



Federation of Jewish Services Job Description

TITLE:	Clinical Manager
PLACE OF WORK:	Federation of Jewish Services
DEPT:	Nursing and Residential
RESPONSIBLE TO:	Director of Clinical Services
ACCOUNTABLE TO:	Director of Clinical Services

JOB PURPOSE:

To provide Managerial and Clinical support to staff teams and co-ordinate the day to day running of the service.

To manage the delivery of excellent nursing and residential care and to improve the wellbeing and lives of people living at the Federation of Jewish Services.

To take the lead for Safeguarding in the absence of the Director of Clinical Services

To take the lead on Infection Prevention

COMMITMENT TO OUR VALUES:

To undertake tasks and provide support to both service users and colleagues in a manner consistent with the values of the organisation.

- Support people's right to privacy
 - The respect of people's dignity
 - The recognition of people's rights
 - A zero tolerance of all forms of abuse
 - Enable people to maintain the maximum possible level of independence, choice and control
 - To treat all people as individuals
 - To support people to freely express their needs and wants
 - To demonstrate respect and integrity in all our work with people
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Main duties and responsibilities:

1. To work according to Nursing & Midwifery Council Code (Standards of Conduct, Performance and Ethics) for Nurses and Midwives, the Care Quality Commission and meeting the requirements of the Federation of Jewish Services Policies and Procedures. Have an awareness of the Mental Capacity Act 2005.
2. To promote the ethos of:
 - Person Centred Care.
 - Protection and Support of the Health needs of Individuals.
 - Assessment of care and health care needs.
 - Development, implementation and evaluation of programmes of care.
3. To plan and co-ordinate expert clinical care for people within the nursing and residential areas.
4. To ensure adequate staffing levels across the whole site and take responsibility for effective staff cover both on the nursing and residential areas.
5. To work as part of the Clinical Services Team to further develop and improve the service, providing support for team leaders and social care staff.
6. To develop team management skills and take part in unit cover as required in all areas.
7. To promote and participate in the implementation of change within THE FED:
 - Reviewing current practices and implementing appropriate changes based on research/best practice.
 - Developing and implementing audit, quality and risk management initiatives.
8. To conduct clinical supervision/appraisals as appropriate and mentor staff.
9. To promote and maintain effective communication.
10. To liaise with Unit managers, Team Leaders and Shift Leaders in relation to any clinical issues they may have on a day to day basis.
11. To organising and facilitate monthly staff meetings when required.
12. To deal with complaints and incident reports as they arise and work closely with the Quality and Development manager.
13. To be a clinical lead on CareSys and support staff to conduct CareSys audits and complete action plans .
14. To advise on issues relating to tissue viability where appropriate.

15. To act as an infection control link.
16. To conduct return to work interviews when required.
17. To conduct investigations/disciplinarys and work closely with the HR manager.
18. To carry out annual medication competencies for Unit managers and Team Leaders and other staff who administer medication.
19. To carry out weekly medication audits as required.
20. To attend Clinical Meetings and CEO meetings and prepare reports as requested by the Director of Clinical Services.
21. To attend GP Meetings as required.
22. To take part in preparation of PIR reports for Care Quality Commission (CQC and QAF for local councils).
23. To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements to maintain a professional profile.
24. To work closely with Admissions Manager and carry out any pre-admission assessments as required.
25. To check daily/weekly and monthly reports for all the units and highlight any concerns to Director of Clinical Services.
26. To complete weekly spreadsheet of overtime and training for whole site for submission to finance department.
27. To submit any safeguarding referrals to relevant authority in relation to any alleged abuse/unwitnessed falls and any other areas covered within the safeguarding policy and procedure
28. The IP Lead should:
 - be responsible for the organisation's IPC (including cleanliness) management and structure and the establishment of a water safety group in line with the Health and Safety Manager.
 - oversee local prevention of infection policies and their implementation
 - report directly to the registered provider
 - have the authority to challenge inappropriate practice, if appropriate, including antimicrobial prescribing practice
 - have the authority to set and challenge standards of cleanliness
 - assess the impact of all existing and new policies on infections and make recommendations for change

- be an integral member of the organisation's governance, water safety group, and safety teams and structures where they exist
 - produce an annual statement with regard to compliance with practice on IPC and make it available on request.
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Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
 - To attend and participate in supervision sessions and an annual personal review.
 - To attend and participate in staff meetings.
 - To contribute to the learning of other staff.
 - To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.
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Health & Safety

- All employees are subject to the Health & Safety at work act.
 - To take reasonable care for the Health & Safety of yourself and other persons who may be affected by your acts or omissions at work.
 - To undertake duties and responsible in full accordance with the organisations Health & Safety policy and procedures.
 - To co-operate with policies and procedures to enable the organisation and comply with its obligation under Health & Safety legislation.
 - To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.
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General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans and policies & procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and CQC regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.

Management Tasks

- To contribute to the development and implementation of service delivery and management of resources in line with the organisations strategic plans.
- Support and develop identified staff through regular supervision, training and appraisal.
- To take responsibility for the implementation of policies and procedures in line with good practice.
- To take responsibility for ensuring that Health & Safety Standards are met and a positive health & safety culture is promoted.
- To liaise with the Training & Development Manager and HR Manager to ensure all employees are supported appropriately.
- To manage appropriate budgets proactively, striving for best value and appropriate use of resources.
- To manage and develop Quality Assurance standards in relation to service delivery.
- To compile reports and attend management meetings as required by the CEO or senior management team.
- To support and develop morale and a positive work culture in line with the organisations values.
- To proactively manage and address comments and complaints that identify service deficiencies or the need for improvement.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Manager _____ Post Holder _____
(print name) (print name)
Signature _____ Signature _____
Date _____ Date _____