



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Matron for Specialist Medicine (Respiratory)
<b>BAND:</b>	8B
<b>DEPARTMENT:</b>	Respiratory Medicine
<b>RESPONSIBLE TO:</b>	Professionally accountable to the relevant Head of Nursing/Clinical Lead, Associate Director, and Chief of Service

### DIMENSIONS OF JOB:

- As part of the Directorate leadership team, to support the Head of Nursing / Clinical lead to provide leadership and strategic direction and will have responsibility for Frimley Adult Integrated Respiratory (FAIR) Service across Frimley Health, ensuring the delivery of high quality, safe, effective, harm free person-centred care consistent with the Trust values, organisational ambitions using available resources effectively and efficiently, and supporting achievement of the Trust's vision and values.
- To assist the Head of Nursing / Clinical lead in delivering professional and operational leadership of Nursing and AHP services within the service, including devising, implementing, and reviewing strategies for the development of clinical practice, education, and management and quality issues.
- The post holder will act as the deputy delegated lead for safety, quality, and patient experience, responsible for development and application of systems, control processes and risk management arrangements that ensure full compliance with internal and external governance procedures and to benchmark against best practice requirements.
- To provide the Head of Nursing/ Clinical Lead with sound advice and clinical knowledge with regards to care provision across Directorate boundaries.
- The post holder is required to maintain own clinical credibility at an advanced level by working in clinical practice across Respiratory services to empower others.
- To work within the multidisciplinary team to deliver advanced clinical skills and medical practice, clinical leadership and provides clinical supervision/support and structured teaching and mentorship for multidisciplinary professionals (including medical staff) to facilitate on-going education, training, and development.



- Provide a strong, visible, and effective advanced clinical presence for Nursing and AHP teams. The postholder will provide strong compassionate leadership and be an effective role model for staff, working closely with peers and colleagues alike across Frimley Health.
- The Senior Matron will take responsibility and accountability for the standards of care delivered by the clinical workforce by providing professional leadership and guidance, inspiring the MDT to build a cohesive, mutually supportive teams across Frimley Health, model high professional standards and lead by example. The post holder will lead and promote a culture of learning, sharing learning across the teams and the wider Directorates/ Trust and support and deliver quality improvements.
- Ensure that in conjunction with the Head of Nursing / Clinical Lead that all services have robust operational/business continuity plans that deliver high quality care to patients and meet local and national standards.
- Work with colleagues and peers to develop quality dashboards that enable structured performance monitoring.
- The postholder must possess an ethos of promoting clinical innovation and improvement to engage in continuous quality improvement which benefits patient needs and experience.
- To provide support and guidance to nursing budget holders, ensuring effective and efficient use of allocated budgets and actively promote and support financial cost improvement savings as able and in accordance with annual programme.
- Ensure that a sustainable workforce plan is in place across the service focussing on both recruitment and retention with the aim of recruiting the highest quality staff to promote high levels of quality care for patients.
- Actively engage and promote best practice regarding risk and governance processes always ensuring patient safety.
- Work collaboratively with the Head of Nursing/ Clinical Lead to develop strategies for the future in partnership with key stakeholders, including safety, quality, excellence, and innovation.
- Engage staff in service improvement and ensure they understand how their role aligns within the Directorate and Trust objectives.
- Deputise for Head of Nursing / Clinical Lead across service boundaries, including cross site cover.



## **Main Responsibilities**

- To be responsible for integrated respiratory services within the directorate, ensuring the delivery of high quality, safe, effective, harm free person-centred care
- Promote exemplary infection control measure and appropriate use of Personal Protective Equipment (PPE) in accordance with national guidance.
- The postholder will ensure that care implemented is supported by the multi-disciplinary team and endeavours to promote the best possible patient outcome and experience.
- The postholder will act as an expert resource to other professionals involved in all aspects of care delivery.
- They will possess current, advanced clinical expertise, depth, knowledge and understanding of respiratory treatment pathways and be able to support and advise patients, families, and other professionals.
- Liaise with colleagues, peers, and clinical audit teams to establish information and audit systems for the Service.
- Take responsibility for the development and implementation of policies, procedures, and guidelines relevant to own area of work as and when appropriate.
- Promote patient and public involvement activities across service boundaries.
- Actively engage and promote the use of the Frimley Excellence Team to assist with core aspects of service improvement to improve processes and pathways that benefit patients.

## **CLINICAL**

- To support Clinicians across the range of respiratory services to empower others.
- Deliver and participate in the advanced clinical care of patients attending the Trust.
- Provide a level of advanced and comprehensive clinical skills, assessment based on a specialist body of knowledge and advanced clinical reasoning skills evidenced at academic level 7.
- To appropriately assess, examine, investigate, diagnose, and treat patients, resulting in the safe and appropriate management of patients with undifferentiated, differentiated, and complex presentations.



- Provide support to teams within the service enabling them to provide and deliver information and informed explanation of treatments and advice on symptoms.
- Collect, collate, evaluate, and report information, maintaining accurate patient records and support others in doing so, by ensuring adequate training and compliance utilisation of the EPR/EPIC, EMIS and RiO system.
- Review clinical decision-making processes across the service to ensure that decisions are made at the appropriate level, based on best evidence, local and national guidelines and within governance frameworks enabling others to identify the consequences and implications of decisions to foster informed decision-making strategic action.
- Ability to communicate highly complex and sensitive information to patients, families, and carers in a clear and compassionate manner.
- Provide organisation wide expertise and strategic direction and guidance for achieving excellence in practice in Directorate.
- Assess patients' needs and barriers to understanding information and provide continuing information and support to patients and their carers during treatment.
- Make best use of EPIC reporting systems to ensure robust tracking, communication, and treatment of patients.
- Contribute to the health promotion agenda with the local health economy through relevant collaborative community partnership working.

## LEADERSHIP

- Build strong and collaborative relationships with both internal and external stakeholders to achieve organisational goals and objectives based on a foundation of self-awareness and emotional intelligence.
- Working in conjunction with Head of Nursing/ Clinical Lead, utilise the resources required to meet service objectives.
- Establish and evaluate a culture that enables and supports staff wellbeing across the service.
- Role model high quality advanced clinical, strategic, and academic leadership behaviours and shared values translating these for others into expected patterns of behaviours to ensure safe, effective, person-centred, and compassionate care by all staff.



- Facilitate a culture of team working, in service and organisational systems that identify and celebrate effective teams; evaluate and research team effectiveness supporting care teams with increasing effectiveness where required.
- Endorse the importance, at all levels, of implementing a shared vision and common values across the service to achieve excellence in person-centred care, raising awareness of the role of advanced clinical leadership and its impact.
- Develop standards of practice against which quality of care can be measured.
- Lead and support others to recognise, prioritise and respond appropriately to urgent and emergency situations including the assessment and management of risk.
- Implement systems that ensure that the patient's voice is heard in all key activities across the service including Directorate meetings.
- Ensure the effective and efficient use of physical and financial resources and make recommendations regarding supplies and equipment.
- Collect, collate, and report activity data to key stakeholders, producing regular formal reports as required.
- Implement and monitor systems for maintaining staff wellbeing, motivation, commitment, and job satisfaction across the service, reporting to the senior management team.
- Participate in multi-site working including domiciliary working and liaising with other professionals and agencies to provide seamless patient pathways.
- The post holder will demonstrate effective Communication at all levels of management/organisation internally and externally to the organisation.
- Play an active part of the Directorate leadership team with regards to strategic planning and delivery of core services.
- Lead on patient safety across the services on behalf of the Head of Nursing using a systematic approach to reviewing and evaluating safety, including clinical audit, benchmarking, incident analysis and case reviews to ensure that learning is embedded.
- Participate in patient/user meetings representing the service and fostering a close working relationship for current services and future service provision to ensure full user involvement.



## **EDUCATION AND DEVELOPMENT**

- Ensure systems are in place to identify the training needs of staff within the respiratory service and the planning, implementation, and evaluation of programmes of education to meet identified need.
- Facilitate a learning culture across the organisation and wider health economy with opportunities for shared learning and development, growing capability, and capacity in the facilitation of learning, development, improvement, and inquiry in practice.
- Participate in the evaluation of organisational learning and development and demonstrate its impact on patient care, safety, knowledge translation staff wellbeing and satisfaction.
- Participate in the education of all levels of clinical staff and participate in curriculum development where appropriate.
- Ensure their teams' compliance and compliance of others regarding mandatory training and revalidation requirements.
- Acting as an educational resource for all professional groups within the Trust and wider network.
- Role model reflection, peer review and support for on-going learning and career planning.
- Support staff with developing their capacity and capability in scholarly inquiry, development, improvement, implementation and evaluation of innovative practice, new initiatives and interventions working with Higher Education Institute partners.

## **AUDIT AND RESEARCH**

- Identify need for, participate and undertake, research, clinical audit, benchmarking, and equipment trials, to improve the effectiveness of patient care.
- Disseminate research and audit findings through presentation to professional groups and publications.
- Lead on and identify the development of evidence-based practice, in conjunction with appropriate managers and clinicians. Encourage its use regarding service care, and regularly undertake audits to improve and monitor standards of care within the service/Directorate and trust wide in conjunction with peers, senior medical and nursing staff.

## **PERSONAL PROFESSIONAL DEVELOPMENT**



- The Senior Matron is involved in frequent highly distressing situations and own initiation of support and supervision is essential.
- Recognise own needs for continual education and take appropriate measures to meet these needs.
- Understand, familiarise, and continuously update themselves with Statutory, Trust policies, procedures, and protocols.
- Participate in individual performance review of personal development plans.
- Being self-aware and developing effective relationships.
- Build strong and collaborative relationships with both internal and external stakeholders to achieve secure goals and objectives based on a foundation of self-awareness and emotional intelligence.

## 6. VALUES AND BEHAVIOURS

The post holder is required to uphold and model the Trust values in everything they do.

## 7. COMMUNICATIONS AND WORKING RELATIONSHIPS

<b>Internal</b>	Patients, relatives and carers Ward Managers Other Senior Matrons, Deputy Heads of Nursing and Matrons Nurse Consultants Head of Nursing Director Clinical Ward team including ward clerks, ward manager assistants, Physiotherapists, Occupational Therapists and Medical Staff Domestic Staff Specialist Nurses Senior Nurses Site Clinical Managers Operational Managers Associate Directors Consultant Medical Staff Clinical Directors Executive Directors Heads of Department Finance/Human Resources Staff Representatives Chief Nurse and deputy Chief Nurses
<b>Other NHS</b>	Ambulance/GP's/ Mental Health Liaison staff /ICS
<b>External to NHS</b>	Social Services and Care managers Voluntary Care Sector Company representatives





## 8. ENVIRONMENT

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	Exposure to highly unpleasant conditions including verbal aggression. Direct contact with body fluids and foul linen when undertaking clinical duties.	Frequent
	Exposure to unpleasant conditions when performing domiciliary visits.	Infrequent
<b>Physical Effort</b>	Moderate to intense physical effort for several short periods during a shift as part of the clinical team.	Frequent
	Driving when on community visits	Infrequent
<b>Mental Effort</b>	Requirement for intense concentration for delivery of service and decision-making. Work pattern will be variable according to the needs of the service with frequent interruptions	Frequent
<b>Emotional Effort</b>	Exposure to highly emotional or highly distressing circumstances including redeployment, grievance, and disciplinary proceedings. Supporting staff to deal with traumatic incidences and distressed patients and relatives	Frequent

## 9. MOST CHALLENGING PART OF THE JOB

- **The post holder will have 24-hour accountability not accessibility** - ensuring the provision of high quality, safe, effective care that meets the expectations of patients and the public.
- To maintain credibility and flexibility as a competent advanced practitioner in an ever-changing environment, while continuing to develop professionally in line with the demands of a responsive nursing service focused on the needs of the patients.
- To ensure full nursing staff utilization and productivity.
- To maintain the high standards of the department by contributing towards individual and team objectives.

### Health & Safety

- The Trust recognises and accepts its responsibility to provide a safe and healthy working environment for employees, patients and visitors.





- As an employee, you also have a duty to take reasonable care of your own health and safety. This includes ensuring that you are aware of and follow all Trust health and safety and infection control procedures relevant to your work and participate in relevant mandatory training and annual infection control updates. You will be expected to consistently follow high standards of infection control practice and this includes hand cleansing and aseptic techniques for clinical staff.

### **Safeguarding Vulnerable Groups**

- Employees who come into contact with vulnerable adults or children and their parents during the course of their normal duties need to be aware of their responsibility to safeguard and promote the welfare of children, young people and vulnerable adults.

### **Equal Opportunities**

- You are required to comply with and maintain awareness of the Trust's Policies relating to Equal Opportunities.

### **Freedom of Information Act 2000 and Data Protection Act 1998**

- You are required to comply with and maintain your awareness of the Trust's Policies and procedures relating to the Freedom of Information Act 2000 and the Data Protection Act 1998.

***This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.***

***This job description should be read in conjunction with the supervisory JD Addendum – available at:***

***[http://www.frimleypark.nhs.uk/images/stories/get\\_involved/work\\_for\\_us/docs/Job-Description-Addendum-supervisory.pdf](http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Job-Description-Addendum-supervisory.pdf)***



**PERSON SPECIFICATION**

DEPARTMENT	JOB TITLE	BAND
	Senior Matron for Specialty Medicine (Respiratory)	8b

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE	How Tested
Qualifications	<p>Registered Nurse or AHP</p> <p>Master's Degree in advanced practice</p> <p>Non-medical independent Prescribing qualification.</p> <p>Clear evidence of on-going personal and professional development related to role Registered Nurse / AHP.</p>	Leadership qualification	
Experience	<p>Relevant senior clinical (Band 8a or higher clinical grade)</p> <p>Relevant post registration experience</p> <p>Evidence of working at an advanced clinical level.</p> <p>Ability to clearly evidence continuous quality improvement.</p> <p>Evidence of managing clinical services, service innovation and up to date knowledge of nursing policy and strategy.</p> <p>Successful change management experience and proven track record in launching new initiatives.</p> <p>Ability to evidence resolving user concerns effectively.</p> <p>Knowledge of the local health community and the health challenges for the population of Frimley Health</p> <p>Local improvement journey priorities Current Health Service priorities National and local nursing agenda Clinical Governance</p>	<p>Evidence of excellent presentation skills</p> <p>Budget management and business planning</p>	



	Health & Safety		
Skills	<p>Able to evidence patient and carer centred approach.</p> <p>Advanced Clinical credibility and knowledge of evidence based clinical practice.</p> <p>IT Skills Highly developed verbal and written communication skills</p> <p>Influencing and negotiating skills Coaching and facilitating skills</p> <p>Staff development and empowerment</p> <p>Ability to handle difficult situations with tact and diplomacy.</p> <p>Ability to manage conflicting and complex issues.</p> <p>Ability to prioritise workload and cope under pressure to meet deadlines.</p> <p>Calm under pressure</p> <p>Ability to lead teams.</p>	Evidence of system wide understanding of NHS.	
Personal; and People Development	<p>High energy levels, an innovative approach and ability to inspire and enthuse others.</p> <p>The intellect and interpersonal skills to command the respect of clinicians, managers, and academics.</p> <p>Facilitation skills and the ability to deliver challenging messages in a way that engages staff to emphasise the setting direction and holding to account.</p> <p>Personal attributes include emotional intelligence and communication skills, resilience, determination, and an energising innovation and improving spirit, combined with operational and financial rigour and discipline, and holding to account for standards and performance.</p>		



	<p>Agility and flexibility to respond to changing conditions while remaining clear-sighted on corporate strategies and objectives.</p> <p>Commitment to supporting clinical leaders and leadership teams, and the principles of devolved accountability and authority</p>		
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> <li>We will expect your values and behaviours to mirror those of the Trust, available at:</li> <li><a href="http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Values1.pdf">http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Values1.pdf</a>.</li> </ul>		
SPECIAL REQUIREMENTS	<p>Able to travel between sites independently.</p> <p>Full driving licence and use of a car.</p> <p>Ability to undertake advanced clinical duties and to be visible to staff.</p>		