

Job Description

Clinical Nurse Manager

Function:	Healthcare Justice Services
Job:	Clinical Nurse Manager
Position:	Clinical Nurse Manager
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Head of Healthcare
Additional reporting line to:	TBC
Position location:	HMP Peterborough

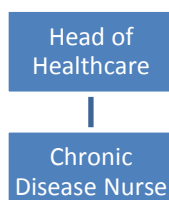
1. Purpose of the Job – State concisely the aim of the job.

- To deliver a high standard of patient care using specialist practice skills.
- To manage a clinical case load, dealing with presenting patient's needs in a primary care setting.
- To ensure the highest standards of care are provided for patients.
- To help develop the nursing services offered by the practice.
- To help provide clinical leadership within the nursing team

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics ■ Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensuring standards are maintained and evidenced to support a CQC/HMIP inspection
- Daily routines are unpredictable and can override planned work
- Staffing issues related to duty rota create additional pressures to maintain daily operations
- Managing attendance at establishment meetings

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Clinical Role

- Make professionally autonomous decisions for which he/she is accountable and provide safe, evidence based, cost effective, individualised patient care.
- Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
- Make appropriate referrals to other members of the primary, community and secondary care teams.
- Help the practice develop and deliver specialist primary nurse led service, including chronic disease management (including for all areas of QOF). Initiates the role of diagnosis for patients suspected to have a chronic disease e.g. diabetes, COPD, asthma and CHD, referring to other clinicians as appropriate. Manages programmes of care for patients with chronic diseases by planning, providing and evaluating care under agreed guidelines and patient group directions. Maintains disease registers in liaison with administrative staff. Undertakes annual reviews of patients understanding and ability to self manage.
- Undertake regular medication reviews for patients for groups of patients deemed suitable by the clinical team.
- Administer adult immunisations and vaccinations in accordance with national and local programmes. Competent in anaphylaxis and resuscitation techniques. Ensuring safe storage, rotation and disposals of vaccines and drugs and that adequate stock levels are maintained
- Undertake procedures including: venepuncture, glucose tolerance tests, BP management, urinalysis, peak flow, spirometry, new patient health checks, pregnancy testing, stitch/clip removal, ear syringing, cytology, wound management and cryosurgery.
- Promote health and well being, giving general education advice on diet, contraception, smoking chronic disease management, exercise etc...
- Initiate and carry out programmes of health screening as agreed with the practice clinical team.
- Enables, supports and encourage individuals, families and groups to address issues which affect their health and social well being.
- Where the post holder is an independent prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework.
- Maintain accurate records according to NMC rules.
- Ensure all data protection requirements are met when gathering, recording and storing patient data.
- Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system.

Teaching & Mentoring Role

- Promote a learning environment for patients, nurses and other health professionals.
- Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Reduction in number of complaints & clinical incidents.
- Positive service user feedback.
- Good working relationships between disciplines, external contracts & agencies
- Continually improved standards in line with Audits the clinical audit schedule, & Health & Justice Indicators of Performance (HJIPS),-and inspectorates (CQC/HMIP)
- Development of service which meets the populations needs and service demands with particular reference to the Health Needs Analysis (HNA)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Attendance and Contribution to relevant internal and external meetings as required including practice clinical
- Growing Client & Customer Satisfaction and Quality of Services provided.
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Promote evidence based practice through use of the latest research based guidelines.
- Leadership & People Management
- Monitor the effectiveness of their own clinical practice through quality assurance strategies such as the use of peer audit and review.
- Maintain professional registration.
- Work within the latest NMC Code of Professional Conduct.
- Record accurate consultation data in patients records in accordance with NMC guidance and other standards.
- Keep up to date with pertinent health policy and work with the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues both internally and externally.
- Demonstrate leadership.
- Pro-actively promote the role of specialist nursing expertise within the practice and with the public.
- Provides clinical educational advice to support develop of the team and range of services provided.
- Partakes in clinical supervision for own development purposes.
- Facilitates and promotes the use of up to date technology to develop practice.

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			

SIGNED: _____

NAME: _____

DATE: _____