COVID-19 Vaccination Programme: Workforce and Training Workstream

Job Description Nursing Manager Band 8a – Cover Sheet

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| **Sponsor: Workforce Workstream** | **Date: 18/11/2020** |  |
| **Executive Summary:** | **This paper is for (delete as appropriate):** |  |
| *This document provides the HR signed-off job description for the new role created to enable the delivery of the COVID Vaccination Programme – Band 8a Nursing Manager.* | **Approval** – *To formally receive and discuss a report and approve its recommendations OR a particular course of action* |  |
| **Receipt** – *To discuss, in depth, a report noting its implications for the programme without formally approving it* |  |
| **Note** – *For the intelligence of the Group without the in-depth discussion as above* | ✓ |
| **Assurance** – *To reassure the Group that controls and assurances are in place* |  |
| **Reason for Consideration and Previous Consideration:** | **Risks:** |  |
| *Updated version control.* | *N/A* |  |
| **Financial / Commercial Implications:** | **Equality, Diversity and Inclusion Impact:** |  |
| *N/A* | *N/A* |  |

**Job description and person specification**

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| **Position** | | | | |
| **Job title** | **Clinical Nursing Manager** | **Region** | | **RDUH Plymouth** |
| **Pay band** | **AFC Band 8a** | **Responsible to** | | **Operational Lead Nurse** |
| **Salary** | AFC Band 8a (£45,753 - £51,668) | **Accountable to** | | **Operational Lead Nurse** |
| **Tenure** | Fixed Term Contract to March 2025 | **Responsible for** | | Responsible for day to day work assigned to Plymouth City and the surrounding area. |
| **Funding**  **Arrangements** | Programme Funded | **Base** | | **Home Park Plymouth** |
| **Service and Team** | | **About the role** | | |
| *This role forms an integral part of mass vaccination delivery within Plymouth City and the surrounding areas* | | | As a Nursing Manager, the post holder will work as leader of a dynamic team in delivering a safe and effective service for the mass delivery of vaccinations and Vaccination Outreach service    The post holder will be responsible for clinical oversight of multiple vaccination and post-vaccination observation pods within a mass vaccination site. In particular, the post holder will be responsible for:     * Coordination and oversight of screening and vaccination delivery   • Provision of adequate leadership and support to all staff and citizens.   * Clinical escalations of clinical supervisors, clinical assessors and vaccination staff. * Clinical review of patient safety conditions and identification of potential clinical risks and concerns. * Ensuring the effective delivery of care including undertaking specialist procedure, providing specialist advice, structured education and ongoing support to the site staff and the patients. | |

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| **Key Job specifics and responsibilities** | **Key accountabilities** |
| **Responsibilities for direct/indirect patient care**     * Required to work with no supervision. * Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication. * Use specialist knowledge and expertise to assess, plan and implement care interventions for patients.     **Responsibilities for policy and service development implementation**     * Observe infection control procedures. * Ensures that all NHS statutory & mandatory training is kept up to date. Attends all mandatory training as needed. This includes Basic Life Support, Anaphylaxis. * Follow local and national policy making comments on proposals for change. * Act as a mentor or respond to any escalations or queries from more junior staff. * Support staff in the provision of care including training in the use of site protocols for implementing safe delivery of the service. * Act as a coach and mentor to more junior staff. * Participate in developing specialist policies and procedures to ensure the effective delivery of care.     **Responsibilities for financial and physical resources**     * Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order. * Ensure vaccine, stationery and health promotion resources are ordered and monitored appropriately. * Corporate responsibility for the financial resources and physical assets of the vaccination site. * Responsible for ensuring that patients have adequate equipment supplies. | **Role Specific**   * Responsible for overseeing the clinical activity for the clinical assessment, vaccination and post-vaccination observation area. * Ensure a consistently resilient, high quality process of delivering vaccinations. * Lead the clinical specialty providing leadership, development and governance in relation to the clinical area and supporting other clinicians regarding patient treatment and management. * Clinical review of patient safety conditions and identification of potential clinical risks and concerns. * Ensure that the vaccination site meets the needs of all eligible people, is provided to the highest level of quality, safety and efficiency, meets the minimum standards and strive for excellence, and ensures equity of access and uptake. * Implement strategies and plans to support continuous improvement and delivery of the programme. * Act as key liaison person to all parties involved. * Develop and maintain relationships with all relevant stakeholders and service providers including PHE health protection services, quality assurance teams, and local authority colleagues to ensure seamless programme delivery. * Monitor uptake and identify inequalities in screening and vaccination uptake particularly in relation to social class, ethnicity, special need, and develop and implement plans to reduce inequality. * Ensure that expert clinical and public health advice is provided to the public through an appropriate provider. * Ensure that systems and protocols are in place for the identification, response and evaluation of untoward incidents and that all relevant stakeholders understand these. * Provide highly specialist assessment, diagnosis, treatment and advice to patients and their carers. * Communicate effectively and build relationships with colleagues across the site and key external stakeholder organisations. |

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| **Responsibilities for human resources (including training)**     * Provide all staff with appropriate leadership, support and opportunities for training to undertake their jobs satisfactorily, including mandatory training. * Support clinical supervisors to ensure training, competence and induction of staff is completed. * Oversight of workforce to ensure sufficient supply of local staff to pods. * Management of complaints, concerns and compliments. * Improve and maintain personal and professional development by participating in in-house forums, clinical meetings and clinical supervision and support the development of others by acting as a mentor and role model. * Attend statutory and mandatory training in compliance with national requirements. * Understand current and emerging factors related to workplace health and the issues. * Work with the clinical supervisor’s managers to allocate and support the voluntary staff assigned to support the running of the service including drivers, stewarding, security and other support roles. * Take collective responsibility for operational performance, quality of care and health outcomes. * Create and sustain robust cross-organisational arrangements to tackle the system challenges. * Ensuring necessary capability, resources and capacity are identified, made available to achieve the objectives and are utilised as intended. * Ensuring the service delivered is responsive, meets qualitative and quantitative standards facing those working to deliver health services to the UK population. * Have an awareness of policies and procedures that affect the management of staff. * Involved in the induction and supervision of new and existing staff, and clinical supervisor to named staff within the team. * Mentor other staff frequently. | **Behaviour / Ways of working / Work approach**     * Manage and prioritise own workload. * Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships. * Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed. * Display good analytical ability and sound decision making in changing clinical situations. Develop insight into evidence underpinning care. * Demonstrate ability to assess, plan, implement and evaluate the needs of patients. * Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately. * Be a confident and competent computer user with good IT skills and experience of using applications such as Outlook, Word, Excel. * Provide skilled, evidence-based care which adheres to agreed policies and procedures.     **Patient Safety and Clinical Governance**     * Use risk assessments to keep the patients as safe as possible. * Ensure the centre and national policies including Patient Group Directions (PGD’s) and national protocols or standard operating procedures (SOPs) are followed. These include SOPs on the safe storage, administration and disposal of the vaccine. * Assist in the monitoring and maintenance of the health, safety and security of self and others in work area. * Assist in the identification and assessment risks in work activities. * Practise in accordance with the professional, ethical and legal codes of the site and its protocols and guidelines. * Work with team to maintain high standards of infection control in the clinical area and a well-maintained department environment. * Actively promote diversity and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression. * Ensure that the practice complies with Data Protection/ Confidentiality/ |

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| **Responsibilities for information resources (including systems access)**     * Effectively use IT support systems to enhance direct and indirect care delivery. * Use of an electronic patient record system. * Submit accurate and timely activity data as required.     **Freedom to act**     * Within the nursing speciality will plan workload using guidance, policies and Professional Code of Conduct in accordance with the needs of the patients. * To use own judgement to define day to day work priorities. * Interpret overall health service policy and strategy. * Act with minimal guidelines and set goals and standards for others.     **Physical effort**     * Manual handling of equipment (e.g. records, vaccination equipment). * Frequent requirement to exert moderate physical effort (walking, standing up). * Sit moderate periods in the office when using visual Display Units / writing records / correspondence. * Lift and carry patient records and equipment daily.     **Mental effort**     * Frequent requirement for intense concentration. * Work pattern altering to meet service need and prioritising work issues accordingly with changes faced.     **Emotional effort**     * Occasional need to cope with difficult emotional situations. * Occasional exposure to aggressive patients and family members. | •  •  • | Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies (NMC, GPhC, HCPC and others).  Safeguard people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary.  Reflect on everyday practice to identify areas where improvements in safety or quality can be made.  Maintain compliance with staff mandatory training requirements. |
| **Organisational structure** | | |
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|  | **Person specification** |  |  |  |
| **Criteria** |  | **Essential** | **Desirable** | **Evidence\*** |
| **Knowledge, Training and experience** | * Educated to a graduate or equivalent level of experience of working at a * senior level in specialist area. * 1st level RN/RMN/RNLD with considerable experience of working at * management level within the NHS * Extensive knowledge of specialist areas acquired through post graduate diploma * or equivalent experience or training plus further specialist knowledge or * experience to master’s level equivalent * Evidence of post qualifying and continuing professional development * Must have an understanding of the background to and aims of current * healthcare policy and appreciate the implications of this on engagement * Should have an appreciation of the relationship between the Department of * Health, NHS England, Clinical Commissioning Groups and Commissioning Support Units * Member of relevant professional body. | √    √  √    √  √    √      √  √ |  | A/I    A/I  A/I    A/I  A/I    A/I      A/I  A/I |
| **Skills**  **Capabilities &**  **Attributes** | Must be able to provide and receive specialist, highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups  Negotiate on difficult and controversial issues including performance and change  Problem solving skills and ability to respond to sudden unexpected demands  Ability to analyse complex facts and situations and develop a range of options  Takes decisions on difficult and contentious issues where there may be a number | √    √  √ |  | A/I    A/I  A/I |

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|  | of courses of action.  Strategic thinking – ability to anticipate and resolve problems before they arise Demonstrated capability to plan over short, medium and long -term timeframes and adjust plans and resource requirements accordingly  Must be able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals  Must be able to use initiative to decide relevant actions and make  recommendations to Sponsor/ Manager, with the aim of improving deliverables and compliance to policies.  Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales  Experience of identifying and interpreting National policy.  Experience of researching best practice (globally, private and public sector), interpreting its relevance and processes/ practices which could be implemented successfully to achieve system reform (advising on policy implementation) Working knowledge of Microsoft Office with intermediate keyboard skills. Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems  Previously responsible for a budget, involved in budget setting and working knowledge of financial processes  Used to working in a busy environment Adaptability, flexibility and ability to cope with uncertainty and change  Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions  Professional calm and efficient manner  Effective organizer, influencer and networker  Demonstrates a strong desire to improve performance and make a difference by focusing on goals. Completer/Finisher | √  √    √      √      √    √  √      √  √      √    √    √    √  √  √    √  √ |  | A/I  A/I    A/I      A/I      A/I    A/I  A/I      A/I  A/I      A/I    A/I    A/I    A/I  A/I  A/I    A/I  A/I |
| **Values and Behaviours** | Work in partnership with others and as part of cross directorate teams to deliver successful outcomes  Provide leadership and management support to the staff working within each team, giving feedback on engagement and performance to their line managers as appropriate  Support the organisational ways of working, model its values and champion the NHS constitution | √      √ |  | A/I      A/I |
|  | Actively support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring  Ensure regular and productive communications with staff Ensure the health and safety and wellbeing of all staff within the department  Ensure compliance with all confidentiality and governance requirements within the department  Adhere to the NHS managers code of conduct and any other relevant professional codes of conduct | √    √    √  √      √ |  | A/I    A/I    A/I  A/I      A/I |

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| \* Evidence will take place with reference to the following information: | |
| **A** | Application form |
| **I** | Interview |
| **T** | Test or Assessment |
| **C** | Certificate |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | O |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  | M |  |
| Driving | Y |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort |  |  |  | M |  |
| Mental Effort |  |  |  | M |  |
| Emotional Effort |  |  |  | M |  |
| Working in isolation |  |  | O |  |  |
| Challenging behaviour |  |  |  | M |  |