

JOB DESCRIPTION

Grade Band 8A Modern Matron
Mental Health

Base

Hours

Accountable to

Reports to

1. KEY ROLE OF JOB

To manage and provide strategic leadership to ward managers and the multi disciplinary clinical team.

To work within the modern matrons' charter to ensure good standards of cleanliness health and safety

To be responsible for the management of a designated clinical development clinical environment, allocating and providing sufficient resources and opportunities to deliver person centred nursing care, involving service users and carers.

To manage the recruitment and deployment of people in an area of work

To supervise and teach qualified and unqualified staff including students

To be responsible for the identification of learning and development needs; to plan how these will be met and evaluate the effectiveness for learners and impact on care.

2. CLINICAL

To ensure the environment is conducive to recovery and the development of independence

To supervise and critically evaluate the clinical management of a ward or service area as applicable.

To work as a member of the MDT in management of care and the response to changes in service users' health.

To develop measures to ensure that customs, individuality, values, sexuality and spiritual beliefs, activity are respected in supporting the individual to fulfil these.

To develop measures to monitor the provision of therapeutic activities, emotional support and stability to clients to ensure effective engagement whilst maintaining professional boundaries.

To create, develop and maintain professional supportive relationships with all members of staff with other professionals and agencies.

To monitor the undertaking of physical observations as follows: blood pressure, temperature, pulse, respirations, blood sugars, urinalysis, weight and height and act upon exceptions appropriately

3. COMMUNICATION

To develop tools to ensure the recording of all contacts with service users in case notes in line with HPT record keeping policy.

To ensure effective communication with clients, relatives and carers, visitors, staff and others.

To ensure that all communication takes place in a manner that is consistent with legislation, policies and procedures.

To develop measures to improve communications where barriers exist

To ensure that consent to intervention or assessment is sought in a manner that is meaningful to the service user.

To communicate with people in a manner that is consistent with their level of understanding, culture and background

4. QUALITY

To evaluate data from service monitoring against national and local policies and developing project plans to ensure service improvement.

To ensure shared decision making with service user involvement in all aspects of their care.

To seek contributions and suggestions for the improvement of services.

To act upon concerns of others regarding clinical work or work environment

To present a positive image of the team service and trust.

To work effectively in own team and as part of the whole organisation.

To monitor the availability of clinical supervision and preceptorship

To monitor structures that are in place for effective appraisal, personal development and performance management and audited regularly

To ensure that care is planned and delivered in a manner that is consistent with the evidence based practice, policies and procedures and the management of risk

5. RISK ASSESSMENT

To understand the range of risks potentially faced by the service user group

To work in partnership with others to identify and assess the nature, location and seriousness of the particular risks

To recognise potential crisis situations and act responsively and responsibly, to resolve the situation seeking assistance if required.

To monitor the CPA process and Service Users involvement through this.

To be aware of the potential for vulnerability and abuse amongst the service users/families and using the local policy to inform appropriate personnel in line with safeguarding vulnerable adults and children and HPT Policies.

To coordinate risk management plans relating to safeguarding adults and children and maintain an accurate record of risk, actions taken and investigations.

To follow the HPT Lone Working Policy ensuring that home visiting, and any autonomous activity is effectively reported and logged.

To work with other members of the multi-agency team to plan, monitor and review the effectiveness of the risk management plan

To take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

To coordinate risk management plans relating to child protection and the protection of vulnerable adults and maintain an accurate record of risk, actions taken and investigations.

- 5.11 To ensure the safe custody of all patients in accordance with their leave status as defined by the Responsible Medical Officer. This includes the supervision of patients within the unit, grounds and community.

6. PROFESSIONAL/PERSONAL DEVELOPMENT

To receive clinical supervision and participate in appraisal and performance development.

To adhere to the Nursing and Midwifery Council code of professional conduct for nurses

To ensure attendance at all HPT essential training.

To identify personal development needs and set personal development objectives in discussion with reviewer.

To work towards achieving competencies outline within role and the collection of evidence within personal portfolio.

To monitor the orientation and induction of all staff new to the service

To contribute to the experience of learners and to ensure delivery of mentorship requirements meeting NMC standards for nursing students.

To ensure the development of an environment that is conducive to learning, promoting staff development and involvement

To evaluate the effectiveness of learning and development, informed by learners

To participate in the Trust professional development strategy.

7. MANAGEMENT

To manage and provide strategic leadership to ward managers and the multi disciplinary clinical team.

To work within the modern matrons' charter to ensure good standards of cleanliness health and safety

To be responsible for the management of a designated clinical development clinical environment, allocating and providing sufficient resources and opportunities to deliver person centred nursing care, involving service users and carers

To be responsible for the recruitment, deployment and management of staff in line with HPT policy.

To development, maintain and monitor of service standards and policies. To collect and collate data/ information effectively for the purpose of audit, research and service performance.

To lead and participate in the development, interpretation of implementation of policies.

To ensure structures are in place for effective appraisal, personal development and performance management and audit these regularly

To ensure and monitor that care is assessed and planned in a manner that is consistent with the evidence based practice, policies and procedures and the management of risk.

To take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety and risk.

To manage a delegated budget

To act as authorised signatory

To act up in the absence of senior manager

To ensure compliance by self and staff of the Trust's Standing Orders, Standing Financial Instructions, Policies, Procedures and Guidelines, including taking all reasonable steps to manage and promote a healthy working and diverse working environment.

To adhere to professional confidentiality standards.

8. DATA PROTECTION ACT 1998

Under provision of this Act, it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to patients, staff or visitors to which he/she has access during the course of their employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

9. CONFIDENTIALITY

The postholder will be in possession of personal details relating to patients, staff and visitors. This information is highly confidential and must not be discussed or

divulged to any unauthorised person. Any breach of confidentiality could result in disciplinary action.

NB: This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed within the Annual Appraisal process. This job description does not constitute part of the Contract of Employment.

NNB: this job description is for use across Hampshire Partnership Trust for all nurses employed at this Banding. No amendment can be made without the agreement of the Director of Nursing

TITLE OF POST: MODERN MATRON

DIRECTORATE: TRUSTWIDE

NHSKSF DIMENSIONS	REQ'D FOR POST?	FOUNDATION GATEWAY LEVEL	FOUNDATION GATEWAY INDICATORS	2 ND GATEWAY FULL OUTLINE LEVEL FOR POST				AREAS OF APPLICATION
				1	2	3	4	
CORE DIMENSIONS								
1 Communication	Y	4	ALL				X	
2 Personal and people development	Y	3	ALL				X	
3 Health, safety and security	Y	3	ALL				X	
4 Service Improvement	Y	3	ALL				X	
5 Quality	Y	3	ALL				X	
6 Equality, diversity and rights	Y	3	ALL			X		
SPECIFIC DIMENSIONS								
HEALTH & WELLBEING								
HWB1: Promotion of health & wellbeing; prevention of adverse effects to health & wellbeing	Y	3	ALL				X	
HWB2: Assessment & care planning to meet people's health & wellbeing needs	Y	3	ALL				X	
HWB3: Protection of health and wellbeing	Y	4	ALL				X	
INFORMATION & KNOWLEDGE								
IK2: Information Collection & analysis	Y	3	ALL			X		
GENERAL								
G1: Learning & development	Y	3	ALL			X		
G4: Financial Management	Y	2	ALL		X			To be political mindful of finance and the individual Modern Matron's role in influencing how finance is spent and distributed
G5: Services & project management	Y	3	ALL			X		
G6: People management	Y	4	ALL				X	

Approved by Management: AMH DMT/ Acute Care Forum / M Campbell

Date: Dec 05

Approved by Staffside: M Weldon

Date: February 06

Approved by KSF Project Manager: A M Thompson Date: December 05

Included in HPT Outline Database:

Submitted to National Library: Yes/No

Document in 081224 HPT CHI Action Plan doc - Evidence Draft