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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Clinical Nurse Manager for Staffing |
| **Reports to** | Clinical Matron |
| **Band** | 7 |
| **Department/Directorate** | Medical Services Division |

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| **JOB PURPOSE** | | |
| The overall job purpose of the Clinical Nurse Manager is to have responsibility for leading and coordinating the clinical, managerial and educational requirements of a defined clinical area, in this instance the nurse staffing across the division.  As a leader s/he will act as an expert resource and role model for the ward teams to support them in the delivery of effective care. The Clinical Nurse Manager will be responsible for ensuring a safe environment in which all patients and carers receive a high standard of care and where safe staffing levels are maintained at all times.  The job holder will be responsible for ensuring safe deployment of resources to meet and comply with professional nursing standards, governance, quality and patient safety within the budget set. Their role will encompass the redeployment of both bank and agency staff and will support the reduction in temporary staffing requirements for the whole division. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| Ward nursing, care and ancillary staff  Clinical Matrons  Consultants  Junior Doctors  Allied Health Professionals  Admin Staff  Site Management  Assistant Director of Nursing  On-call senior nurses  Central bank team | | |
| **ORGANISATIONAL CHART** | | |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| * To be visible and accessible in the clinical area to the clinical team, patients and service users. * To ensure nurse staffing is responsive to the needs of patients and their Carers ensuring compassionate care which recognises privacy, dignity and diversity. * An expert practitioner who liaises, guides and advises the multidisciplinary team and external agencies in the provision of optimum patient care. * Lead and oversee the safe staffing of all clinical areas within the medical division. * Liaise with on-call teams at the end of each day, to handover a safe staffing plan for the night shift * Work in close collaboration with the chair of the staffing meeting, CNMs from other divisions and the central bank team to support staffing across the Trust where required * Follow Trust Policies and ensure all practice is within the Trust guidelines. * Acting as a role model, employ professional behaviour that encourages and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles. * As part of their development, assists on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects. This may include deputising for the Clinical Matron. | | |
| **CARE MANAGEMENT** | | |
| * Leads and participates in the provision of safe staffing across the medical division, planning, implementing and evaluation in accordance with Trust Policy. * Ensures that safe nurse staffing is delivered across all clinical areas in a fair and consistent manner. * Acts as a role model in terms of health promotion and health education for both staff and patients. * Constantly evaluates nurse staffing in order to promote current research-based practice. * Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the Ward/Department immediately. | | |
| **QUALITY AND SAFETY SET** | | |
| * Sets, monitors and develops safe standards of care. * Acts as a change initiator/agent when a need to change practice in order to improve safety or quality has been identified. * Monitoring and maintaining all quality systems and processes within own work area ensuring all Divisional and Trust reporting requirements are met. * Setting and maintaining high standards of nursing care reflecting evidence-based practice. * Encourage a culture of openness ensuring staff report incidents and concerns and these are investigated and learning is shared and implemented. * Where appropriate, deal with concerns and complaints from patients and others openly and honestly ensuring the Trust’s Complaints Policy is followed. | | |
| **PROFESSIONAL CODES** | | |
| * Works within the NMC Code. * Is aware of their accountability and limitations. * Identifies gaps in own professional development and takes steps to address these. | | |
| **INFORMATION MANAGEMENT** | | |
| * Keep clear, concise records in terms of staffing decisions and staff redeployment, temporary or permanent in order to have an audit trail * Ensures that accurate information is delivered to staff, in relation to nurse staffing and Trust operational status; and feed back to the Clinical Matron any relevant issues. * Maintains effective communications systems and constantly seeks to improve such systems where appropriate. | | |
| **FINANCIAL MANAGEMENT** | | |
| * Ensure successful financial management of all appropriate areas of responsibility by managing within budgets, contributing to cost improvement programmes, specifically the reduction in bank and agency usage across the division * Attend monthly management meetings with other CNMs and Clinical Matrons to identify areas of concern or good management. | | |
| **OTHER RESPONSIBILITIES** | | |
| * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling. * To contribute to and work within a safe working environment. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection. * As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection. * This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **GENERAL** | | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | | |
| **POST** | Clinical Nurse Manager | |
| **BAND** | 7 | |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/SPECIAL TRAINING**  First Level Registered Nurse (or relevant professional registration)  Broad clinical experience relevant to the post, diploma level specialist training and experience in the designated area  Experience of leading clinical teams at band 6 or equivalent  Evidence of a Masters degree or equivalent experience | **E**  **E**  **E**  **E** |  |
| **KNOWLEDGE/SKILLS**  Ability to deploy a ward team effectively  Specialist nursing knowledge of the Ward/Department Speciality  Ability to apply research findings and support evidence based practice  Ability to manage a budget  A fundamental understanding of Human Resource systems and processes  Excellent Communication Skills  A commitment to excellence in patient care | **E**  **E**  **E**  **E** | **D**  **D**  **D** |
| **PERSONAL ATTRIBUTES**  A commitment to patient centred compassionate care  Excellent interpersonal skills  Flexible and adaptable to change  Commitment to openness, honesty and integrity | **E**  **E**  **E**  **E** |  |
| **EXPERIENCE**  Demonstrable experience of leadership and management of a clinical team  Evidence of leading change in clinical practice  Experience of standard setting and audit | **E**  **E**  **E** |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
|  | | | | | |
| **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 |  |  |  |  |
|  | |  |  |  |  |
| **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 |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | N |  |  |  |  |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |