

Job Description

Job Title:	Unit manager
Band:	7
Hours:	37.5
Base:	Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Acute Medical Matron
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

Bedford Hospital **Our Values**

Valuing people

We care and value our patients and colleagues as individuals

Leadership

We take responsibility and are accountable for our actions

Respect

We respect our patients and our colleagues

Honesty

We are open, honest and fair in all we do

Excellence

We work together to deliver high quality sustainable standards of excellence

1. JOB SUMMARY

The post holder carries continuing responsibility for the 24 hour clinical nurse management within the Medical ward and for the associate utilisation of staff, assessment, planning and delivery of care needs and ensuring that the clinical area is a suitable learning environment for nursing students.

The post holder is responsible for setting, maintaining and monitoring the standard of care and service provided.

2. KEY RESPONSIBILITIES

- Develop nursing professional practice skills and competences in the area of responsibility.
- Provide professional supervision of nursing and support staff in the area of responsibility.
- Responsible for working towards the maintenance of morale of staff in difficult and stressful situations by providing regular feedback and an environment which encourages open communication.
- Ensure the maintenance of an environment in which patients nursing needs can be assessed, plans developed, implemented and evaluated in an holistic manner, involving all members' of the multidisciplinary team, patients and their carers as appropriate.
- Ensure the maintenance of accurate nursing records and staff signature log in line with NMC guidance "Record Keeping" 2000.
- Apply health-promoting principles for patients and staff.
- Maintain local professional policies ensuring the reflection of best practice
- Co-ordinate the reception and discharge of patients in conjunction with medical and bed management staff.
- Provide input to working and research groups, as appropriate.
- Ensure that there is effective liaison with the community Trust and Social Services for patient aftercare.
- Maintain professional links with other wards and departments, within the Medical Directorate and other departments and specialities within the Trust.

- Undertake other reasonable ad-hoc duties that will support the service provided, as requested by the Clinical Business unit manager, Senior Nurse Manager or associate Medical Director.
- Maintain personal professional development/education.
- To provide support and advice in distressing circumstances such as imparting news of terminal illness and bereavement.
- Dealing with occasional unpleasant conditions such as bodily fluids and violence and aggression.
- To risk assess all patients and carry out manual handling as per Trust Policy.

MANAGERIAL

- Responsible for holding and managing the devolved Ward Budget ensuring efficient deployment of resources in conjunction with Modern Matron.
- Manage and ensuring fairness of opportunity in the nursing service in their area of responsibility, by monitoring, overtime, sickness, annual and study leave in line with Directorate policy.
- Create an appropriate educational climate for staff development.
- Takes the lead role for the unit in relation to ensuring Infection Control policies and procedures are adhered to.
- Ensures effective communication systems are in place in order to consult with and update staff.
- Act up for Modern Matron on a rotation basis.

QUALITY

- Determine monitor and review the standards of the nursing service.
- Formulate, review and update local policies in clinical area.
- Ensure that all staff are aware and adhere to local and Trust wide policies, procedures and statutory body documentation.
- Encourage the application of evidence based “best practice”.
- In line with the National Service Framework, NHS Modernisation Agenda and Trust Plan agenda develop and support clinical staff in undertaking the development of critical care nursing practice.
- Ensure Clinical Nurse Manager (Modern Matron) is advised of significant events/changes.

- Investigate and respond to relevant complaints and clinical risks in line with Trust procedures and the Clinical Governance agenda. Ensure appropriate responses are made and actions taken.

EDUCATION

- Identify through Training Needs Analysis educational requirements of self and staff and to facilitate achievement of these through internal and external training, ensuring statutory needs of the service are given priority over desirable educational needs.
- Maintain an environment conducive to supporting nurse training and education and promoting Clinical Supervision.

PERSONEL

- Recruitment and selection of nursing and support staff at Band 6 and below, applying Trust employment policies.
- Ensure Trust disciplinary policies are adhered to where necessary.
- Review staff performance and staff development plans, utilising Trust Appraisal systems, adhering to Investors in People standard.
- Ensure that mandatory in service training is arranged for nursing and support staff.

3. GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

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, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

4. PROBATIONARY PERIOD

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

5. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

6. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

7. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

8. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The

Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

9. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

10. INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

11. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

12. DISCLOSURE REQUIREMENTS:

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.