

# Job Description: Vasectomy Clinical Team Leader

General role information	
Job Title:	Vasectomy Clinical Team Leader
Reporting to:	UK Vasectomy Clinical Services Matron
Salary Band:	Band F
Notice period:	3 months
Budget Responsibility?	No
Contract type?	<b>Permanent Full Time</b>
Direct Reports?	Yes
Client facing role?	Yes
Key stakeholders – internal?	UK Head of Vasectomy and Commissioning Services UK Vasectomy Clinical Services Matron MSIUK Vasectomy Team Lead Vasectomy Surgeon Director of Quality and Governance Regional Governance Partner Clinical Director Named Nurse/Midwife for Safeguarding Clinical Education Lead Infection Prevention and Control Nurse Specialist OneCall Clinical Team Manager UK Resourcing Partner Medical Director Director of Nursing Executive Team
Key stakeholders – external?	CCG's, Patients and GP's.
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman and man has the right to make choices about their own body and own future. As one of the world's leading providers of contraception, vasectomy and safe abortion care, we give women and men the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women and men, when</p>	

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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and where they need them. Because when a woman or man can determine their own future, they can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

## The department/team

MSIUK Vasectomy Team

## The role

To ensure the smooth running of the UK Vasectomy sites by: overseeing the Nursing and Vasectomy Care Assistant team; being part of the supervisory team; being the main contact for team issues and concerns; supporting team recruitment, training and supervision; and supporting the Vasectomy management team as required.

## Key Responsibilities

- 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, acting as a positive and enthusiastic role model
- Monitor and enforce standards of client and clinical care, correcting or improving performance where appropriate
- Identify team needs, both permanent and sessional team members, ensuring that learning and competency needs are defined and met, including requirements for the role
- Work with the Clinical Services Matron and Head of Vasectomy to ensure the Vasectomy team is supported and well managed remotely

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- Take an active role in recruitment by anticipating clinic requirements, submitting requisitions and job advertisements, interviewing candidates and completing the recruitment, onboarding and induction process
- Support the Clinical Services Matron in the clinical management of the Vasectomy team, carrying out additional tasks as required- such as auditing, attending meetings and deputising for the CSM in their absence.

## Team Supervision and Development

- Brief team on a regular basis (medical and nursing) and ensure understanding of all local and corporate guidelines
- Develop and implement good nursing practices
- Organise and run development activities for administrative, 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 Clinical Services Matron, take corrective action as appropriate
- Implement policy and procedural changes as required, in line with local and corporate guidelines, acting as a positive role model and ambassador for change

## Administration

- Input and retrieve computerised client and team information
- Receive, monitor and check professional registration, DBS, indemnity and hepatitis B records for the Nursing teams
- Contribute towards managerial documentation and audits as required

## Quality Management, Health & Safety and Infection Control

- Ensure that National Minimum Care Standards are met; liaise with Care Quality Commission officials as required
- Contribute towards initial client complaints and answer queries

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- Undertake quality audits across the Vasectomy sites
- 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
- 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 kept up to date
- Provide assurance on local safeguarding activities to the Clinical Services Matron/Vasectomy Safeguarding Lead, UK Named Nurse and the Safeguarding Group Meeting.

## Other

- Deputise for the Vasectomy Clinical Services Matron 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

## Further develop and shape the new role of Clinical Team Leader in Vasectomy

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.

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## Signature

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

**Full name:**

**Signature:**

**Date:**