



**Medway**  
NHS Foundation Trust

# Emergency Lead Nurse Manager

## Acute & Emergency Medicine

### Medway NHS Foundation Trust



**Best** of care  
**Best** of people



[nhsmedway.co.uk](http://nhsmedway.co.uk)

## Job Description

**Role:** Lead Nurse Manager / Quality & Safety lead

**Banding:** 7

**Division:** Medicine and Emergency

**Responsible to:** Matron / Lead Practitioner

**Accountable to:** Divisional Director of Nursing

### Job Purpose:

This exciting role offers postholders the opportunity to further develop their nursing leadership skills, whilst simultaneously maintaining their clinical expertise through working as an autonomous practitioner.

You will have responsibility for managing a small team of nursing staff, ensuring they are supported and that appraisals align to our robust workforce development strategy.

As Lead Nurse Manager you will lead the day-to-day shifts within the ED undertaking the quality and safety lead role. This focuses on ensuring patients receive high quality care and a good experience, having regard for their customs and beliefs.

You will prioritise the assessment and management of patients attending with time critical conditions.

You will liaise with all members of the multidisciplinary team to coordinate safe effective and timely care practices within the ED.

Provide nursing leadership and expert input to ensure effective flow into and out of the ED on a day-to-day basis.

You will promote an enabling, empowering and equitable culture, thereby ensuring services provided are of a high quality and are managed effectively and efficiently.

As part of the role you will undertake the lead in the resuscitation area within the emergency department on a day to day basis, Provide clinical and professional leadership and supervision to nursing, supporting staff and students within the Resuscitation room.

### Service Development & Leadership

- Provide strong and visible leadership throughout the Care Group's clinical areas ensuring that the team understand the strategic direction within the Care Group and the overarching Trust objectives.



- Demonstrate effective leadership by promoting and modelling leadership behaviours.
- Supporting the Nurse Consultant, Head of Nursing and Lead Practitioner to take forward and implement the Trust nursing and midwifery vision and strategic plan across the Care Group and to deliver a clinically and financially viable service model maintaining a focus on the delivery of high quality patient care standards.
- Working in partnership with the Care Group Leads, actively support and empower the nursing workforce to develop and utilise clinical leadership skills, ensuring they are invested in appropriate levels of authority to undertake their role effectively in an accountable manner.
- Maintain an insight into the patient's journey by utilising regular clinical experience.
- As a key member of the senior team, contribute to and promote a culture that values all staff recognising and acknowledging achievement/innovation and success whilst positively addressing poor performance, succession planning and talent management.
- Lead the use of and monitor compliance against all nursing metrics such as Quality Care Rounds and the implementation of changes, through a culture of continuous improvement.
- Enable a culture where all individuals are able to contribute equally by ensuring effective written and verbal communication systems, and the use of Information Technology is embedded within the Care Group.
- Look for ways to incorporate nationally recognised best practice for patients you treat autonomously or where possible those attending the service.
- Promote equality and diversity in line with legislation and policy both for client groups and employees.

### **Clinical Governance/Effectiveness**

- Assist on the management of complaints for the Care Group, providing assurance to the senior team, with early escalation of more complex complaints, ensuring compliance with Trust policy/guidance, contributing to the overall Trust performance.
- Interpret and disseminate National Policy and Guidelines ensuring best practice and improvement.
- Represent the service as agreed at Trust Governance and Effectiveness meetings, CQC reviews and other related fora.
- Ensure that nursing metrics including measures of patient and staff satisfaction are reported into the governance framework locally and that there are systems in place to monitor and manage improvement across all metrics as agreed corporately.
- Demonstrate experience and ability in risk management, including providing expert advice following a risk assessment and creating precedents for future planning.
- Support the Care Group to embed a culture of learning through the management and oversight of incidents and patient and staff feedback.

### **Policy & Strategy**

- Support the education team to provide professional leadership on the implementation and provision of training and education programmes within the Care Group.
- Ensure that processes are in place to enable nursing staff to meet the requirements of NMC revalidation.
- In conjunction with the education team, support the Care Group to participate in the annual training needs analysis.
- Minimise clinical risk by ensuring that clinical practice and the development of clinical guidelines adhere to guidelines produced by regulatory bodies.



- Demonstrate clear visible leadership in respect of the systems and processes in place for safeguarding children and vulnerable adults within the service, ensuring that the service complies with statutory and regulatory requirements.

## **Finance and Resource Management .**

- Contribute to regional and national bids to secure funding where appropriate to the development of services
- Provide vigilance that services are provided within a cost effective and patient focused manner.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

### **Key Working Relationships:**

Internal	External
Clinical Director and Clinical Leads, Nurse Consultant, General Manager, Divisional Director of Nursing, Divisional Director of Operations, Chief Nurse, Senior Charge Nurses, Matrons. Multidisciplinary teams across all specialities including Consultants and Post Graduate Medical Staff, Nursing Staff, Clinical Nurse Specialists, Infection Prevention & Control Team, Allied Health Professionals, Managers, Administrative and Clerical Support Staff, Professional and Technical Staff.	External NHS: External agencies such as GP's, Ambulance Service, Social Services and Community Nursing Staff. External: Patients, carers, relatives, visitors and voluntary organisations. Institutes of Higher Education, Police and Fire Service.

## **Main Conditions of Service**

### **Registered Health Professional**

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. Registered Nurses must maintain professional registration with the Nursing and Midwifery Council (NMC) and in line with the Trust Professional Registration with Regulatory Bodies Policy.

From April 2016 there will be a requirement for all registered nurses to revalidate in line with guidance from the NMC.

### **Our Vision and Values**

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.



**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
We are *open* and *speak up*  
We are *inclusive* and *responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

### **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.  
Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

### **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

### **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection





Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Information Governance**

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

### **Patient Experience**

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

### **Safeguarding Children and Vulnerable Adults**

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

### **Disclosure and Barring Service**

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

### **Uniform**

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

### **Job Description**

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

### **Smoke Free Medway**

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.



If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>



## Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

### Role: Lead Nurse Manager / Emergency Practitioner

<b>Qualifications</b>	<p>Emergency Nursing qualification (199, BSC or MSc) or equivalent from other speciality</p> <p>Autonomous practice qualification (Level 6/7)</p> <p>Mentorship / Coaching qualification (or equivalent experience of supervising students)</p> <p>Level 1/2 RCN Emergency Nursing Competencies</p> <p>Recognised trauma qualification - ILS/ALS course</p> <p>Initial assessment and PGD competence</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> </ul>
<b>Knowledge</b>	<p>Knowledge and experience of standard setting, benchmarking &amp; audit.</p> <p>Extensive knowledge of speciality and key priorities</p> <p>Proficient to expert knowledge of speciality</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> </ul>
<b>Values</b>	<p>Exhibits behaviours in line with Trust Values:</p> <p><b>Bold</b> We are <i>inspiring</i> and <i>ambitious</i></p> <p><b>Every Person Counts</b> We are <i>respectful</i> and <i>supportive</i></p> <p><b>Sharing and Open</b> We are <i>open</i> and <i>speak up</i></p> <p><b>Together</b> We are <i>inclusive</i> and <i>responsible</i></p>	
<b>Experience</b>	<p>Extensive experience within speciality or other critical care experience</p> <p>Experience of conducting appraisals, managing performance</p> <p>Extensive experience of Band 6 clinical &amp; managerial roles</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> </ul>
<b>Skills</b>	<p>Organisation and management skills</p> <p>Teaching &amp; facilitating others</p> <p>Ability to lead a team</p> <p>Articulate advanced written &amp; oral communication skills</p> <p>Ability to work effectively under pressure</p> <p>Ability to problem-solve and perform clinical activities specific to speciality</p> <p>Competency in all areas of ED clinical work</p> <p>IT skills including use of email and office packages.</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> <li>• Portfolio</li> </ul>
<b>Other Attributes</b>	<p>Flexible working, ability to work weekends, extended shifts and nights on internal rotation basis.</p> <p>Able to deal with stressful and demanding environments</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Reference</li> </ul>







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