

“Creating a great place to be cared for and a great place to work”



# University Hospitals of Morecambe Bay

NHS Foundation Trust

## JOB DESCRIPTION

Job Title:	Matron for Children & Young People's Services
Care Group:	Women's and Children's Care Group
Band:	AFC:8a
Main Base:	Furness General Hospital working across all Trust's sites as required
Responsible to:	Deputy Associate Director of Nursing & Therapy for Children & Young People
Accountable to:	Deputy Associate Director of Nursing & Therapy for Children & Young People

<b>JOB SUMMARY:</b>	<p>The Matron will provide visible leadership and clear direction to the staff for which they are accountable ensuring delivery of safe, high-quality care aligned with organisational strategic vision.</p> <p>The Matron will be accountable for the both the standard of nursing care and clinical environment within identified area of responsibility. The post holder will work collaboratively with clinical teams to maintain high- standards of care, infection prevention and control practices and ensure patients’ privacy and dignity always maintained.</p> <p>The Matron will be highly visible and accessible to staff, patients and visitors/family members and be able to assist where issues cannot be resolved by the Sisters/Charge Nurses/Team Leaders</p> <p>The Matron will as part of his/her role on a regular basis deliver direct patient care meeting requirements of a registered nurse/midwife including assessment, care planning and evaluation of care.</p> <p>Effective line management of Senior Sisters / Charge Nurses/Team Leaders within the area for which they are responsible is fundamental in order to support a culture of consciousness to deliver financial balance and achievement of efficiencies.</p> <p>Deputise for the Associate Director of Nursing &amp; Midwifery as required.</p> <p>Support the delivery of targets and key performance indicators to improve access to Children &amp; Young People services whilst improving the quality of patient care.</p> <p>Participation in the relevant senior manager on-call rota.</p>
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### **Key Working Relationships**

- Ward and Unit Leaders and all other staff
- Safeguarding Team
- Infection Prevention and Control Team
- Risk & Governance Team
- Associate Director of Nursing & Therapy for Children & Young People
- Clinical Director for Women’s & Children’s services
- Consultant, Clinical Leaders
- Executive Chief Nurse
- Deputy Chief Nurses
- Other Clinical Care Groups

### **CORE ROLES & RESPONSIBILITIES:**

#### **Professional Leadership/ Management**

Monitor the standards of cleanliness within the clinical areas and take action as appropriate.  
Ensure the service continually meets the needs of patients.

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- Monitor and judge systems are in place to ensure that all staff (including students, temporary, part time nursing staff and junior members of the multidisciplinary clinical teams) acquires appropriate skills and knowledge to deliver competent and timely patient care.
- Monitor systems are in place to ensure that all staff are aware of their role and responsibilities. Monitor the effectiveness of systems of delegation ensuring that all staff are aware of their responsibility and accountability for patient care.
- Monitor that all staff (including students, temporary, part time nursing staff and junior members of the multidisciplinary clinical teams) are supported and supervised in a way that promotes patient well-being and staff development.
- Oversee and lead Ward/Dept Leaders in the effective deployment of the nursing resource to provide safe, effective and efficient patient care.
- Oversee and lead the management and monitoring of resources within agreed budgets, including all sickness and leave. Authorised signatory for clinical areas.
- Actively manage staff performance and lead the recruitment processes, as per Trust policies
- Contribute to the service development, implementation and evaluation of the care group action plans in relation to the Trust Nursing and Midwifery Strategy.
- Act as an effective role model for staff within the care group, assessing complex events, problems or illnesses.
- Frequently provides and receives complex, sensitive or contentious information in hostile or emotive settings; needing intense concentration
- Knowledge and competence of local incident reporting and complaints procedure.
- Participate in the relevant Senior Manager On-Call rosters.
- Monitor and develop effective systems to canvass the views and concerns of all patients, carers and staff.
- Participates in site management/designated fire officer/resuscitation team.

### **Service Development**

- Support the Division by developing and improving current clinical areas in area of responsibility to achieve national targets.
- Develop new roles in line with NHS modernisation in new ways of working.
- Develop and present business cases to improve clinical services ensuring quality service for patients and implement if approved.
- Undertake review of current services to ensure seamless pathway for patients.
- Lead the development of nurse led clinics.
- Work with other leaders across the ICS to develop services for Children & Young People.

### **Clinical Practice**

- Develop and maintain own competence in agreed basic and advanced clinical skills; there is a frequent requirement for light physical activity during each day, with occasional exposure to highly unpleasant working conditions.
- Lead the development of managed care, including health promotion, as a framework for patients' multidisciplinary care.
- Accountable for ensuring defined clinical areas are able to provide effective care for patients with a variety of conditions relevant to their specific speciality.
- Monitor and participate in the professional development and performance management of staff, identify resource issues that affect learning, development and performance.
- Lead in the delivery of key performance indicators and the national benchmarking standards within clinical area.

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- Ensure the delivery of patient care is subject to regular and systematic review setting and monitoring standards with particular reference to patient care documentation individualised patient care and the national benchmarking programme.
- Investigate clinical incidents and implement change to improve clinical practice.
- Organise and participate in the delivery of education for staff and facilitate study days as appropriate.
- Responsible for proposing and implementing departmental policies.
- Regularly required to formulate databases using computerised systems.

### **Clinical Governance**

- Actively develop and maintain evidence-based quality standards that are regularly audited and initiate appropriate changes in practice.
- Conduct and lead appraisal for all Ward/Dept. leaders identifying development needs.
- Participate in the Trust Appraisal and Personal Development Plan process by identifying own development needs and agreeing development plans for these needs with a clinical supervisor/mentor.
- Monitor and participate, as required, in education and development programmes for all ward staff.
- Lead the implementation of clinical supervision/mentorship for staff.
- Develop, monitor and evaluate systems to minimise all risks associated with the delivery of patient care with particular reference to Clinical Risk Management and any relevant Health & Safety legislation.
- Foster a culture of enquiry and openness; encouraging staff to challenge the status quo, ensuring a ‘no blame’ culture exists.
- Monitor that all new staff undergo orientation and induction specific programmes.
- Develop and monitor systems to ensure the adherence to competency-based training programmes that ensure all equipment is used and maintained safely.
- Lead the development of a customer care programme to ensure all staff are able to deal effectively with patients’ or relatives’ complaints.
- Lead the investigation into complaints/litigation/adverse incidents ensuring responses are collated within agreed time scales and that all documentation is completed.
- Develop and introduce systems to enhance the responsiveness of dealing with patients concerns.
- Ensure all clinical practice is informed by the findings of clinical effectiveness and research. Take appropriate action when there are quality problems.

### **Nurses’ Responsibility**

- Registered Nurses at the University Hospitals of Morecambe Bay NHS Trust have a responsibility to:
- Maintain active status on NMC register.
- Act always in accordance with NMC Code of Conduct and guiding documents.
- Adhere to Trust Policy and Procedure.
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.

### **Specific Roles & Responsibilities:**

- Requirement to use Display Screen Equipment on most days.
- Frequent need for travel across Morecambe Bay.

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**This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.**

### **TERMS AND CONDITIONS**

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

### **CONFIDENTIALITY**

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

### **SAFEGUARDING & PROTECTING CHILDREN**

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As a senior manager you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will be expected to provide effective leadership in ensuring safeguarding children is a priority within all service delivery and developments.

### **ENVIRONMENTAL IMPACT**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

### **HEALTH AND SAFETY**

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

### **INFECTION CONTROL**

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

### **MANUAL HANDLING**

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

### **NO SMOKING POLICY**

A No Smoking Policy operates across all Trust sites.

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### **QUALITY OF SERVICE**

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

### **EQUAL OPPORTUNITIES**

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

### **TRAINING AND DEVELOPMENT**

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.