

## Hollybank Trust Job Description

*Job Title:*

Deputy Nurse Manager

*Reporting To:*

Registered Manager

*Overall Aim:*

To assist in the management and development of the home and to ensure the 24 hour / 7 day provision of high quality care, nursing, support, independence and community experience to assist Adults with complex needs to maintain a degree of independence and an improved quality of life. To deputise for the manager in their absence.

<i>Main Responsibilities</i>
<i>Role Specific</i>
<p><b>Management of Residential care</b></p> <p>To assist the Registered Manager to manage the home in line with relevant legislation to ensure that the Adults who live there have the best possible life experience.</p> <p>To assist the Registered Manager to create a warm, friendly and stimulating environment, and to ensure support is available to meet the needs of each person who lives in the home in order to maximise their independence.</p>
<p><b>Clinical Governance</b></p> <p>Oversee and deliver clinical training, clinical audit and clinical supervision of the nursing team.</p> <p>Collaborate with the Registered manager on decisions to ensure they meet the clinical risks and needs of the people supported.</p> <p>Practice – to work 15 hours per week nursing care and 22.5-hour admin</p>
<p><b>Staff Contributions</b></p> <p>To maximise the contribution of all staff to improve the quality of the service provided and standards achieved</p>
<p><b>People Development</b></p> <p>To provide inductions, supervisions, performance management, learning and development for staff at all levels.</p>
<p><b>Operations Management</b></p> <p>To oversee the day to day service provision in order to ensure that staff are deployed in an effective manner to contribute to the wellbeing and fulfilment of the Adults who live in the home.</p>
<p><b>Reports and Handovers</b></p> <p>To compile reports utilising all relevant information and update the next shift to ensure they are aware of any issues that have occurred.</p>

<p><b>Documentation</b></p> <p>To accurately document all necessary tasks on the required documentation in a timely manner, including further communications with other members of the team where necessary on essential aspects.</p>
<p><b>Resource Management</b></p> <p>To identify, assess and manage resource requirements in order to ensure that appropriate levels of stock and equipment are available when required</p>
<p><b>Medication</b></p> <p>To oversee medication for the Adults following the Trust's guidelines.</p>
<p><b>Reviews</b></p> <p>To chair and co-ordinate annual reviews in line with current legislation.</p>
<p><b>No job description can be entirely comprehensive, and the job holder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the Trust.</b></p>
<p><i>General Responsibilities</i></p>
<p><b>Best Practice</b></p> <p>To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.</p>
<p><b>Self-Development</b></p> <p>To continually seek development opportunities in order to improve personal performance.</p>
<p><b>Attitude</b></p> <p>To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile.</p>
<p><b>Policy Promotion</b></p> <p>To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies, to ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times. To maintain a code of cleanliness and sanitation as outlined by the Trust infection control procedures</p>
<p><b>Safeguarding</b></p> <p>To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all Adults.</p>
<p><b>Confidentiality</b></p> <p>In line with the Data Protection Act you will see the use and safe sharing of information as part of your responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.</p>

**Flexibility**

To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.**

**HR Office use only**

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/>  Notes
Last updated	03/07/2015 HT

## Person Specification

<i>Requirements</i>	<i>Essential or Desirable?</i>	<i>How Assessed?</i>
<p><i>Qualifications/Education/Training</i></p> <p>RNLD or RN qualified</p> <p>BSC Nursing/Health Studies</p> <p>NVQ level 3 or above in Leadership &amp; Management or a willingness to work towards</p> <p>A willingness to undertake relevant qualifications and training relevant to the role</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Qualification Certificates</li> </ul>
<p><i>Experience</i></p> <p>Nursing young people with profound and multiple LD</p> <p>Previous experience of dealing with regulatory bodies e.g. Ofsted and CQC.</p> <p>Experience at least at a supervisory level in a care home setting.</p> <p>Experience of managing employees</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<p><i>Work Attributes</i></p> <p>An interest in working with Adults with disabilities</p> <p>A positive attitude towards Adults with disabilities</p> <p>Excellent verbal and written communication skills including a fluent grasp of the English language</p> <p>An understanding of moving and handling procedures</p> <p>An understanding of personal care procedures</p> <p>An understanding of how to assist carefully at meal times</p> <p>A full clean driving licence and a willingness to drive Trust vehicles.</p> <p>An understanding of the importance of recording and documenting information</p> <p>Ability to follow set procedures</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

IT Literate	Essential	
Ability to maintain good relationships with all stakeholder		
<i>Personal Attributes</i>		
Reliable and committed at all times	Essential	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
An ability to work shifts on a rota basis including weekends	Essential	
Fully committed to the work of Hollybank Trust	Essential	
Able to work under pressure	Essential	
Ability to sensitively manage loss and bereavement and to support staff	Essential	

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved