



This role is for you if you are passionate about making a difference and want to contribute to an organisation that is continuously striving to achieve excellence.

Job Title	Clinical Manager
Responsible to	General Manager
Responsible for	Registered Nurses, care staff and residents of the home
Post Objective	<ol style="list-style-type: none">1) The Clinical Manager is responsible for oversight of the service provided to care home residents. They will have experience of clinical leadership, and support continuous improvement of the service.2) To coordinate the care, assessment and management of long-term and specific health conditions to prevent or reduce hospital admissions3) To provide safe, effective and quality care to our residents by coordinating and providing strong clinical leadership, advice and support to the wider team.

SUMMARY OF OVERALL RESPONSIBILITIES

- **Comply with the clinical governance framework and all activities related to it. This includes participation in the clinical audit programme.**
- **To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.**
- **Effectively use the monitoring and reporting systems in place to evidence the delivery of safe, effective and high-quality services.**
- **Ensure that clear, accurate records and communication systems relating to clinical and care delivery are maintained and effectively used by all staff.**
- **Act as a role model for good clinical and care governance practice.**

Key Responsibilities

- **Provide leadership and support for Registered Nurses and care staff and act as a champion for resident's safety, well-being and dignity.**

- Complete audits as per clinical governance policy on a weekly/monthly basis.
- Participate/organise clinical MDT meetings with internal and external professionals as required and cascade information to Deputy Manager and General Manager.
- Ensure all clinical assessments and health care documents are completed to a high standard by responsible persons, ensuring there are no overuse of medical terminology not widely understood by all.
- Develop good working relationships with primary, community and acute NHS services and local authorities, to ensure residents' needs are seamlessly met with input from the wider system.
- To carry out clinical supervisions and appraisals as required, including Continuous Professional Development (CPD) for Registered Nursing staff in line with NMC regulations.
- Carry out competency assessment of Registered Nursing Staff with the view of identifying further training if required to improve clinical practice.
- As per the NMC code of conduct to take responsibility for own development and furthering knowledge and skills to ensure that care is delivered according to latest guidelines and best practice evidence available.
- Ensure staff are aware of company policies and procedures and that these are incorporated into practice (eg tool box talks, group supervisions, handover, meetings).
- Monitor work protocols in place for all clinical practices in the home to be in line with current guidelines to ensure high standards are maintained.
- Ensure that clinical equipment is maintained in a safe, clean and fully functional state and that staff are competent and confident to use it.
- Report any areas of concern identified through all areas of responsibilities to the General Manager and agree appropriate action to be taken.
- Recognise own limitation of competence and knowledge and seek more specialist support for residents in line with NMC registration requirements.
- Take appropriate action in response to any concerns regarding poor performance or unsafe practice and discuss with General Manager.
- Assist the General Manager to meet all relevant regulatory, contract and good practice standards as required by CQC and NMC.
- Maintain confidentiality, at all times being mindful of Caldicott requirements and following the Nursing and Midwifery Council code of conduct.
- Co-operate with the General Manager to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures in the home.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NMC Registered Nurse (band 6 or above) Evidence of personal and professional development including leadership Good understanding of CQC regulations and regulatory requirements 	Degree or post graduate diploma
Experience	<ul style="list-style-type: none"> Experience of care delivery within a Trust or Nursing Care Home environment Experience of managing staff Experience in meeting regulatory requirements Knowledge of evidence-based practice and audit techniques 	Familiar with working under external scrutiny
Technical Skills	<ul style="list-style-type: none"> Excellent organisational and leadership skills Excellent communication skills both written and verbal Good analytical and judgement skills Able to work under pressure to meet deadlines Ability to maintain and enhance effective working relationships Ability to positively contribute to, monitor and implement changes and improvements to services Ability to plan, allocate and evaluate own work IT literate Ability to identify and manage risk 	
Other factors	<ul style="list-style-type: none"> Ability to be flexible with regard to working hours Builds effective and credible relationships both internally and externally Works collaboratively with others sharing ideas and information at all times Has the ability to delegate broadening responsibilities to develop people Has the ability to raise standards through innovation and new ideas Will take responsibility for issues and resolve them. Car driver is essential with access to a vehicle for work purposes 	
Personal qualities	<ul style="list-style-type: none"> Able to cope in difficult situations with tact and diplomacy <input type="checkbox"/> Ability to build rapport and positively influence others <input type="checkbox"/> Ability to inspire professionalism <input type="checkbox"/> Ability to encourage others to engage with confidence about any concerns 	