



Royal Devon and Exeter
NHS Foundation Trust

“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”

JOB DETAILS

Job Title	Clinical Nurse Manager – SDEC & Triage
Reports to	Clinical Matron
Band	7
Department/Directorate	Acute Medical Unit, Medicine Division

JOB PURPOSE

The overall job purpose of the Clinical Nurse Manager is to have continuous 24-hour responsibility for leading and coordinating the clinical, managerial and educational requirements of a defined clinical area.

The Clinical Nurse Manager will be responsible for setting, maintaining and where needed improving the standards of care and ensuring these are monitored 24 hours a day.

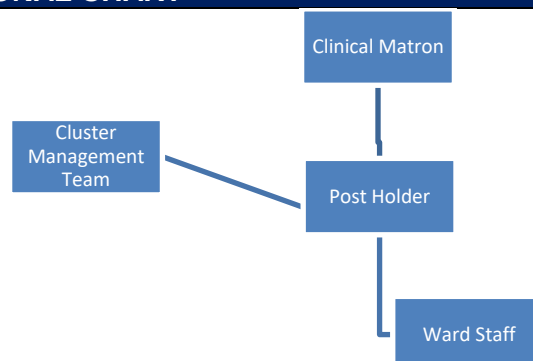
As a leader s/he will act as an expert resource and role model for the ward team to support them in the delivery of effective care. The Clinical Nurse Manager will be responsible for ensuring a good environment in which all patients and carers receive a high standard of care which is compassionate and takes account of their individual needs and wishes.

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.

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

ORGANISATIONAL CHART



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 the environment and ward processes are responsive to the needs of patients and their Carers ensuring compassionate care which recognises privacy, dignity and diversity.
- As leader of a defined clinical area and an expert practitioner, liaise, guide and advise the multidisciplinary team and external agencies in the provision of optimum patient care.
- Lead and oversee the delivery of nursing care.
- Gives guidance and feedback to staff on their performance on a day to day basis and formally through PDR. Identifies training needs and initiates development programmes.
- Continually monitors the quality of nursing care to agreed standards and implement change as necessary.
- Actively participates in the Cluster Management Team ensuring their Ward/Department is represented.
- 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 his/her development, assist on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects. This includes deputising for the Clinical Matron.

CARE MANAGEMENT

- Leads and participates in the provision of nursing care in terms of assessment, planning, implementing and evaluation in accordance with Trust Policy.
- Ensure that care is delivered in style appropriate to the patients' needs.
- Acts as a role model in terms of health promotion and health education for both staff and patients.
- Constantly evaluates nursing care 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

- Set, monitor and develop 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.

- Deal with concerns and complaints from patients and others openly and honestly ensuring the Trust's Complaints Policy is followed.
- Manage the Ward Roster to ensure the day to day staffing numbers are safe and escalate any concerns.

PROFESSIONAL CODES

- Works within the NMC Code.
- Is aware of his/her accountability and limitations.
- Identifies gaps in own professional development and takes steps to address these.

INFORMATION MANAGEMENT

- Keep clear, concise records in terms of patient documentation, staff records and own portfolio.
- Conducts ward meetings and ensure that accurate information is delivered to staff 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, complying with all Trust financial rules and effectively managing charitable funds.
- Attend monthly management meetings with Cluster Manager and Clinical Matron 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

PERSON SPECIFICATION

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

		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					
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				

