


JOB DESCRIPTION AND PERSON SPECIFICATION for a DEPUTY MANAGER / CLINICAL LEAD		
VERSION No	5	
REVIEWED BY	Mariana Philipova	
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JOB TITLE	Deputy Manager and Clinical Lead	
RESPONSIBLE TO / ACCOUNTABLE TO	Registered Manager	
LOCATION	Bendigo Nursing Home	
HOURS OF WORK	As Per Off Duty Roster devised by the manager, including nights, weekends, Bank Holidays and other official holidays, usually on two weekly basis, the deputy manager must also come to the home immediately in case of emergency, etc. or when a CQC inspector visits for an unannounced inspection	
JOB PURPOSE / OBJECTIVE	<p>The Deputy Manager must fulfil:</p> <ul style="list-style-type: none"> ✓ the role of the Manager should the Manager is not available or is on annual leave ✓ all clinical lead responsibilities ✓ IPC Lead role ✓ RGN role ✓ Responsibilities for the assessment and care planning of the residents' care, treatment and support ✓ Responsible for co-ordinated care, support and treatment ✓ Supervision and leadership role ✓ Duties and responsibilities as specified in policies and procedures ✓ Any other duties as reasonably requested by the manager 	

1. SERVICE USERS

- 1.1 To establish and maintain pre-admission Service User needs assessment procedure.
- 1.2 To establish and maintain individual assessment and reassessment of Service Users care needs.
- 1.3 To establish and maintain management of medication.
- 1.4 To establish and maintain tissue viability care and management.
- 1.5 To establish and maintain nutritional and dietary management.
- 1.6 To ensure a safe and secure environment for all service user's.
- 1.7 To establish and maintain an admission policy.
- 1.8 To ensure that the varied needs of service users are being identified and met.
- 1.9 To enrich as far as possible the quality of life for service users.
- 1.10 To establish minimum standards of care within the context of an individualised care system and to promote excellence in levels of care.
- 1.11 To establish a range of activities for service user's.
- 1.12 To monitor and review progress in achieving individualised care.
- 1.13 To establish and maintain accurate documentation relating to client enquiries, assessment and admission.

- 1.14 To establish and maintain documentation in keeping with CQC's guidelines, legislation and NMC.
- 1.15 To ensure the home is clean and well maintained.
- 1.16 To maintain contact with the Service User's relatives or representatives and keep them informed of the Service User's wellbeing.

2. STAFFING

- 2.1 To establish and maintain the management of infection control policy and procedure and ensures safe practice.
- 2.2 To establish and maintain the management of moving and handling policy and procedure and ensures safe practice.
- 2.3 To identify staffing requirements in order to meet the Service User's needs.
- 2.4 To establish and maintain clinical supervision to support practice, enabling all staff to maintain and improve standards of care. To achieve this by continuous personal development using up-to-date sources such as the internet, NMC, CQC, The National Institute for Health and Clinical Excellence (NICE), etc, attend various training courses, seminars and workshops.
- 2.5 To establish and maintain clinical supervision on a one-to-one basis which is a practice-focused professional leadership.
- 2.6 The supervision should on the basis of open approach so that staff are aware of what is involved.
- 2.7 The supervision should be flexible and sensitive to staff and residents.
- 2.8 The clinical supervision should be evaluated on a regular basis in order to assess its effect on the practice standards.
- 2.9 The clinical supervision should enable the staff to develop their skills, knowledge and professional values within a multicultural environment.
- 2.10 To ensure a safe and secure environment for all staff.
- 2.11 To ensure that all staff are aware of the fire policies, emergency procedures and provisions under the Health and Safety at Work Act 1974 and subsequent amendments.
- 2.12 To establish and promote an effective communication structure.
- 2.13 To develop effective professional relationships with staff.
- 2.14 Training of the staff in order to provide a high standard of care.
- 2.15 To assist with interviews and recruiting of staff as and when required.

3. MARKETING AND LIAISON

- 3.1 To liaise with other agencies e.g. hospitals, social workers, GP's etc to promote the home.
- 3.2 To promote good usage of the home and company at all times.

4. FINANCE

- 4.1 To participate in the formation of budgets and forecasts.
- 4.2 To be responsible for their implementations.

5. MANAGEMENT

To ensure that the home conforms with all the legal requirements such as the Fundamental Standards, Health and Safety, Food and Hygiene, and the requirements of inspection/regulatory bodies e.g. CQC, NMC, etc, and to keep the Management informed at all times.

6. ADDITIONAL

Any other duties that may reasonably be required by the Manager or the Managing Director, such as:

- a) **Come to the home as soon as possible to assist with CQC inspection, LA Audit, etc. even if not on duty**
- b) **Cannot take an annual leave when the manager is on annual leave (to negotiate).**

The above list is not exhaustive