to ensure the right capacity is available.
* Ensure the clinical team undertake the necessary clinical and mandatory training required for their related area and that any related competencies are signed off
* Ensure that all medical equipment is stored securely, used appropriately e.g. single use is disposed following use, is kept in a safe condition e.g. maintained in line with manufacturers requirements, is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.
* Responsibility for ensuring equipment is properly used and maintained.
* Maintaining an appropriate management style that maintains good morale, a team approach to work and a culture which fosters innovation and positive change

**Collaboration & Communication*** Collaborate with dermatologists, GPs, and other healthcare professionals to ensure coordinated care and effective service delivery.
* Act as the key point of contact for clinical matters within the community dermatology services, ensuring clear and effective communication across teams.
* Engage with external stakeholders, including commissioners and regulators, to ensure services meet contractual and regulatory requirements.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.  * Be aware of the impact of your behaviour on others.
* Ensure that others are treated with fairness, dignity, and respect.
* Maintain and develop your knowledge about what EDI is and why it is important.
* Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
* Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) | * Work in a safe competent manner, working within agreed protocols and guidelines
* Implement and monitor clinical governance processes within the service, ensuring that all care provided meets national and local quality standards, including CQC requirements.
* Lead on incident & complaint reporting and management, ensuring timely and accurate documentation, investigation, and resolution in line with organizational policy.
* Conduct audits and service evaluations to monitor clinical quality, safety, and patient outcomes, using findings to drive improvements.
* Support the preparation for external quality reporting, inspections and accreditation assessments, contributing to action plans to address any findings
* Attend and assist in the governance quality and risk group for the service, ensuring information feeds appropriately into the wider governance structure.
* Demonstrate continuous evaluation of practise including the use of recognised outcome measures and audit tools
* Promoting and disseminating current research and audit findings
* Work with the wider Governance/NHS Team to provide annual information for the NHS Quality Account submission
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| Training and supervision: | * Demonstrate a highly developed understanding of clinical practise with effective supervision, mentoring and assessment skills
* Participate in education and training programmes appropriately and feed back knowledge gained to the team as part of shared learning.
* Identify own personal development needs, clinical competency deficits, education and development needs at own Performance, Wellbeing, Development (PWD) (appraisal), demonstrating alignment with VHG’s objectives, vision and values.
* Provide clinical advice as required to staff, patients and carers which promotes evidence based clinical practise and reduces risk of avoidable harm to patients.
* Lead on the clinical training of nursing team, including teaching and supervision of new staff, and developing new skills and techniques.
* Conduct training needs analysis based on staff PWD and local service requirements annually. Negotiate training support.
* Support the education and development of all staff including nurses and health care assistants
* Ensure all team members maintain appropriate workforce compliance including ongoing registration with their professional body, mandatory training
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| Additional information: | Travel is an essential part of this role. Working across multiple sites may be required, so a full clean driving licence and access to a car/vehicle is essential. VHG have highly successful services and value our clinical staff who are offered regular training and supervision to maintain a high performing workforce and achieve the best results possible for our service users. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Registered Nurse Level 1 with significant post-registration experience in Dermatology
* Evidence of continuing professional development
* Non-Medical Independent Prescriber
 | * Breaking bad news training
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| **Experience** | * Strong clinical expertise in Dermatology
* Advanced clinical assessment and examination skills and ability to mange complex cases
* Experience of monitoring patient medication programmes, ordering blood investigations, interpreting, and acting on results
* Independently receiving and making onward referrals e.g. in skin cancer, children and young people, inflammatory skin disease clinic
* A good understanding of CQC policies relating to a clinical environment
* Strategic planning and decision-making capabilities
 | * Leadership/Management experience or experience in senior nursing role, preferably in a community setting
* Experience in completing minor procedures in the community, including simple biopsies and excisions
* Experience of service innovation and transformation
* Experience of setting up new services or clinical pathways
* Member of BDNG
* Confident in writing SOPs, policies, audits and procedures
* Skin cancer screening
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| **Skills/knowledge** | * Strong understanding of clinical governance, quality assurance and patient safety in healthcare
* Complex decision making
* Diagnostic skills
* Long term skin disease

management | * + Speaks another language
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| **Personal competencies and qualities** | * A passion for patient care and delivering an effective service
* Good communicator and ability to motivate others
* Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work individually or within a team and foster good working relationships
* Ability to work under pressure
* Excellent time management skills
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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