

JOB DESCRIPTION

JOB TITLE: Clinical Nurse Manager
RESPONSIBLE TO: Registered Home Manager
RESPONSIBLE FOR: All nursing and care staff
LOCATION: [Insert Name of Home]

Exemplar Health Care Values:

- Our enthusiasm
- Our perseverance
- Our willingness to challenge
- Our desire to improve the lives of others

We provide specialist nurse-led care for adults with complex needs arising from enduring mental ill-health, neuro-disability, profound learning disability and autism, brain injury and stroke. .

Our mission is to make every day better for every one we care for and work with. At Exemplar, we enhance the lives of our services users, families and staff by providing everyone with the opportunity to develop, grow and reach their potential - irrespective of health or ability.

JOB SUMMARY

To provide strong leadership to the nursing and care team, supporting the Registered Home Manager in the planning and implementation of quality nursing care, including evidence-based practice. Ensure the highest quality, professional and safe delivery of care to the service users. To deputise in the absence of the Registered Home Manager and be accountable for operational management of the service in liaison with the Operations Manager.

The post holder is a registered nurse who, acting within the scope of professional boundaries will provide physical and mental health care for service users in the service. They will provide clinical operational accountability and direction to the nursing team in demonstrating safe clinical decision-making and expert care for service users within a specialist health setting. The post holder is expected to work collaboratively with all members of the Multi-disciplinary team to meet the needs of service users, promote recovery based intervention and support clinical quality improvement and development strategies. The post holder will work within their scope of practice and in accordance with local policies, NMC and NICE guidance.

KEY RESPONSIBILITIES

- To be accountable for the implementation of all clinical documentation ensuring that a high standard of record keeping and support planning is maintained.
- To organise and supervise nursing and care staff to safely deliver care promoting at all times the high standards expected by Exemplar health care.
- Ensure the delivery of an evidenced based service user-focused clinical support service in an efficient, cost effective manner consistent with the overall objectives of Exemplar Health Care.
- develop and sustain positive relationships with families, friends and visitors of service users.

- maintain positive relationships with other professionals visiting the service and maintain regular communication with care co-ordinators, commissioners and other referral agents.
- act as a resource/mentor to clinical staff in addressing clinical, ethical, workload and other issues as required
- ensure that correct accident and incident reporting procedures are followed in line with internal governance procedures and process.
- Ensure the timely completion of clinical statistics and data which feed into corporate level governance. Review this data and identify trends or concerns and take corrective action.
- assist in creating a positive culture which fosters positive engagement and attitudes in staff and effective collaborative relationships with service user.
- Chair the local governance meeting and ensure that detailed minutes and action plan are kept which are used to steer clinical develop in the service
- Demonstrate a comprehensive understanding and working knowledge of the Care Standards Act 2000, as amended by the Health and Social Care Act 2012.
- Demonstrate a comprehensive understanding of the CQC five domains, KLOE framework and particular knowledge of ratings for 'good' and 'outstanding'.
- Recognise the importance of correct staffing levels, to report any shortfalls to the Registered Home Manager and to assist in the effective cover of the service for short-notice staff absence and sickness where other suitable cover cannot be found.

Clinical Leadership and Support responsibilities

- Provide a visible presence on the units providing an ability for staff, service users family to raise issues and insights, be listened to and directly responded to in an engaging manner.
- Using a supportive and devolved management approach ensure that nurses and unit managers are supported to an appropriate level in the development of their teams and their service
- Ensure that clinical practice is developed and delivered by staff based on evidence-based research and recognised clinical philosophy, models and frameworks
- Demonstrate that clinical practice is underpinned by clear clinical theory and based on an eclectic mix of therapeutic tools and intervention strategies.
- Be accountable for ensuring that a programme of meaningful therapeutic activity is being delivered, ensuring that 'every contact counts'
- Ensure with line managers that systems are in place for professional registration, revalidation, appraisal, continuous professional development, supervision and performance management of clinical teams
- Conduct regular clinical audits and take responsibility for any action arising from the audit.
- Select, interview, and develop staff to ensure the right skills and experience mix to meet current service user need.
- Develop, monitor and review clinical policies and procedures
- Manage clinical resources and equipment
- Facilitate training on a range of clinical subjects which help to increase the skills and competence amongst the nursing team
- Maintain a level of clinical competence which enables the post holder to actively participate in discussions relating to care to service users with external and internal professionals.

Health and Safety

As an employee of Exemplar Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

Conduct and Competency

- maintain confidentiality and a high professional standard in service user care at all times.
- act in accordance with the NMC Code of Conduct and other professional or legal frameworks
- follow company policies and procedures and maintain up-to-date skills and knowledge through participation in continuing practice development.
- respect the individuality, values, cultural and religious diversity of service users ensuring one’s own practice is sensitive to these factors, and contributes to the provision of a culturally competent service.
- be alert to potential ethical dilemmas and sensitive situations, discussing these with colleagues, seeking guidance as necessary, and recognizing limits of own experience knowledge and competence.
- review and reflect on own practice and performance through effective use of supervision.
- keep a record of training and development activities for own revalidation.

This job description is not exhaustive and is subject to regular review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description

Name of Post holder:

Signature:

Date: