JOB DESCRIPTION

Job title: Deputy Matron
Accountable to: Matron
Responsible for: Nursing/Care Staff

Purpose of post:
In the absence of Matron to be accountable and responsible through a 24-hour period for management and leadership of St Vincent’s Nursing Home.

The post holder will support the Matron in all aspects of the clinical management of St Vincent’s Nursing Home, providing strong leadership and demonstrating an excellent level of nursing and management competency.

Leading and delivering the training programme for the home, in accordance with Care Quality Commission (CQC) National Care Standards.

Scope
• Abide by the NMC Code of Conduct (2002) in relation to professional nursing practice and behaviour.
• Promote a teamwork approach through strong leadership in an open and friendly working environment.
• Ensure that our delivery of care is always based on the assessment, planning, implementation and evaluations to meet the resident’s needs.
• Contribute to the effective management of budgets within the home.
• Manage the Staff Training Programme for the home.
• Assist in the management of a transparent process to report and record any accidents or incidents that relate to any residents, staff or visitors.

Key result areas
Management and leadership
• Promote the concept of advocacy for our residents, leading by example.
• Provide support to the Matron in the maintenance of rosters, ensuring skill mix is acceptable and requested leave is authorised.
• Work with the Matron to ensure that Clinical Audits are undertaken to maintain high standards.
• Work effectively with other disciplines within the community and other organisations related to St Vincent’s i.e.: Care Quality Commission.
• Provide leadership and participate in the On Call rota.
• Lead and participate in the ongoing Supervision and Appraisal of Nursing/Care staff.
• Work with other senior managers within the home, to ensure that, development complies with the philosophy of St Vincent’s.
• Be responsible for the ordering and stock control of medical supplies.
Clinical

- Contribute to the effective assessment, planning, implementation and evaluation of nursing care, ensuring that best practice is followed and residents have a positive experience.
- Working within the Clinical Audit Programme, to ensure that all audits are undertaken and outcomes are implemented.
- Support the nursing team, to ensure that they are competent to practice, encompassing the policies and procedures, within the home.
- Support the Medication lead nurse to ensure that all medications are held and administered in compliance with legal and internal policies and procedures.
- Support the Continence lead nurse to ensure that continence assessments and product provision complies with best practice.
- Ensure that residents are clinically assessed prior to admission to St Vincent’s, in line with our Admission Policy.
- Undertake a clinical role on shift on the wings, on a regular basis.

Clinical Governance and Risk

- Ensure you are updated with new developments to ensure skills are relevant to the delivery of care to residents
- Identify opportunities for self-improvement and the improvement of the clinical staff
- In conjunction with the clinical and management team, ensure that Health and Safety within St Vincent’s is a priority
- In conjunction with the clinical and management team utilise the 7 pillars of clinical governance to ensure best practice they are:
  1. Education and training
  2. Clinical Audit
  3. Clinical effectiveness
  4. Research and development
  5. Openness
  6. Risk Management
  7. Information Management

Education and training

- Support matron in the provision of an effective Induction Programme.
- Ensure that Mandatory training is undertaken by all staff.
- Ensure that relevant courses are made available for staff.
- Lead on the training and development for staff.
- Identify own learning needs and take responsibility for own professional development.
- Facilitate, organise and mentor student nurse placements within the home.
ADDITIONAL INFORMATION

Code of Conduct
St Vincent’s has adopted the principles of the DoH’s Code of Conduct which requires the post holder to live out the Code in every aspect of their work, and for their actions to demonstrate a commitment to the Code. In particular, the post holder must:

a) Accept accountability for his/her own work, the performance of those he/she manages and of his/her own organisation.
b) Be honest and act with integrity.
c) Demonstrate their commitment to team working by co-operating with all colleagues within St Vincent’s Nursing Home and with those in the wider community.
d) Make the care and safety of residents their first concern and act quickly to protect residents from risk.
e) Respect the public, residents, relatives, carers and partners in other agencies.

Confidentiality
Information relating to residents, employees and business of the Home must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised persons or organisations. All staff must operate within the requirements of the Whistle blowing Policy.

Health and safety
Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Home) and assist in ensuring the compliance of other staff.

Comply with the NO Smoking Policy. Applicants should be aware that it will not be possible to smoke throughout working hours.

You may be required from time to time to work within other areas or sections of St Vincent’s. Permanent changes of base will only be made after consultation with the post holder.

Working time regulations
The home is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt out form. Any member if staff who undertakes work outside the Home, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

Equal opportunities
The Home is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favorable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability.

This Job Description is illustrative of the duties and responsibilities of the post.
It will be reviewed jointly between the post-holder and their manager during the Annual Appraisal and will be subject to modification as appropriate.