

Clinical Nurse Manager

Service: Foundation wide

Responsible to: Director of Education

Salary: £56,000- £61,000

Job Purpose

To provide professional and clinical leadership for nurses employed within the Foundation and support the service delivery of each of the individual service's that have nurses employed in them

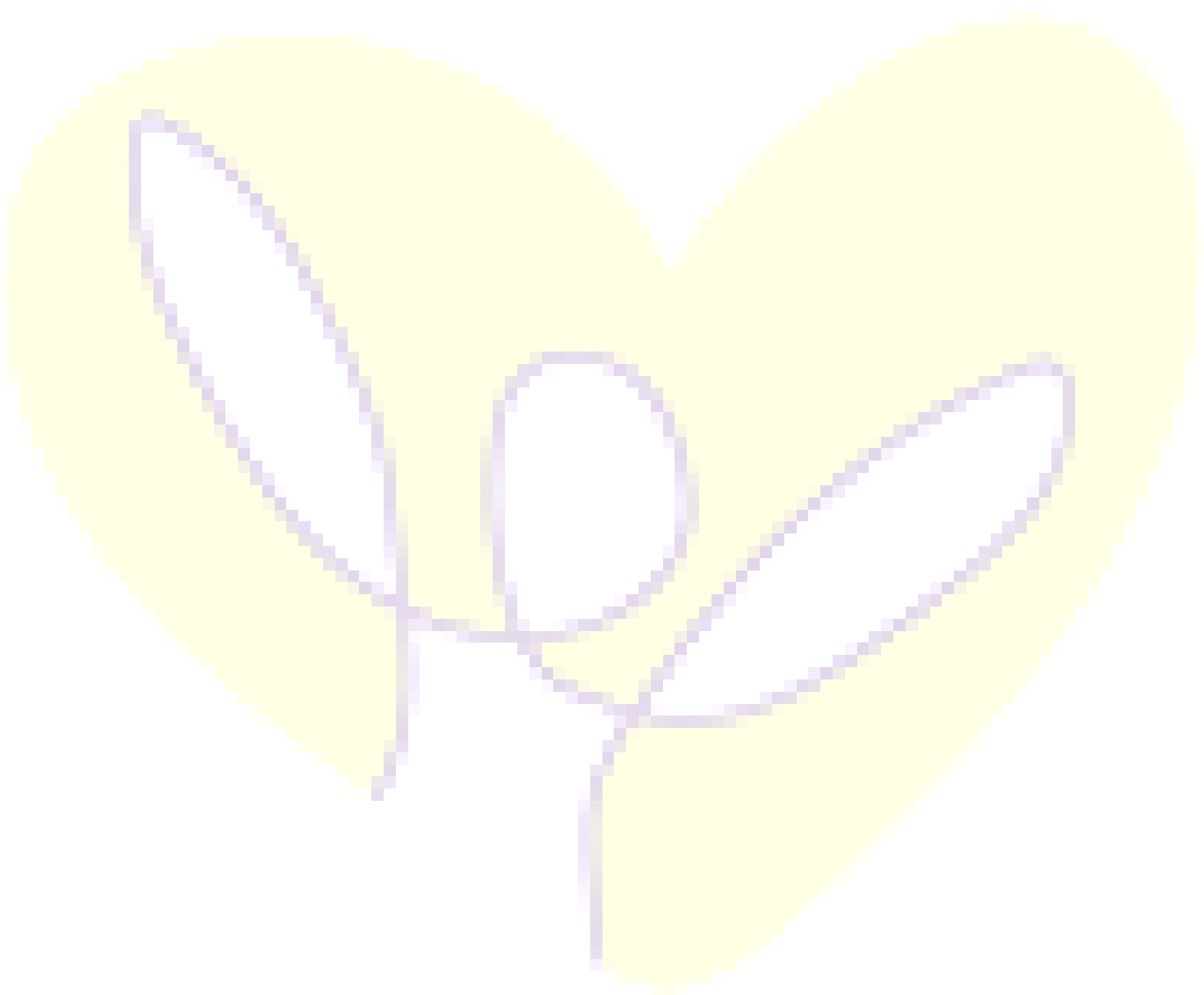
To do this by ensuring that safe and effective quality of care is delivered within the resources available whilst ensuring that the environment is organised to meet the needs of the individuals who use our services by enhancing their experience, and supporting staff to meet the Foundation's objectives

Duties

- Line management responsibility for, the nurses in the services in the Foundation that employ nurses, including carrying out clinical supervisions and annual performance development reviews.
- Provide clinical and professional leadership to nurses working across the Foundation, motivating and empowering others
- Set standards in conjunction with the Executive Team which aim to strive for excellence in all nursing practice to deliver exceptional care to those who use our services
- Provide operational leadership to inspire and motivate nurses and quality assure delivery of care and clinical standards in line with the Foundation's, and nationally recognised, policies and practices
- Review and establish workforce planning and decision-making which will be underpinned by professional nursing knowledge and experience
- Work with others in relation to financial budgets, corporate (HR) plans and health/wellbeing of children and adults so that operational delivery of the nursing workforce is safe and effective
- Manage and take accountability for the nursing budget, if necessary, and take part in reviewing fee packages as appropriate
- Lead and contribute to the visibility, ownership and delivery of appropriate strategic programs and ensure that relevant clinical practice is reflected within these
- Identify and promote priority areas for actions
- Take accountability for appropriate clinical policies and procedures within the Foundation

- Create an approved risk management plan which will include a robust escalation process to enable nursing staff to see the escalation process which will provide mitigation with clear procedures to address severe and recurrent risks
- Using national reports and campaigns to drive Foundation-wide action plans
- Lead on the development and implementation of education and development programs
- Be responsible for developing own skills, knowledge and contribute to the development of others working within the services
- Monitor and improve standards of education through audit, research, and supervision of practice
- Highlight any issues and/or risks identified through audit, research or supervision of practice, without delay, to the Executive Team through the correct reporting hierarchy
- Use relevant and effective nursing metrics alongside operational KPIs set by the Executive Team to identify opportunities for improvement in care and safety
- Develop and maintain effective working relationships with multidisciplinary staff across the Foundation, including senior managers, other health professionals and support staff
- Identify educational gaps through training needs assessments whilst supporting new course development opportunities within the remit of the post's registration in order to ensure the nursing team can support the changing needs of service users within each service
- Support with training needs analyses annually and how they inform work programs and future delivery with services and organisational development
- Provide timely and comprehensive updates and reports to relevant meetings, committees and key stakeholders
- To follow at all times and promote the highest standards of professional practice as laid down in the NMC Code of Conduct, and behavioural expectations, and to ensure all staff in your sphere of responsibility also meet these standards
- Contribute within the remit of the role to the continual development and maintenance of relevant Quality Assurance Frameworks
- Support relevant services by monitoring their regulated activities
- Update the monthly Incident Review Group relating to incident management, audit, training and offer advice on professional recommendations
- Undertake and report the findings of serious incident investigations and learning in line with policies and procedures
- Focus audits within services such as Medication, Asthma, Enteral Feeding, Epilepsy, Diabetes, Infection Prevention Control and Continence.
- Collaboratively work with internal colleagues before we refer externally for support
- Where the identified primary need is health related, to support with high level professional meetings, offering sound guidance and advice where there is reputational risk
- Provide training and coordinate nurses in clinical areas such as: enteral feeding (i.e PEG), medication administration, buccal, catheterisation, continence, asthma/COPD, oral suctioning (list not exhaustive)
- Take part in reflective practice and root cause analysis as part of the learning culture within the Foundation
- Manage and lead the delegation of healthcare tasks from nurses which can be extended to other staff

- Input data to the Foundation's governance systems as directed, such as business reviews, and ensure these are kept up to date
- Co-ordinate any recommendations arising from governance projects (Clinical Audit, feedback surveys, guidelines, protocols, inspections, changed to legislation) and ensure that these are logged centrally within the Foundation's systems



Person Specification

Qualifications and Training

- Essential qualification
 - Qualified nurse (General, Paediatric, RNLD, RMN)
 - Current registration with NMC
- Desirable
 - Postgraduate studies in a relevant field
 - Leadership qualification

Skills, Knowledge and Experience

- Experience of working at NHS Band 7 or equivalent or above
- Experience of providing effective clinical supervision
- Experience of successful joint working with internal and external colleagues/professionals
- Experience in incident reporting and carrying out root cause analyses
- Knowledge of legislation, policy and recognised best practice regarding the protection of children and adults
- Experience of safeguarding in an Education and/or care setting, including implementing and encouraging good safeguarding practice
- Highly developed organisational skills
- Experience of working to deadlines and meeting targets
- Experience of disseminating information in a variety of ways to different audiences
- Experience of clinical, corporate and organisational governance agendas
- Ability to resolve conflicts and negotiate a way forward
- Experience of using a proactive, solutions focussed approach.

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive

Professional Duties

- Participate in review of the Foundation's Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up-to-date with changes and developments within your professional area
- Fully participate in the induction and training program provided by the Foundation
- Contribute to the professional development of other staff, including induction of new staff

Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment

Discipline, Health and Safety

- Adhere to and promote Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record-keeping in line with Foundation policies and procedures

Safeguarding

- Safeguarding is everyone's responsibility

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them
- The Trustees and Local Advisory Committees are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care

Confidentiality

- Respect confidentiality. All personal information about people using the Foundation's services to which you have access should be treated as confidential. Information about people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centered way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances



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