



## Job Description

**Job Title:** Medical Centre Lead Clinician

**Reports to:** Head of Welfare

### Job Purpose

The postholder will be based in the Medical Centre at The Duke of York's Royal Military School. They will be responsible for managing a multidisciplinary team to deliver a high standard of healthcare services to approximately 500 full-time boarding students. This role requires operational hours during term-time and collaboration with partner agencies to ensure continuity of healthcare during School holidays, plus dedicated health screenings and care planning for newly enrolled students.

The postholder will lead a team comprising nurses, administrators, a Sport Rehabilitator, and medical escorts to deliver comprehensive health and wellbeing services. These services include, but are not limited to, emergency response, support for students managing long-term conditions, emotional well-being, treatment of minor illnesses, and facilitating the return to sports following accidents or injuries. Additionally, the role involves coordination with primary care providers, acute care providers, and public health services. The Medical Centre Lead Clinician will represent the Medical Centre on both the safeguarding and wellbeing teams, actively participating in decision-making processes to provide targeted support for students identified as needing assistance.

The post holder will be responsible for, but not exclusive of the following:

- Managing the Medical Centre team to provide a service to students which promotes optimum physical, social, and emotional health outcomes.
- Coordinating and undertaking student health assessments, screening, and targeted follow up action.
- Coordinating the planning, delivery, and evaluation of health promotion across the site as the need is identified, the analysis of which being shared with Head of Student Welfare as requested.
- Line Manager responsibility for the Medical Centre multidisciplinary team.
- Ensure high standards of care and practice are maintained by the Medical Centre team.
- Responsibility for the management of practitioner cover at the Medical Centre (e.g. rota; covering expected absence).
- Provide clinical expertise to develop Medical Centre protocols and guidance as required to direct best practice.
- Building positive professional relationships with Medical Centre colleagues, pastoral staff, the wider School community, and partner agencies, to facilitate consistency and continuity of health care provision to the student population.



## Key Responsibilities

### Management

1. Supervise the team, conduct performance appraisals, manage performance, identify training needs, address competency concerns, and handle sickness absence in accordance with policy.
2. Medical Centre staff wellbeing support and signposting for further/ targeted support as appropriate and identified during 1:1 meeting or in response to rising issues.
3. Support team members to develop their professional skills and knowledge; leading Medical Centre service development as it evolves in line with population health needs assessment outcome and national public health drivers.
4. Involvement in the recruitment process of Medical Centre team members and as otherwise requested by the Head of Welfare. This may include review of Job Descriptions.
5. Undertake quality assurance exercises including audit and assessment to evidence safe, consistent practice across the site in relation to health care provision, e.g.: Medication audits in boarding houses.
6. Respond to identified medication incidents, undertaking investigation, and implementing change as required in partnership with the wider School team.
7. Monitor service provision, collation and sharing of data with the Senior Leadership Team as required; identification of areas requiring additional resources/improvement.
8. Advise on the development of Medical Centre protocols and guidance as required to direct best practice.
9. Review of Medical Centre related School Policy on an annual basis or sooner as requested by the Senior Leadership Team.
10. Organising and maintaining current patient group directives in partnership with the local GP surgery regarding the issue of homely remedy medications and emergency adrenaline.
11. Supporting the Head of Welfare in liaising with the local GP service to improve student accessibility to primary care services as per service level agreement (SLA). Review of SLA as required.
12. Manage concerns or complaints raised by parents, School staff or others at local level.
13. Ensure a satisfactory standard of hygiene is maintained throughout the Medical Centre by the whole team.
14. Ensure correct waste disposal guidance is followed regarding the disposal of items including but not limited to clinical waste.
15. Understand and co-ordinate safety processes and guidance within the Medical Centre including response to the threat of an intruder and fire safety procedures.



16. Report any electrical or equipment faults or identified potential hazards to the facilities management team. Ensure follow up to optimise a speedy response to such requests and maintain safety of all in the Medical Centre.
17. Ensure that team members are assessed and reviewed as appropriate for specialist equipment to safely undertake their role according to Health and Safety at work regulations.
18. Represent the Medical Centre team within the wellbeing team, offering support and guidance as required.
19. Oversee the provision of accurate and contemporaneous record keeping by the Medical Centre practitioners. Oversee records of the management of medications kept by boarding house staff.
20. Ensure that medical/health records are kept safely and confidentially in line with General Data Protection Regulations; this includes appropriate archiving of the student records on leaving the School.
21. Oversee regular checks of medical equipment, emergency equipment and stock medications, raising issues arising in the appropriate manner.
22. Oversee the planning of School-based NHS childhood immunisation sessions.

### **Clinical Operational**

1. Assessment of need for students attending the Medical Centre for treatment.
2. Implementation of clinical interventions based on clinical decision-making.
3. Appropriate signposting to primary, acute, or emergency services if necessary.
4. Developing, implementing, and evaluating appropriate programmes of care for the student population as identified on assessment or in partnership with partner agencies.
5. To use the electronic triage system as a tool to give advice and support to the wider School staff team as requested.
6. Chaperone GP during their surgery when on duty as the supporting nurse.
7. To provide tier 1 wellbeing support to students in response to direct request or as an outcome of wellbeing assessment tools having identified the need for support or intervention at this level.
8. To undertake health assessment of new students entering the School roll using health information provided by parents/carers and a face-to-face meeting with students.
9. Undertake wellbeing assessments using an approved tool, and signpost appropriately within the guidance of School policy.
10. Planning, delivery, and evaluation of health promotion to students in line with local and government policy and guidance.
11. Provision of targeted health awareness intervention in response to rising issues, identified within the processes of the School community, to specific groups or individuals. This may be based in a boarding house, Medical Centre, or other suitable location.



12. Support the wider School community to safely and effectively respond to specific health needs of the students in their care with the use of care planning and facilitating training as required.
13. Develop professional relationships with parents/ carers, promoting trust and respect, sharing information with consent as appropriate, in a timely manner.
14. Any duties considered to be relevant to the post including reasonable requests made by the Line Manager, Senior Leadership Team, or Principle.

*The details of this job description are subject to review and amendment in consultation with the post holder.*

## **Person Specification**

### **Essential Skills and Qualifications**

- Registered General Nurse with live NMC registration.
- Experience of leading a team.
- A minimum of 5 years post registration experience.
- Excellent communication skills.
- Experience of performance appraisal and supervision.

### **Desirable Experience/Skills**

- Specialist Community Public Health (SN) qualification.
- Experience of managing a multidisciplinary team.
- Clinical and professional managerial ability, leadership, communication, and organisational skills.
- Diploma in Chronic Health Conditions e.g., asthma
- Experience of working in an emergency environment (Urgent treatment Centre/A&E department).
- Experience of working with young people.
- Ability to work autonomously at senior level within an organisation.
- Excellent clinical skills.
- Experience of working in a boarding School environment.
- Evidence / understanding of wellbeing / mental health needs of young people.

**Health & Safety**

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

**Equal Opportunities**

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

**Safeguarding Children**

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The post holder will work 37.50 hours per week which will vary on a rota basis according to the School's termly needs. Shifts may range from 0700 – 2200 Monday to Sunday. This is a term-time-only post based on 40 weeks of the year, which includes 2 weeks of holiday-working to be utilised effectively to ensure continued service delivery for the Medical Centre.

The starting salary for this role is DOYRMS Band 10 (NHS Equivalent Band 7), £45,670 FTE. The pro rata salary is £35,036 per annum, rising to £40,319 (pro rata) through performance management and appraisal.