

# Job Description:

## Clinical Team Leader



### General role information

Job Title:	Clinical Team Leader
Reporting to:	Clinical Services Matron
Salary Band:	Band F
Notice period:	3 months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	Yes
Client facing role?	Yes

### About MSI Reproductive Choices

Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.

As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.

At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.

### The department/team

MSI Reproductive Choices, is a reproductive health charity, best known for its abortion services which help 70,000 women a year. Our network of welcoming clinics and local community services, together with a 24 hour confidential helpline work, provide high quality, safe, accessible and compassionate advice, care and support for the women and men who need us. 95% of our services are commissioned by the NHS.

We're looking for people who share our drive to provide the best quality care to everyone who needs our services to join our committed teams of clinical, management and support staff.

We're proud to be champions for reproductive choice, and we work hard every day to make a reality of women's rights to decide whether and when to have children.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

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### The role

To ensure the smooth running of the centre on a day-to-day basis by overseeing all clinical areas, safeguarding and supervision of the nursing team, co-ordination of doctors/surgeons/anaesthetists, being the main point of call for clinical and safeguarding matters and by being a part of the supervisory team.

### Key Responsibilities

#### Service Provision

- Although the role will be supernumerary, you will be required to provide hands-on client care in the provision of services to clients when needed
- Lead on changes in clinical practice
- Lead on organising appropriate cover for operating sessions
- Monitor and enforce standards of client and clinical care, including routine checks, post-op queries, correcting or improving performance where appropriate
- Liaise with histopathology labs for reports and take appropriate action
- Identify team needs, both permanent and Sessional; organise rotas and cover for nursing and medical teams ensuring registration requirements are met
- Work with the Operations Manager and Clinical Operations Manager to monitor treatment session times and bed allocation etc. implementing changes accordingly to ensure smooth implementation of client flow
- Identify safeguarding concerns and take appropriate action

#### Team Supervision and Development

- Brief team on a regular basis (medical and nursing) and ensure understanding of all local and corporate
- Develop and implement good nursing practices
- Organise and run development activities for nursing and medical team members
- Recruitment, selection and induction of new team members
- Motivate, train and coach team members and provide feedback on performance to individuals
- Carry out team member appraisals and follow up on outcomes
- Monitor team member performance on an on-going basis and in conjunction with the Centre Manager take corrective action as appropriate
- Maintain absence, training and payroll records and produce monthly reports
- Implement policy and procedural changes in line with the Quality Management System, monitoring and feeding back results to the Centre Manager and Central Support Office

#### Administration

- Ensure client notes, registers, drug control and other records are accurate and complete
- Stock control; monitor stock and usage of supplies, co-ordinate purchasing in accordance with centre needs, ensure records are maintained in accordance with Statutory Regulations and National Care Standards
- Ensure the maintenance and calibration of medical equipment
- Input and retrieve computerised client and team information
- Receive, monitor and check professional registration, indemnity and hepatitis B records for Nursing and Medical teams

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### Quality Management, Health & Safety and Infection Control

- Ensure that National Minimum Care Standards are met; liaise with Care Quality Commission officials as required
- Manage initial client complaints and answer queries
- Undertake quality audits in other MSI centres
- Establish and maintain MSI Quality Management System, BS EN ISO 9002 and implement policy and procedural changes in line with the system
- Contribute to Health and Safety in the centre in accordance with MSI processes and procedures
- Be responsible for Infection Control in the centre, liaising with external Occupational Health Service as necessary

### Safeguarding Leadership

- Responsible for ensuring good safeguarding practice is maintained in line with MSI safeguarding policies
- Reviewing the safeguarding incidents (via Datix or MAXIMS) and ensure that escalation and referrals are completed in a timely fashion.
- Address issues with safeguarding practice on an individual or centre level, and reporting risks to subject matter experts/ executive team
- Providing safeguarding supervision to clinical colleagues
- Ensuring safeguarding competencies are completed for clinical colleagues
- Be a resource of knowledge and information to all staff within their site/area
- Ensuring that Safeguarding Compliance Monitoring Programme is completed quarterly
- Provide assurance on local safeguarding activities to the UK Named Nurse and the Safeguarding Group Meeting.

### Other

- With the Centre Manager, participate in the preparation and implementation of the annual business plan for the centre
- Deputise for the Deputy Centre Manager or Centre Manager during periods of absence
- Maintain own registration and professional standards, in line with Nursing and Midwifery Council guidelines
- Ad hoc project work as directed or required
- Any other reasonable duties as requested by the Centre Manager

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

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