

JOB DESCRIPTION

<u>JOB TITLE:</u>	Night Coordinator
<u>GRADE:</u>	Band 7
<u>DEPARTMENT</u>	As Designated
<u>LOCATION:</u>	As Designated
<u>RESPONSIBLE TO:</u>	Clinical Manager
<u>ACCOUNTABLE TO</u>	Associate Director

MAIN PURPOSE OF THE JOB

To provide Senior Nurse Leadership of inpatient services at night across the designated area, ensuring safe nursing practice and the provision of a high quality care delivery.

The post holder will monitor and maintain professional standards and provide clinical advice to Nurses and allied professionals both in and out with the Trust.

To be the senior person with key responsibility for the provisions of care at night across inpatient services the designated Locality.

The post holder will possess a high level of leadership skills and provide expert advice, support and guidance to ward based staff and other agencies and allied professionals, Service Users and carers.

The post holder will maintain and further develop relevant information systems, via networking, liaison and communication with other teams, professionals and agencies, Localities and Services of the Trust, cascading information appropriately.

To be responsible for the effective deployment and redeployment of Human Resources in line with clinical activity and clinical risk assessment and management.

To ensure effective and efficient communication and collaboration with Ward Managers, Clinical Nurse Leads and Clinical Managers to ensure the highest possible levels of care are achieved.

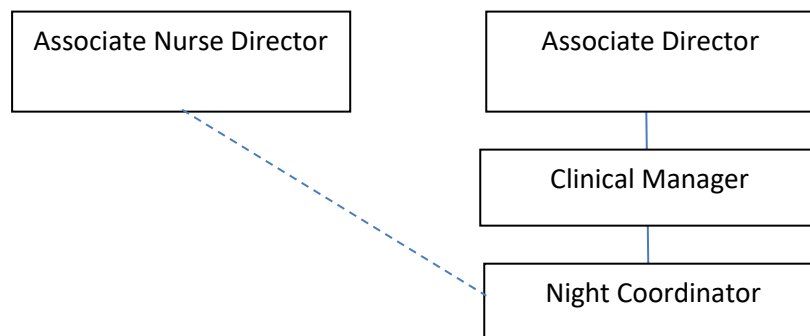
VISION AND VALUES

Our Vision is: “To work together, with compassion and care, to keep you well over the whole of your life.”

Our Values are:-

- Caring Compassionate
- Respectful
- Honest and Transparent

ORGANISATIONAL CHART



----- Professional Link

———— Direct Link

COMMUNICATION & RELATIONSHIPS

Communicates highly sensitive information to patients, carers and multi agencies e.g. deaths, suicides, absconsions, which may be highly complex and may be met with a high degree of hostility.

To ensure effective and efficient communication and collaboration with Ward

Managers, Clinical Managers, Associate Directors and Lead Nurses to ensure the highest possible levels of care are achieved.

Coordinate the nursing service across the Localities, utilising nursing resources in line with overall clinical risk assessment and management to ensure the effective use of available resources.

Deal with all incidents, accidents and complaints and undertake immediate debrief and critical incident analysis with those staff involved considering both negative and positive interventions and outcomes.

Provide the 'On Call' Manager with information regarding incidents that may have impact on the organisation, profession or the Trust.

Ensure that clinical and managerial supervision is received via identified sources.

Work in collaboration with the Crisis Assessment and Treatment Team and monitor admissions and bed availability in line with clinical risk assessment and resources and advise accordingly.

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

To demonstrate effective leadership by acting in such a manner as to protect the integrity of the profession and the organisation.

Ensure effective liaison and collaboration with teams across the Localities and other Services of the Trust.

To demonstrate leadership, by example, through being accessible, available, listening and responsive to staff need.

To develop and demonstrate clear expectations and values.

To be actively involved in improvement initiatives and the setting of clear, measurable and achievable objectives.

To ensure that when problems are identified, staff are supported using a skilled approach and managed using coaching, mentorship and training theories.

To encourage a culture of mutual respect, high morale and job satisfaction and recognise and appreciate the efforts of individuals or teams.

ANALYTICAL AND JUDGEMENTAL SKILLS

Audit the Coordinator service and pool nurse usage nightly and compile an annual audit report and ensure this is communicated effectively.

Deal with all incidents, accidents and complaints and undertake immediate debrief and critical incident analysis with those staff involved considering both negative and positive interventions and outcomes.

Be responsible for monitoring usage and 6 monthly audit of resuscitation equipment on all wards in the two Localities.

Ensure maintenance and monitor safe usage and restocking of the emergency Drug Cupboard.

PLANNING AND ORGANISATIONAL SKILLS

Conduct a nightly risk assessment across the Locality and where necessary, develop and advise on risk management strategies for inpatient facilities and individual patients.

Respond urgently and coordinate crisis situations, prioritising work and resources to ensure safety for all.

To evaluate and quantify training needs in line with organisational, legal and professional objectives and the objectives of individual personal professional development plans.

Be responsible for the booking and management of the pool staff.

PHYSICAL SKILLS

Required to be trained in full PMVA techniques with yearly updates

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

Provides specialist clinical advice and support on patient care across St Georges park

Be responsible for clinical and professional advice to staff to assist with the assessment, implementation and evaluation of programmes of care.

Will be involved in the monitoring and active elements of all care planning and interventions during span of duty ensuring the highest levels of care are provided to all patients.

To ensure a high level of care is delivered in line with identified standards.

POLICY AND SERVICE DEVELOPMENT

To demonstrate a thorough and practical working knowledge of workplace legislation, including health and safety, equal opportunities, discipline and grievance and other Trust policies.

Ensure adherence to Trust policies and procedures and compliance with NMC Code of Conduct.

FINANCIAL AND PHYSICAL RESOURCES

Responsible as Point of Contact for the security of three sites.

Authorised signatory for agency authorisation sheets.

To contribute and audit adequate systems of monitoring the usage of nurse bank, agency and overtime.

Demonstrate sound understanding of managerial control of delegated budget and ensuring appropriate costing of resources

HUMAN RESOURCES

To contribute to staff awareness of expectations and/or under achievement, via, induction, appraisal and supervision and job description.

Participate in JDR, interview, recruitment and selection of staff.

Facilitate training and education as determined through the change process, service or staff need and identify any gaps in knowledge where training or education may need to be provided

Provide clinical supervision to night staff and where appropriate mentorship, preceptorship and shadowing exercises.

INFORMATION RESOURCES

Must be able to utilise IT technology for the purposes of maintaining and promoting effective communication.

To ensure full understanding and implementation of the NMC standards of record keeping and Data Protection Act.

RESEARCH AND DEVELOPMENT

It is the responsibility of all Health care Professionals to play an active role in delivering the Clinical Governance Agenda. There is a specific responsibility for individual Health Care Professionals to be involved in auditing their own and their team's clinical performance and to engage in activities, which continuously improve, the quality of service they provide.

FREEDOM TO ACT

To be able to work autonomously taking key responsibility for service delivery throughout the night.

PHYSICAL EFFORT

Need to be able to undertake and deploy appropriate management of violence and aggression training and techniques.

May be required to manoeuvre patients from bed to chair or in wheelchairs.

MENTAL EFFORT

Regular interruptions requiring post holder to re prioritise workload and that of others

Manage individual wards – as the Nurse in charge – while still acting as the Night Coordinator, as the clinical resource need arises.

Work across multiple directorates and wards.

Can be required to drive across multiple locations.

To be continuously in a process of enlarging the range of personal skills and keeping up to date with trends that are likely to generate future change and the subsequent shift in knowledge base and skills.

EMOTIONAL EFFORT

Required to regularly work with and resolve issues in relation to distressed and angry patients, carers and colleagues.

WORKING CONDITIONS

Regular exposure to aggression and violence and also bodily fluids

SAFEGUARDING

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

HEALTH AND SAFETY

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

TRUST CLINICAL GOVERNANCE STRATEGY

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

Information of a Confidential Nature or Access to Confidential Information

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

INFECTION CONTROL

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

CALDICOTT RESPONSIBILITIES:

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. **Don't use it unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

ACCESS TO CONFIDENTIAL INFORMATION:

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

JOB DESCRIPTION AGREEMENT

Post Title:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<u>Education and Qualification</u>	Professional Nursing Qualification: Registered Nurse (M) ENB 998 or equivalent C & G 730 or equivalent Evidence of ongoing study and development	Educated to diploma or degree level LEO Management Cert
<u>Knowledge and Experience</u>	At least 2 years post registration experience Having worked in a supervisory capacity Broad experience within various inpatient settings Experience of delivering clinical supervision Safe and detailed working knowledge of:- Mental Health Act Childrens Act Trust Policies and Procedures Clinical Risk Assessment and Management Professional responsibility and accountability Workplace Legislation eg. Health & Safety	Operational management experience
<u>Skills and Competencies</u>	A proven ability to work unsupervised High level skills in:- <ul style="list-style-type: none"> • Utilising allocated resources • Decision making • Problem solving • Negotiation, communication and interpersonal • Crisis management 	Control & Restraint training Search Team training IPR Mentorship

	<ul style="list-style-type: none"> • Leadership skills • Budget management 	
<u>Role/Team specific requirements</u>	<p>Commitment to the provision and development of night nursing care</p> <p>Adaptability to changing service needs</p> <p>Enthusiasm and motivation</p>	
<u>Personal Characteristics</u>	<p>Personally resilient.</p> <p>Dynamic.</p> <p>Ability to deliver.</p>	
<u>Additional Requirements</u>	Able to meet the mobility requirements of the post	