



Department of Medicine for Elderly People

JOB DESCRIPTION

Job Title:

Gosport War Memorial Hospital

Manager's Title:

Service Manager

Grade:

Scale A Grade 5 (H)

1. Main Purpose of Job

- Accountable for Day Hospital, Continuing Care Ward, Rehabilitation Ward and GP Ward
- Support and manage the Clinical Managers and facilitate the development of clinical practice ensuring 50% of time is undertaken in clinical practice.

2. Position in the Organisation

Service Manager (Community Hospital)

H Grade Gosport War Memorial

H Grade St Christopher's

Continuing Care, Rehab, Day Hospitals

3. Scope and Authority

Responsible for recruitment and management of Trust staff up to Scale A Grade 4.
Day to day management and clinical supervision of G grade staff

4. Qualifications

RN.

Relevant first level degree - desirable

5. Experience

Two years experience at working at Ward Sister/Charge Nurse level.

Proven clinical leadership skills.

Experience in a rehabilitation setting.

6. Key Responsibilities

- Work closely with Service Manager Community Hospitals, EMH Co-ordinator St Christopher's , II Grade and Clinical Managers to develop services within the Clinical Governance framework.
- Keep updated with clinical developments, initiating changes that benefit the standard of patient care and develop a culture where staff are encouraged to share ideas for improvements within the service.
- Liaise and work in partnership with the other members of multi-disciplinary team.
- Ensure staff understand and adhere to Trust and Departmental policies and procedures.
- Ensure the effective management of Human Resources in line with the 'Investors in People' standards.
- Co-ordinate recruitment and workload within designated area of responsibility.
- Undertake clinical practice within agreed chosen area.
- Take part in audit ensuring that resulting action plans are implemented and monitored.
- Undertake teaching and education for staff as appropriate to ensure high quality practice within the Department.
- Participate with the Service Manager in the management of critical incidents/complaints.
- Advise management team on clinical issues and developments.

- Take part in clinical supervision with identified supervisor and supervisees.
- Undertake investigations and enquiries as required.

Data Protection Act 1998:

Under the provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to patients and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality:

The job holder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance will result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exemption order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those which are 'spent', must be declared. Previous convictions will not necessarily preclude an individual from employment within the Trust.

Substance Misuse Policy:

This Trust operates a Substance Misuse Policy.

A set of personal objectives negotiated between the postholder and the Service Manager Community Hospitals will further clarify the role.