



Federation of Jewish Services Job Description

TITLE:	Unit Manager (Nursing)
PLACE OF WORK:	Federation of Jewish Services
DEPT:	Nursing
RESPONSIBLE TO:	Clinical Services Manager
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 care and to improve the wellbeing and lives of people living at the Federation of Jewish Services.

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

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. Promoting 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. Planning and co-ordination of expert nursing care for people within the nursing areas including Dementia.
4. To act as co-ordinator for GSF ensuring Beacon standards are maintained.
5. To ensure adequate staffing levels, ensuring and taking responsibility for effective staff cover.
6. To work as part of the Nursing Services Team to further develop and improve the service, providing support for nurses and social care staff.
7. Develop team management skills and take part in unit cover as required in all areas.
8. 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.
9. Conduct clinical supervision/appraisals as appropriate and mentor staff.
10. Promotion and maintenance of effective communication.
11. Liaison with RGN's/RMN's in relation to any clinical issues they may have on a day to day basis and addressing these issues.
12. Organising and facilitating monthly staff meetings.
13. Dealing with complaints and incident reports as they arise.
14. To be a clinical lead on CareSys and conduct CareSys audits.
15. To participate in issues relating to tissue viability/wound care management.
16. Act as infection control co-ordinator.
17. Conduct return to work interviews.
18. Conduct disciplinaries/investigations.
19. Carry out annual medication competencies for RGN's/RMN's .

20. Attend Clinical Meetings.
21. Attend GP Meetings.
22. Take part in preparation of PIC (Provider Information Collection) reports for Care Quality Commission (CQC).
23. Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP (Post Registration Education & Practice) requirements to maintain a professional profile.
24. Work closely with Admissions Manager and carry out pre-admission assessments as required.

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.

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.

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 _____