Lead Dermatology Nurse

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| Job title: | Lead Dermatology Nurse |
| Department: | Community Dermatology |
| Location: | National |
| Reporting to:  (job title only) | Clinical Director-Consultant Dermatologist |
| Direct reports:  (job title only) | Band 7/ Band 6 Nurses |
| Accountable to:  (where applicable) | Consultant Dermatologist |
| Responsible to:  (where applicable) | Consultant Dermatologist |
| Job purpose: | The lead Dermatology Nurse will work closely with the community dermatology team, supporting patients to access effective and timely care. They will:   * Independently run community dermatology clinics, implementing expert assessment skills and evidenced based management plans, with a diverse caseload * Work as part of a multi-disciplinary team, working closely with the clinical directors, to contribute to the clinical development of the community dermatology service * Lead the training, development and support of the community dermatology nursing team * Work with the transformation team to expand the scope of our current services and work with the commercial team to design new clinical pathways for new services. |
| 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**   * Responsible for the management and leadership of the Dermatology nursing team, maintaining an appropriate management style that maintains good morale, a team approach to work and a culture which fosters innovation and positive change * Managing clinic diaries and bookings efficiently with the admin and clinical team to ensure the right capacity is available. * Assist with the review and implementation of all clinical Standard Operating Procedures (SOP’S) * Identify workforce requirements relating to Dermatology nursing team and to lead on the effective recruitment, retention and management of staff including appraisals, performance, management and sickness absence. * Ensure the nursing team undertake the necessary clinical and mandatory training required for their related area and that any related competencies are signed off. * Ensure any new colleagues are welcomed to the team and undertake induction and orientation programmes. * Work with the clinical director ensuring robust clinical audit procedures across the service. * Work with Vita’s transformation team and senior management team to raise ideas for service improvement and support in the delivery of service improvements/new services. * 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.   **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. We believe it is the responsibility of everyone to ensure their actions support this 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 if possible, to do so and raise with your manager and EDI team * 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 |
| Clinical Governance:  (where applicable) | * Hold the CQC Registered Manager position or work towards becoming registered manager, ensuring CQC Nominated Individual (NI) is kept informed * Work in a safe competent manner, working within agreed protocols and guidelines * Investigate complaints/incidents, draft responses as required and implement changes as a result of these investigations within the time frames stipulated. Ensure root cause analysis (RCA) is completed and lessons learned shared as part of learning cycle. * Set up and assist in chairing the governance quality and risk group for the service, ensuring information feeds appropriately into the wider governance structure. * Ensure relevant Quality targets are met. * Prepare for and participate in internal and external audits or inspections e.g CQC, national Isotretinoin audit. * Contribute to Quality Performance Monitoring * Work Collaboratively with the Clinical Director and Service clinical leads * Lead responsibility for the development and implementation of policies, procedures, guidelines and standards relating to clinical role, ensuring practise is based on best evidence, including the interpretation of national guidance at local level. * Demonstrating 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 |
| 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. * To ensure all staff have a PWD and personal development plan and meet their personal objectives. 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 |
| 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 * Evidence of continuing professional development * Non-Medical Independent Prescriber | * Breaking bad news training |
| **Experience** | * Leadership/Management experience * Advanced clinical assessment and examination skills * 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 | * 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 |
| **Skills/knowledge** | * Works autonomously * Complex decision making * Diagnostic skills * Long term skin disease   management |  |
| **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 |  |

# Version Control

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| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
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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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