**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job Title: Clinical Matron**

**Band: 8A**

**Accountable to: Deputy Head of Midwifery and Gynaecology**

**Professionally to: Head of Midwifery**

**Department/Directorate: Maternity**

1. **PURPOSE**

The overall job purpose of the Clinical Matron is to have continuous 24 hour responsibility for leading and co-ordinating the clinical, managerial and educational requirements of a defined complex clinical area.

The Clinical Matron will be responsible for setting, maintaining and where needed improving the standards of care and ensuring these are monitored 24 hours a day. To support the service in the clinical governance and risk management agenda, the post holder will ensure that strategies are implemented to achieve and provide safe and quality care within Maternity Services.

The post holder will provide a key link between Maternity Services, the Divisional Governance Teams and the Corporate Governance Team.

As a leader s/he will act as an expert resource and role model for the team within their service to support them in the delivery of effective care. The Clinical Matron 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 Clinical Matron will be responsible for ensuring safe deployment of resources to meet and comply with professional midwifery standards, governance, quality and patient safety within the budget set.

1. **DIMENSIONS/KEY WORKING RELATIONS**

Key Working Relationships:

Deputy Head of Midwifery and Gynaecology

Specialist Midwives

Ward Midwifery Staff, care and ancillary staff

Matrons

Head of Midwifery

Consultant Obstetric Staff

Doctors

Allied Health Professionals

**ORGANISATIONAL CHART**:

Associate Director of Midwifery/Nursing

Deputy Head of Midwifery/Gynaecology

Governance Leads

**Cluster Management Team**

Clinical Matron

Ward matrons and/or Specialist Midwives

Denotes Line Management Accountability

Denotes Reporting Accountability

\_\_\_\_\_\_ Denotes Line Management Accountability

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1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Leadership and Professional Standards**

* To act as an expert clinical leader providing leadership and advice in a defined area of responsibility – Maternity
* To be visible and accessible across the fined clinical service to the clinical team, patients and service users.
* To ensure the environment and processes are responsive to the needs of patients and their carers ensuring compassionate care which recognises privacy, dignity and diversity.
* As manager of a complex clinical service and an expert practitioner, liaise, negotiate, motivate, guide and advise the multi-disciplinary team and external agencies in the provision of optimum patient care.
* Lead and oversee the delivery of midwifery and nursing care across their service.
* 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.
* Functions as part of the Cluster Management Team.
* Follow Trust Policies and ensure all practice is within the Trust guidelines.
* Acting as a role model, employ professional behaviour that encourages, motivates and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles.
* Ensure that care is delivered in style appropriate to the patients’ needs.
* To manage discreet projects across the Cluster as requested.
* 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 clinical service immediately.
* To deputise for the Head of Midwifery as requested.
* To be part of the Midwifery Managers on call rota.

**Quality and Safety**

* 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 area ensuring all Divisional and Trust reporting requirements are met.
* Setting and maintaining high standards of 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.
* Lead and respond to informal and formal concerns and complaints from patients and others openly and honestly ensuring the Trust’s Complaints Policy is followed.
* Ensure the day to day staffing numbers across Maternity Services are safely maintained and if closure is being considered.
* Ensure staffs carry out safeguarding children responsibilities.

**Staff Management**

* Ensure Trust Policy is followed in the Recruitment/Selection and Development and on-going management of staff within the speciality including disciplinary and grievances.
* Monitor staff competence including essential training and take steps to remedy any identified deficits.
* Set standards of acceptable behaviour for staff and make these explicit at recruitment and intervene where these are not met.
* Lead and respond to sickness/performance/capability investigations and hearings.

**Professional Codes**

* Works within the NMC code and Midwives Rules and Standards.
* 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.
* Ensure that accurate information is delivered to staff and feedback to the Deputy Head of Midwifery any relevant issues.
* Maintains effective communication systems and constantly seeks to improve such systems where appropriate.
* Act as asset owner as required.

**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 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, i.e. Fire, Manual Handling.
* To contribute to and work within 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.

**THE TRUST – PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we service. 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.

**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, the Trust reserves 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.

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.



**PERSON SPECIFICATION**

**POST: Clinical Matron – maternity**

**BAND: 8A**

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| **REQUIREMENTS** | **At Recruitment** | **At 2ND KSF Gateway** |
| **QUALIFICATIONS/TRAINING**   * First Level Registered Midwife * Masters level qualification or equivalent experience * Clinical experience relevant to the post, diploma level specialist training and experience in the designated area * Current experience of leading midwifery teams at Band 7 or equivalent | E  E  E  E | E  E  E  E |
| **KNOWLEDGE/SKILLS**   * Ability to deploy a team effectively * Expert midwifery knowledge * Ability to apply research findings and support evidence based practice * Ability to manage a budget * An understanding of Human Resource systems and processes * Excellent communication skills * Proven ability to analyse complex problems and to develop and successfully implement practical and workable solutions to address them * Influencing skills with the ability to enthuse, motivate and involve individuals and teams * A commitment to excellence in patient care * Keyboard skills | E  E  D  D  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**   * Extensive experience in the relevant specialist area * Demonstrable recent 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  D | E  E  E  E |
| **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 | E  E  E  E |
| **OTHER REQUIREMENTS**  **Contribute to on call component of role** |  |  |