

Role Description – Nurse Manager	
<b>Business Area/Function: Clinical</b>	<b>Salary Scale: Dependent upon Experience</b>
<b>Location: NG Healthcare, Stoke on Trent</b>	<b>Hours – Rota, Full-Time</b>
<b>Reports To: Registered Home Manager</b>	<b>Responsible for: Allocated Unit, Unit Staff and Delivery of High Quality Nursing and Care</b>
<b>Role Purpose:</b>	
<p>Responsibility for the overall management and nursing within the Unit, ensuring the effective implementation of all policies, procedures and quality auditing to ensure high quality, person centre care, is provided to all residents. Maintaining NMC and CQC standards across the unit. Assessing, developing and evaluating care and carry out the specific professional duties of a trained nurse. Leadership, mentoring and training of the allocated team.</p>	

Key Accountabilities/Responsibilities and Outputs
<ul style="list-style-type: none"> <li>• Ensure all required clinical quality auditing is completed effectively and within required timescales.</li> <li>• Supervise, coordinate and participate in the delivery of high quality care to residents to ensure that their physical, social, intellectual and emotional needs are met and ensuring dignity, choice, independence and respect.</li> <li>• Responsibility of residents individual care documentation ensuring a person centred approach. Preparation, implementation, review and update of all residents care plans involving the resident, representatives, key workers and management as appropriate and in line with NG Healthcare policies.</li> <li>• Ensure all resident and families information is kept secure and confidential and in line with GDPR.</li> <li>• Follow appropriate procedures in the event of any accident, emergency and safeguarding.</li> <li>• Liaise effectively with resident's family, friends and all external bodies. Support and work closely with families and friends offering them professional and emotional support, sensitive to individual need.</li> <li>• Provide effective and motivational leadership for clinical staff through supervision, support and mentoring in all aspects of nursing and care. Ensuring annual performance reviews are completed.</li> <li>• Act as a learning champion to ensure skills and knowledge is shared within the team and to deliver practical training as and when required.</li> <li>• Administer medication in line with MAR charts and company protocols.</li> </ul>

- Act as on-call manager on a rota basis
- To carry out such other duties as may be requested by the Senior Management Team.

### Experience, Knowledge, Key Skills and Qualifications

#### **Qualifications:**

- Qualified Registered Nurse
- Level 5 or equivalent Management Qualification
- Valid and current NMC PIN

#### **Experience:**

- Proven experience as a registered nurse and manager
- Motivational leadership and management experience
- Effectively supervise individuals and clinical teams
- Ability to communicate and interact effectively
- Thorough experience of producing and keeping up to date care plans
- Experience of sharing knowledge, best practice and delivering practical training.

#### **Knowledge and Key Skills**

- A robust awareness and understanding of the complex needs of our residents
- Ability to maintain clear and accurate written records and follow statutory reporting procedures
- Ability to work on own initiative and under pressure in a diverse and changing environment
- Ability to carry out all aspects of the role to a high standard at all times
- Effectively lead and effect change and the ability to act as a change champion site wide
- Pro-actively work as part of a team and the ability to foster a 'one team' approach
- Excellent communication skills with an ability to show empathy and warmth towards residents
- Excellent organisational skills and works with enthusiasm and energy
- Ability to make decisions and prioritise workload
- Resilient and able to remain calm and patient at all times

#### **Desirable**

- Training or Assessment Qualification
- Mentoring Qualification

#### **Additional Requirements**

- A commitment and adherence to all company policies and procedures
- Ability to work flexibly in accordance with the role
- To attend appropriate training and development sessions
- To represent the company in a professional manner at all times
- To uphold and promote equal opportunities in employment and service delivery
- Maintain a valid, up to date, PIN
- Enhanced DBS clearance