

## **JOB DESCRIPTION**

Job Title:	Head of Nursing
Department:	Nursing
Responsible to:	Clinical Director
Qualifications:	RMN

### **Overview:**

The Head of Nursing will have responsibility for the professional leadership of the nursing workforce during day shifts. The post holder will ensure that the care provided by Nurses is delivered with compassion, embodies quality and fulfils the clinic purpose of delivering safe, effective and personal care to every patient, every time.

The post holder has specific responsibility for patient safety, patient experience and quality assurance and works closely with the Medical Director and Clinical Director to demonstrate highly visible leadership, working as part of a cohesive, multi professional senior team contributing to the overall strategic direction and leadership of the Clinic.

### **Accountability:**

- To keep up to date with current mental health legislation & ensure clinical standards reflect current legislation.
- Keep up to date with own mandatory and statutory training, personal development and appraisal.

### **Main Responsibilities:**

#### **Safe & Effective Patient Care**

- To lead a team that focuses on the patient journey by co-ordinating and directing effective nursing care, ensuring each patient receives the same excellence of care.
- Interact with inpatients to ensure their needs are being met.
- Ensuring adequate staffing levels for safe & effective nursing and provision of groups.
- Responding to concerns and investigating when required.
- To have a working knowledge of and participate in patient's programme.

#### **Quality Assurance**

- Assisting in the investigation of complaints & incidents
- Contributing to Clinical Governance
- Oversight of clinical policies
- Ensuring CQC clinical standards are met
- Lead on health and safety in the Clinical area
- Audit support
- Ensure the nursing team is compliant with Cardinal Clinic policies and procedures.
- Ensuring that requests and instructions from internal and external colleagues are dealt with professionally and promptly.
- Provide supervision for junior members of the team

## **Leadership of Nursing Team**

- Recruitment of suitably skilled & qualified staff
- Have systems in place to ensure skilled staffing levels through staff rotas & training
- Undertaking appraisals of nursing team members
- Working with Training Co-ordinator to ensure staff are adequately trained
- Deliver training and developmental activities to the nursing team
- Performance management of nursing staff, developing their potential and addressing poor performance including sickness absence

## **Corporate Responsibilities**

- Chair the Nurses Advisory Committee and Weekly Nurses Meetings
- Work with Medical Director and Clinical Director to ensure safe and effective functioning of Clinic
- Contribute to continuing development of the Clinic to meet strategic aims
- Work with colleagues to promote the Clinic within the wider community, building sustainable relationships with key partners
- Contribute to effective management of finances
- Attend clinical and managerial meetings as required.

The above list is not exhaustive and can change on a daily basis to meet the needs of the Clinic.

You should also be:

- Aware and comply with the company policies and procedures and in particular those that are relevant to your department
- Aware and comply with the Health & Safety policies of the Clinic

## **Key skills & behaviours**

- Registered Mental Health Nurse (minimum)
- Minimum of 5 years post qualification experience
- Documented evidence of CPD
- Evidence of teaching and assessing in Clinical Practice. Mentorship trained.
- Ability to use initiative and be proactive
- Good verbal & written communication skills and record keeping
- Ability to work as part of a team
- Good leadership skills
- Previous management/leadership experience desirable
- Active interest in education and training with a commitment to lifelong learning
- Ability to work with complexity
- Good computer skills would be an advantage
- Flexibility and a willingness to have a 'hands on' approach to work
- Sound organisational skills and the ability to plan, prioritise and adapt to changing demands