

CYGNET BRUNEL

Job Description

Title: Clinical Manager

Reports to: Hospital Manager

Reportees: Ward Managers and the nursing workforce.

Job Summary:

To provide direction and contemporary initiatives to drive and embed effective clinical practice and leadership for care delivery. The post holder would ensure delivery of an optimum level of clinical and therapeutic care together with ensuring compliance with statutory regulations, quality standards and delivering against key performance indicators. As a member of the Senior Management, the role holder will play a key part in ensuring departments operate within budget, delivering the hospital strategy, providing operational and clinical leadership to the wider staff group in support of the Hospital Manager

The post-holder will take overall responsibility for the management and functioning of HSE, infection control and Fire Regulation guidelines and according to set budgets.

Responsibilities:

Clinical

1. Ensure that a safe environment is maintained at all times in accordance with Health and Safety regulations
2. Responsible for achieving and maintaining the highest standard of nursing care
3. In conjunction with other Heads of Department, ensure that therapies provided are meaningful to the service user group, supports recovery and meet current NICE guidelines
4. Benchmark services against national standards.
5. Ensure corporate guidance, standards and policies are adhered to by all staff
6. Take a lead on the management of SUI from ward to Board.
7. Monitor Pharmacy, Pathology, Occupational Health and Advocacy services to ensure adequate standards are met in accordance with the Service Level Agreements, reporting compliance to the Hospital Manager
8. Monitor patient notes and ensure that multi disciplinary records are maintained according to policy and procedure.
9. Responsibility for informing Care Quality Commission, MHAC, Ministry of Justice, RIDDOR etc as appropriate in the event of an adverse event on one of the wards
10. To ensure that NHSE targets are delivered on target and reported as required each quarter.
11. To support with in the completion of Care Quality Commission self-assessment and statutory announced and unannounced visits

12. To participate in the Corporate Groups ensuring best practice are shared, assist in practice and policy development across the company and participate in corporate developments in nursing practice

Administration

1. Oversee the clinical budgets for all wards ensuring that they are adhered to.
2. Oversee the administration of the Mental Health Act on all wards
3. Attend and contribute to the monthly management meetings
4. Attend and contribute to marketing meetings
5. Involvement in handling service enquiries and active participation in assessment of patients as required
6. Provide necessary data to the Group Financial Manager to ensure the accurate completion of pay roll on a monthly basis
7. Ensure that all staff comply with the Working Time Directive
8. Ensure all administrative paperwork generated by the clinical team is accurate and timely
9. The post-holder will take overall responsibility for the management and functioning of housekeeping, hospitality, HSE, infection control and Fire Regulation guidelines and according to set budgets.
10. To ensure that all training, supervision and appraisals are completed within appropriate timescales, for all departments of responsibility
11. . Investigate performance, conduct and grievances as requested according to company policy and in conjunction with legal advice where necessary.
12. Hear disciplinary or grievance hearings as requested and in accordance with company policy
13. Manage annual leave and sick leave effectively within allocated departments.
14. Ensure all the post-holder's department heads are up to date with developments within the company locally and nationally so that best practice relating to their department is established.
15. To act-up for the Hospital Manager as requested.

Operational

1. Together with the corporate Health and Safety Manager, ensure the hospital is compliant with H&S regulations and all risk assessments and safe systems of work are in place and adhered to across the hospital i.e. slips trips and falls.
2. On behalf of the Hospital Manager, produce weekly summary reports and monthly KPI reports on the current performance of the hospital.
3. Ensure that the hospital is kept in a good state of repair, conducting regular audits and inspections and a planned maintenance programme is in place.
4. Ensure fire policy is up to date and adhered to by all staff and that regular tests and checks are carried out and documented in accordance to compliance regulations. Ensure fire risk assessments are carried out at least annually and action plans are in place including keeping fire marshals up to date with training and in regular practice.

5. Be responsible for monthly audit cycle including maintenance request compliance, admin audit, consultant service standards, first impressions audit etc
6. Be responsible for the management of medical records.

Service User Involvement

1. Attendance at least fortnightly service user involvement groups; ensuring that any feedback from the service user group is implemented as appropriate
2. Engage service users wherever appropriate in the functioning of the non-clinical departments and nursing team
3. Carry out regular first impressions audits with service users and ensure improvements are implemented by department heads.

Personnel

1. Responsible for recruitment and retention of all nursing staff ensuring compliance with Employment Law and Cygnet Health Care policies
2. Responsible for ensuring that all clinical staff receive regular supervision and appraisal in line with agreed policy.
3. Overall responsibility for monitoring of annual leave and sickness levels in clinical staff
4. Implementing training for individuals and groups as necessary.
5. Ensuring that motivation and morale of staff is kept high including attendance at SRG or staff meetings as requested
6. Carry out investigations and disciplinary procedures according to Cygnet procedures and in liaison with Croner Consulting Employment Law advisors. This includes the duty to suspend clinical staff in the event of an allegation of gross misconduct
7. Maintain all clinical staff personnel records in accordance with Cygnet procedures and ensure that all communication is documented thoroughly.

Education

1. Oversee the in house clinical training program based on service requirements, and together with the HR / Training Administrator ensure all mandatory staff training is up to date and provided.
2. Support staff in their professional development utilising the training budget appropriately.
3. To ensure that you are personally up to date with relevant training including Employment Law

Service Development

1. To lead on innovations to improve service delivery including staff and service users experience.

2. To develop good working relationships with NHS purchasers, participate in contract review meetings where appropriate and develop systems to support NHS contracts in house
3. Regularly meet with referring agencies to promote the Hospital and its services and the services offered by other Cygnet units.
4. To actively participate in the setting up, development and marketing of Cygnet Brunel

Other

1. To participate in the Senior Manager on call rota across Cygnet Hospital Brunel
2. To undertake project work on an ad hoc basis
3. To undertake any other reasonable request

Note

This job description will be reviewed by the post holder and line manager and will form part of the process of annual appraisal and performance review.

This document is a guide to the duties of the post and not an inflexible, exhaustive specification. It is subject to review and may be altered by mutual agreement in light of future developments.

Signed.....
Clinical Manager

Date.....

Person Specification Clinical Manager

A = Application form

I = Interview

P = Presentation

R = Reference

REQUIREMENTS	ESSENTIAL	DESIRABLE	TO BE TESTED
Education, training and qualifications	<ul style="list-style-type: none"> • Qualified clinician • Degree or equivalent experience • Completed a recognised Leadership development program • Completed Clinical Supervision Training 	Prince 2 Root Cause Analysis	A
Previous Experience	<ul style="list-style-type: none"> • A minimum of 3 years experience at a senior Management level, including managing change • Significant experience of leading teams and/or senior practice-based • A good understanding and application of Rehabilitation Approach • Demonstrable experience of working with budgets and using financial and activity information to support the management of services • Experience of interpreting and analysing highly complex information and managing high complex circumstances. • Partnership working with other statutory and voluntary agencies • Experience of setting, monitoring and evaluating standards for high quality care • Experience of preparing and presenting reports at senior management level • Ability to change practice, culture and outcomes across professional boundaries • Experience of setting therapeutic boundaries with patients who exhibit extreme challenging and high risk behaviors that require advanced interventions to enable effective de-escalation. • Experience of working with patients within a neuropsychiatric unit, or with complex physical health needs • Experience of working with partner organisations, 	Project management Experience of working in Forensic settings	A/I/R

	<ul style="list-style-type: none"> commissioners and external stakeholders Able to enthuse and inspire others using advanced communication, presentation skills 		
Skills & Abilities	<ul style="list-style-type: none"> Able to facilitate multidisciplinary debriefing, critical analysis meetings Able to take the lead in highly volatile situations Able to lead on integration of service development, theory and practice Able to provide expert advice to the whole service Able to manage time, so that deadlines are met Able to manage change constructively Able to analyze and solve problems in a professional context Able to work effectively in a multidisciplinary team Able to communicate complex and sensitive issues to a range of audiences Competent in Windows application and the Use of outlook 		A/I/R
Knowledge	<ul style="list-style-type: none"> Care Quality Commission Essential standards Understanding of CQUINs Understanding of Healthcare governance framework and its application in practice. Application of audit and quality improvement methodologies Theory and concepts associated with mental health practice and its application Principles of managing change Current policy context and the implications for mental health practice Contemporary developments in mental health nursing 		A/I
Other requirements relevant to the post	<ul style="list-style-type: none"> Highly motivated and able to work independently Flexible about hours of work Genuine commitment to equal opportunity, fair access and service user empowerment 		A/I