

## **JOB DESCRIPTION**

**JOB TITLE: Unit Manager / Senior Nurse**

**RESPONSIBLE TO: Clinical Nurse Manager**

**RESPONSIBLE FOR: Nurses and Support Workers**

### **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**

Clinical - to promote and maintain clinical standards within the unit in the home to the satisfaction of the Company and relevant statutory bodies

Resource Management - to utilise all company resources in a manner which achieves customer satisfaction and cost effectiveness

General Management - to provide complementary, competent and effective general management support and cover

### **Key Responsibilities**

#### **Clinical Responsibilities**

- Assess client care requirements including pre-admission, admission, daily life and discharge/transfer.
- Plan care within the agreed framework

- Supervise and provide direct care to all clients
- Maintain and develop positive professional relationships with internal departments and outside agencies, professional and statutory bodies, to promote an effective working relationship which aims to enhance the quality of life of the client
- Contribute positively to the setting and development of measurable standards of care, relevant to the individual, and participate in the introduction and maintenance of such strategies.
- Maintain and develop a framework for clinical governance.
- Provide safe and effective process for the ordering, handling, storage, administration, recording and disposal of drugs.
- Maintain and uphold the NMC Code of Professional Conduct and other NMC professional practices
- Monitor and develop company policies to maintain compliance to current research and legislation.
- In accordance with the *Health & Social Care Act 2008*, the post holder will actively participate in the prevention and control of infection within the capacity of their role

#### **Resource Management Responsibilities**

- Provide cost-effective and safe deployment of manpower resources in accordance with client need within company policy and statutory requirements
- Maintain, participate and administrate an effective on-call system which supports the nurse in charge on duty in the event of emergency
- Maintain and develop the framework for supervision for all grades of nursing and care staff.
- Maintain and promote a system of both professional and personal development for all staff, which includes mandatory training. Provide training plans and records of all training
- Ensure clinical equipment is maintained and any defect reported to the appropriate person
- Maintain cost-effective controls of all clinical supplies, to include ordering, storage, stock rotation and correct usage

#### **General Management Responsibilities**

- Deputise for the Registered Manager/Care Manager in his/her absence
- Participate in staff recruitment, selection and retention
- Participate in the marketing of the home, and assist in maintaining the homes reputation and professional standing.
- Develop and maintain own professional network
- Work within budgetary guidelines and contribute to future strategic planning

#### **Other Responsibilities**

- Report all compliments, comments and/ or complaints.
- Attend statutory training.
- Secure clients and Company's property and premises.
- Report any defects, damage, theft, breakages or hazards.

- Carry out all other duties as will, from time to time, be directed.
- Carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, clients and other persons in the home.

### **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.

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: .....