

Job Description



Job Title	Nurse Manager	Grade	A34- A38
Department	Care and Nursing	Date	30.4.21

Main purpose and scope of post

- Provide clinical leadership to the nursing team ensuring the integrity of provision at all times and that standards are set and implemented.
- To lead the provision of an innovative nursing service to meet the needs and aspirations of young adults, many of who have significant disabilities.
- To provide a nursing service to support students with their medical requirements and to promote their wellbeing.
- To educate and train staff to optimise their performance in areas of health. In partnership with the students and staff
- To be aware of and work to Health and Safety legislation and College Policies and procedures, meeting the College Mission and Quality Policy Statements.

Responsibilities and accountabilities – General

- Contribute to the development and maintenance of a positive culture that embeds the College's values and beliefs, and ensures that students and staff feel valued, safe and supported
- Present a positive, "can do" attitude and take personal responsibility for own actions
- Commit to a culture of continuous improvement and ensure that own contribution to the role and the College is of a very high standard
- Represent the College positively and effectively in all dealings with external partners, parents, stakeholders and agencies
- Take responsibility for actively participating in the appraisal process and own continuing professional development arising from that process and on-going feedback
- Be responsible for taking all appropriate measures to safeguard young people and promote their welfare and actively promote Equality & Diversity in the College
- Support learners to improve their maths and English skills through everyday experiences

Responsibilities and accountabilities – Detailed

- Keep abreast of professional issues to ensure that they are reflected in practice at service level, including the continuing registration of all nursing staff.
- Review and development of nursing policies and practice within the team/college
- Ensure the promotion of health education and the integration of this within the extended curriculum
- Ensure clinical skills and knowledge are updated in accordance with the recommendations of NMC, and PREP
- Ensure nursing staff maintain accurate and coherent and comprehensive nursing records in accordance with NMC standards
- Ensure nursing staff control and administer drugs and medicines in accordance with college policy and CQC requirements.
- Administration of controlled medication and the ordering of monthly medications for residential learners.
- Ensure all monthly MAR charts are completed for learners and signed.
- Actively taking part in the interview process for potential new learners, identifying any nurse needs and providing a report to reflect those needs.
- Raising of Hospital Passports for residential learners on admission to Hereward and update as necessary.
- Carrying out bowel and skin checks for residential learners
- Supporting diabetic learners in the administration of insulin
- Liaising with external partners e.g. dieticians, gastrostomy nurses, GP's and parents.
- Carry out medication audits as and when required.
- Brief the Head of Care and Vice Principal of Safeguarding and Pastoral Care on clinical issues within the Nursing Team
- Ensure risk assessments are in place for learners who have identified health issues.
- Provide an environment in which effective communication and professional awareness is encouraged
- Ensure nursing staff are compiling and reviewing nursing plans on a regular basis.
- Develop training packages and deliver training to college staff.
- Participate in the selection, recruitment and induction of staff to the department, facilitating training as required
- Communicate with college staff and outside agencies as necessary

- Observe absolute confidentiality with the college policy
- Be responsible for the performance review of nursing staff, in conjunction with Residential Care Managers
- Identify the training and development needs of staff through the Appraisal process process
- Participate in opportunities to share good practice with other colleagues in college and external agencies
- Liaise with Residential Care Managers on a regular basis to ensure line management and clinical leadership responsibilities remain well defined
- Contribute to the half termly negotiated action planning process for staff and undertake professional updating in line with the NMC Code of Professional Conduct
- Champion risk management within the team, ensuring that it is an agenda item on all team meetings and that it forms part of regular reviews.
- Ensure compliance with college policies and procedures including Quality, Equal Opportunities and Health and Safety
- Maintain all records, systems and procedures in order to support the Quality initiatives operating within the college.
- Work in a flexible manner to cover the exigencies of the service.
- Responsible for promoting and safeguarding the welfare of young persons
- Such other duties as are reasonably requested and fall within the job purpose.

Person Specification

Job Title Nurse Manager

Reports to: Head of Care

Selection Criteria * A= Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Candidate Assessment A, I or T
Experience and Knowledge		
1. Registered Nurse	E	A
2 Post Registration experience in a management post Significant experience in relation to working with disabilities	D	A
3. Providing clinical leadership and teaching to a nursing team	D	A
4. Audit Methodology		A & I
5. Experience of working in an education setting or multi-disciplinary		A
Educational/ Vocational Qualifications		
1. Degree	E	A
2. Management qualification	D	A
3. Level 2 literacy and numeracy **	E	A
4. IT Level 1 (or equivalent competence)	D	A
Skills		
1. The ability to develop positive working relationships with individuals at all levels (internal and external) to promote the College	Essential	A, I
2. The ability to accurately develop learners' literacy and numeracy skills across the whole College experience	Essential	A, I
3. Highly developed communication (written and verbal skills), external liaison and networking skills	Essential	A, I
4. Good organisational and time management skills	Essential	A, I
5. Excellent IT skills including competence with Microsoft Office	Essential	A, I
6. The ability to clearly demonstrate an understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people	Essential	I
Approach		
1. A positive, respectful, honest, flexible and proactive attitude	Essential	A, I
2. A strong commitment to learner success, progress, independence and achievement	Essential	A, I
3. A commitment to excellence and creativity and continuous improvement	Essential	A, I

Prepared by Lin Feechan

Date 30.4.21

* The selection criteria are for guidance only and alternative methods may be used to assist the selection process.

** If you are unable to evidence this qualification, you will be required to undertake an assessment to confirm you are operating at this level.