



## Friends of **Fairford** and **Lechlade** Communities

Formerly League of Friends of Fairford Hospital  
(Reg. Charity No: 1180059)



### **Job Description**

<b>Job title:</b>	Clinical Nursing Manager
<b>Reports to:</b>	The Board of Trustees and General Manager
<b>Location:</b>	Home based
<b>Salary:</b>	£20 per hour
<b>Job Purpose:</b>	Managerial responsibility for the clinical activity of the Charity, including staffing, organisation and operational work of the Nursing Team
<b>Direct Reports:</b>	Refer to Structure Chart

### **Responsibilities and Duties**

To be the Named Manager for CQC.

To help ensure that our Nurses and Nurse Co-ordinators have the best structure and support we can offer to enable them to work safely in the community, whilst continuing to offer the best possible nursing service to our patients and their families.

To maintain a good understanding of our patients and hands-on nursing requirements by making joint visits with nurses.

To take Nursing Co-ordinators responsibility every third month.

CQC Registered Manager's responsibilities:

- Maintain manager's awareness of requirements and processes of CQC
- Ensure safe storage of documentation
- Take part in CQC inspections including the preparation and PIR information
- Responsibility to report notifiable events to CQC

Communication:

- Cascading information to Nurses and Nurse Co-ordinators
- Liaising with District Nurses, Frailty Team and other referrers
- Contacting families as necessary
- Maintaining contact with the Chair of Trustees, General Manager and any other nominated individual

Documentation

- Monitoring and ordering equipment, stationery, uniforms, printing ink, paper etc
- Putting together notes. Distributing, collecting and filing
- Archiving notes
- Ensuring that documentation is stored for the appropriate timescale
- Filing at home

- Overall responsibility for new clinical policy writing and updating, encouraging nurses to read and follow, cascading to Nurses, Nurse Co-ordinators
- Updating care plans when information is changed or added
- Developing, reviewing and updating all clinical documentation as necessary
- Maintaining and updating nurse files
- Authorising, recording and processing time sheets
- Checking use of Worcester Telecare (Lone working system)

#### Nurse Co-ordinator Management

- Supporting Nurse Co-ordinator during their normal working month
- Sharing Nurse Co-ordinator role in rotation with other two Nurse Co-ordinators

#### Recruitment and Induction

- Speaking with prospective applicants and arranging informal meetings when necessary
- Interviews, checking references and application forms. Interviewing with Nurse Co-ordinators
- Induction process according to policy, monitoring performance, documentation and arranging training needs

#### Appraisal and Practice Support

- Conduct appraisals with Nominated Individual, following up training needs
- Monitoring Nurse performance and practice

#### Audits

- Responsible for all Audits
- Acting on results, positive or negative, noting trends
- Collecting thank you letters and cards and passing on comments to Nurses

#### Training

- Promoting good practice and encouraging Nurses to be proactive
- Being responsible for staff staying up to date with all mandatory training requirements
- Passing on key information to Nurses
- Arrange training sessions at Nurse Meetings

#### Staff Morale and Pastoral Care

- Christmas cards and gift to all staff
- Sending on personal thank yous from families to Nurses
- Notifying Nurses personally of positive incidents
- Support staff through illness, problems, etc.

#### New Initiatives

- Encourage Nurses to discuss any new ideas to improve service or working conditions
- Finding solutions to problems and challenges

#### Meetings

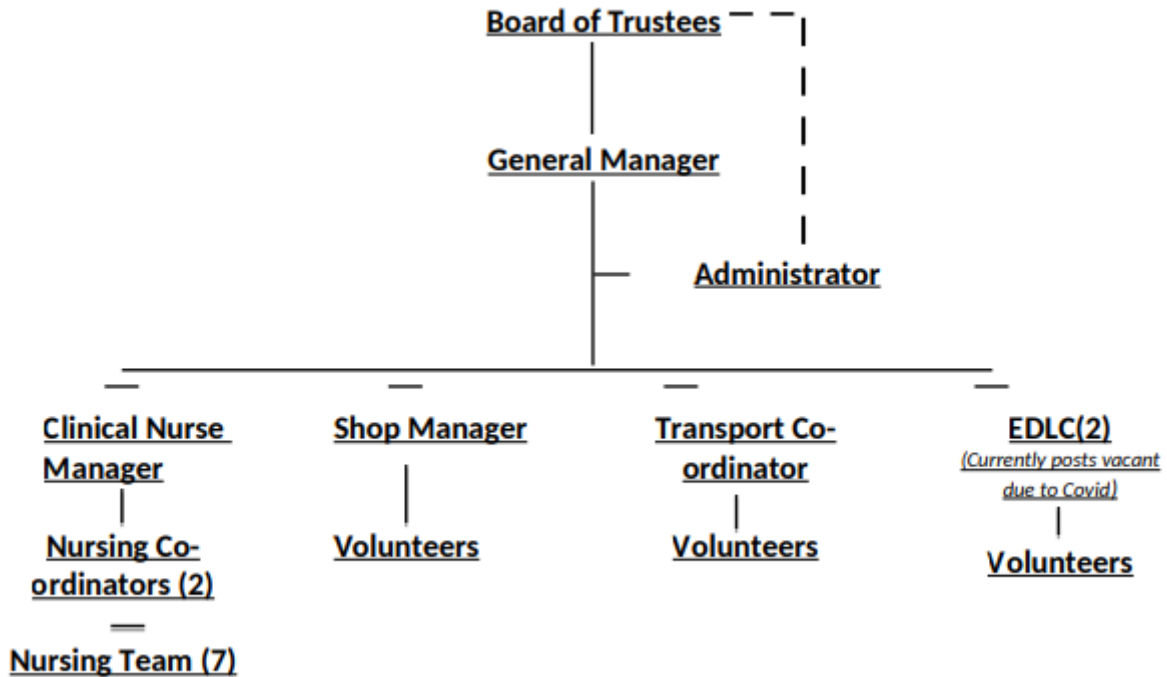
- Organise Nurse Meetings, compile agendas, record minutes and send reminders
- Attend Country Hospice at Home monthly meetings, taking turn with compiling agenda, writing and circulating minutes, sharing information as required
- Attend the Charity's AGM, prepare and present Annual Nurse Report

- Annual meeting with GPs, District Nurses and Frailty Team

#### Incidents and Problems

- Clinical incidents, documentation, following up with training, concluding the incident
- Raise any safeguarding issues with appropriate people
- Raising concerns when things don't go well. Letting people know when things do go well

#### Structure Chart



- The post is subject to an enhanced adult DBS check.
- Driving license and car ownership is essential.
- There will be a probationary period of six months, with a three-month interim review.
- The hours for the role will be reviewed on a regular basis (typically annually) to ensure they meet the needs of the role, the charity and its budget.

You may be asked to undertake other duties as may be reasonably requested from time to time by the Trustees and General Manager. This role specification may be varied in consultation with the post holder to reflect evolving needs of the organisation. There will be a requirement to work the occasional evening and weekend in order to fulfil this role (for example: Trustees meetings, fundraising events)