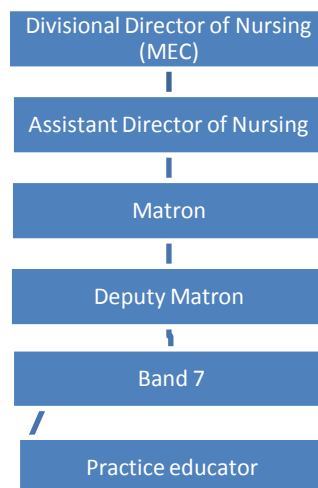


JOB DESCRIPTION

POST TITLE	Deputy Matron
BAND	7
DIVISION	Medicine & Emergency Care division
BASE	Respiratory Inpatient Wards
REPORTS TO	Matron
RESPONSIBLE FOR	Junior Sisters, Staff Nurses, HCA's, House keeper

ORGANISATION CHART

Divisional Structure



JOB SUMMARY

The post holder will have management responsibility (with the Band 7 ward managers) of the unit over the 24-hour period ensuring the delivery of high standards of safe, effective and personal nursing care. Key responsibilities will include the development, implementation and evaluation of programmes of care, be responsible for ensuring effective systems and processes are in place to facilitate the education and training of all staff on the respiratory wards. Participate in the Band 7 out of hours shift system to provide adequate nurse management cover on the hospital site. The post holder will always work within the NMC code of professional conduct.

MAIN DUTIES

Describe main duties of the job

- Liaising with Band 7's with co-ordination of the unit on a day-to-day basis

- Provide specialist knowledge to all nursing staff on the unit.
- Will provide a critical, analytical approach to the delivery of nursing care, ensuring that the unit environment is responsive to current issues.
- Support the matron and Directorate senior sisters to ensures that staff develop a patient -centered approach that provides clinically effective and safe care to meet a wide range of needs for patients and their significant others.
- Ensure that all existing procedures and protocols relating to the care of patients are reviewed and updated as required.
- Ensure effective communication with all groups of staff both within the Directorate and between other departments.
- Collaborate with the Matron, Directorate Senior Sisters, specialist nursing services to support high quality induction and on-going development of nurses, liaising with the Respiratory Specialist nurses on RAU to provide specialist training relating to Respiratory
- Maintain personal skills in the clinical area and function as a role model. Demonstrate excellence in specialist knowledge and practice, by working clinically on the unit for a minimum of 3 shifts per month. Must also be available to work weekends if required
- Exercise strong and effective leadership acting as an exemplary role model for the unit.
- Support the Band 7 Ward Managers to maintain adequate staff cover and skill mix on the respiratory unit through effective use of electronic staffing rotas.
- In collaboration with the Matron, implement the trust grievance/disciplinary policy with the aim of ensuring early identification of performance issues.
- Support the Ward Managers, monitor performance of staff ensuring that learning needs are identified through personal development plans, appraisal systems and supervised practice
- Contribute to planning, monitoring and control of resources. Identify and lead with SRCP programme within their areas of responsibilities.
- In conjunction with the directorate management team take an active role in developing further the service provided in the unit.
- Take an active role in the development of departmental and trust policies, protocols and guidelines.
- Participate in the selection, interviewing and monitoring of all new staff
- Oversee with the ward Managers the sickness, absence and annual leave for all staff.
- Ensure systems and processes are in place to monitor records of all training activities including: local training, equipment specific training, safer handling training, Mandatory training etc.
- Support the welfare, development and supervision of all staff and act as a mentor/assessor as required.
- Support the Matron and Directorate senior sisters to promote and maintain a culture of continuous learning
- Access support and supervision to enhance own continued development as required.

COMMUNICATION

- Ensure effective communicate with patients, visitors and colleagues – by telephone, face to face, in writing or electronically to ensure the effective running of the service.
- Liaise with nursing, medical and allied health professional colleagues to ensure that all facets of the patients care are covered.
- Facilitate and participate in regular department and managers' meetings
- Lead unit team meetings to ensure appropriate information is communicated to all team members.
- Attend and actively contribute in unit and operational meetings.

TRAINING AND DEVELOPMENT

- Attend mandatory training and reviews as local policy.
- Support the matron and Directorate senior sisters to ensure that staff develop a patient-centered approach that provides clinically effective and safe care to meet a wide range of needs for patients and their significant others.
- Provide clinical training and leadership support in all areas and participate fully in the development of the team members.
- Provide an appropriate learning environment for all staff within the department.
- Maintain and develop own professional knowledge and competence
- Comply with the NMC code of conduct.
- Ensure appropriate allocation of study time for professional development and staff compliance with the trust study leave policy.
- Collaborate with the clinical practice facilitators and institutes of higher education to develop and promote an effective and responsive clinical learning environment
- Encourage and initiate nursing audit and research, assisting with the implementation of any relevant service improvements where appropriate.
- Promote an environment conducive to learning
- Ensure that procedures for extending the role of the practitioner are implemented and reviewed regularly.
- Develop a system for the unit that assures that all staff are appraised each year and personal development plans reflect development discussions.

ORGANISATIONAL RESPONSIBILITIES

- Assist Band 7's to manage sickness absence and annual leave for all staff if any queries arise
- Responds within appropriate timeframes to patient complaints and concerns and ensures outcomes and action plans are implemented and monitored.
- Develop and implement risk management and effectiveness programmes for all staff in the unit.
- Deal with by investigating and reporting incidents/complaints involving staff, patients, and visitors at unit level.
- Ensure compliance with the requirements of the Health and Safety at Work Act (1974) and COSHH (2002) and participation of all staff in mandatory training programmes

PROFESSIONAL RESPONSIBILITIES

- Comply with the NMC code of conduct
- Registered nurses must ensure that evidence is provided for revalidation.

- Ensure that nursing care is wherever possible evidence based.
- Ensure full compliance with policy, procedures and guidelines at all times.
- Maintain and develop own professional knowledge and competence.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favorable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:

(PRINT)

SIGNED:

DATE:.....