

Job Description for the post of Neuroscience Bed Manager

Band: 7

Hours of Work: 17.25 per week

Site: St. George's University Hospitals NHS Foundation Trust

Reports to: Neuroscience Matrons

Accountable to: Head of Nursing for Neuroscience and Site Operations

Key Working Relationships: Head of Site Operations, Heads of Nursing Site Operations, Matrons Site Operations. Divisional & Directorate triumvirates, all clinical areas, inpatient teams, Heads of Nursing, Matrons, Ward Managers, Discharge Coordinators, EPPR Officer, Quality and Risk Management, Medical Staff, Security, Support staff, PALS, and External Agencies

Job Summary:

- Reporting to the Divisional Director of Nursing and Governance for Surgery Neuroscience, Cancer and Theatre, Head of Nursing for Site & Neuroscience, Neuroscience Matron and Matron Site Operation leading a shift. The post holder will work a rota with internal rotation covering day and weekend shifts inclusive of some bank holidays.
- The post holder will ensure that during their shift, that the placement of patients into beds is both safe and appropriate and supports patient flow in both emergency and elective streams in addition to making the best use of the Trust's bed stock to achieve both local and national targets.
- The post holder will support both the Heads of Nursing and Matrons Site Operations both in and out of hours, providing senior support to Neurosciences to ensure that best possible care is delivered in a safe manner.
- The Post Holder will work closely with an array of multi- disciplinary and speciality teams. To succeed in this role, you will need to possess excellent interpersonal and communication skills. You will also need to be able to deal with challenging situations in a fast-paced environment making independent decisions to avoid delays in the patient's journey, whilst acting in a calm and professional manner.
- The post holder will also be part of the Trust's emergency response teams.

- **Management and Organisational skills**

- Act as a role model always providing clear and consistent leadership where needed.
- Organise and prioritise own workload within agreed timescales building in flexibility to deal with unforeseen demands on time and resources
- Contribute to the development of policies and procedures ensuring that there is involvement from all service users.
- Assist in monitoring and maintaining standards and take appropriate corrective action as necessary.
- Be familiar with the use of I Clip, PAS and EPR systems and any other computerised system integral to the running of the service.
- Be proactive in the prevention and management of complaints and if they occur assist in their investigation.
- Recognise the need for change and be proactive in delivering service improvements that benefit both patients and staff.
- Recognise the impact on staff, patients and visitors of stressful and sometimes tragic situations and give advice and support as needed while maintain a calm and professional manner

- **Site Management**

- At the Direction the Head of Nursing for Neuroscience, Head of Nursing for Site, Matron Site Operations be part of the first line coordination and management of the Trusts emergency response to Fire, Major incidents, Security Alerts, and Serious Untoward Incidents in Neuroscience and the wider Trust as required, escalating issues to the Head of Nursing, Matron Site Operations appropriately.
- When required 'out of hours' release bodies from the mortuary in accordance with Trust guidelines liaising with undertakers, families, the Police and when necessary the on-call Mortuary Technician.
- When required re-deploy nursing staff, in accordance with Safe Staffing Guidelines ensuring clinical areas are 'safe'.
- When needed accept Mental Health Section papers on behalf of St George's Hospital ensuring section papers have been properly completed and the patient can be lawfully detained at St George's Hospital
- Support the management of vulnerable adults, with regard to safeguarding and deprivation of liberty issues, in consultation with Divisional Senior Nurses and ward teams.

- **Bed Management**

- Maintain a 'bed state' that accurately reflects the position of St George's Hospital during the span of a shift with contributing information from Neuroscience wards.
- Co-ordinate the flow of both emergency and elective patients through St George's Hospital ensuring there is sufficient capacity to assist in the achievement of both Trust and National performance targets.
- To minimise patient moves ensuring that all infection control guidelines are followed and ensure patients are allocated to single gender accommodation.
- Collate and be accountable for the accuracy of, Bed Management data for internal and external reporting.
- Have a knowledge of the physiological, pathological, social, and cultural issues which influence the care of patients.
- Be responsible for liaising with other agencies ensuring that our patients are repatriated to their host organisations within the agreed timescale.
- To monitor the trigger factors associated with, and when necessary implement the Trust's escalation policy.
- Provide support and advice to the ward discharge co-ordinators within Neurosciences, taking appropriate action to ensure that the Trust meets its obligations under the Delayed Discharge Act (etc.) 2003.
- Maintain links with community agencies fostering good and productive working relationships.
- Oversee, mentor, and develop the Band 6 Discharge Coordinators and band 4 Discharge support Workers within the Neurosciences team.

- **Core Job Description:**

- **Education**

- Be responsible for own personal development plan and recognise own limitations and the need for continuing education.
- Promote health education and provide appropriate information and advice to patients and their carers.
- Represent bed management at induction and staff development programmes.

- Contribute to the writing of shared policies.
- **General**
 - To act in accordance with the NMC Standards of conduct, performance, and ethics, and to be always accountable for own clinical practice and professional actions and omissions.
 - Maintain continued and effective registration with the NMC.
 - To promote equal opportunities for staff and patients within the policies and guidelines of St George's University Hospitals NHS Foundation Trust to ensure that no person receives less favourable treatment than another on grounds of sex, race, creed, ethnic or national origin or sexual orientation.
 - To have responsibility for the Health, Safety and Welfare of self and others and always comply with the requirements of the Health and Safety Policy.
 - To maintain confidentiality, releasing confidential information obtained during employment only to those acting in an official capacity.
 - Be aware of and work within the policies of St Georges Healthcare NHS Trust.
 - To comply with St George's Healthcare No Smoking Policies.
 - To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but reflects the current position. Details and emphasis may change in consultation with the post holder in line with the needs of the service.

St Georges is an equal Opportunities employer and operates a No Smoking Policy.

PERSON SPECIFICATION



Bed Manager for Neurosciences
Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Professional/ Clinical Qualification and Experience/ Skills	<ul style="list-style-type: none"> • NMC Registered Nurse (general) with evidence of further professional development. • Bachelor's Degree or willingness to work towards. • At least 3 years proven Neuroscience ward or critical care management experience. • Experience of facilitating clinical decision making and the application of professional judgement in clinical situations • ILS & ALERT courses. • Awareness of professional responsibilities. • Mentorship. 	<ul style="list-style-type: none"> • Masters level study. • Willing to further develop skills within the scope of practice • ALS Trained • Phlebotomy / cannulations. • Bed/Site Management • Experience • HDU, critical care, Neuroscience or • Emergency Department experience 	Application form interview

Organisational /Management	<ul style="list-style-type: none"> ● Knowledge of NHS Operational policies, NHSe Performance targets and strategic changes to healthcare. ● Excellent leadership skills ● Ability to effectively prioritise and organise own workload and workload of others ● Assertively manages situations which may be complex and involve conflict or crisis. ● Experience of managerial decision making and the application, of professional judgment in a range of clinical and non-clinical situations. ● Manages tasks and care delivery within corporate and clinical governance. ● Completes risk assessments and implements supportive management actions ● Knowledge of safeguarding and deprivation of liberty legislation and policy implementation. ● Excellent interpersonal skills, is engaged and able to negotiate and mediate. ● Communicates with clarity and direction, both written and verbally. 	<ul style="list-style-type: none"> ● Knowledge of Discharge and Bed Management ● Management / Leadership development course 	Application form & interview
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	<ul style="list-style-type: none"> Analyses and identifies trends in clinical information, identifies issues and proposes solutions to problems. IT skills, use of data and spreadsheets, production of clear reports, action plans and presentations 		

Education & Research	<ul style="list-style-type: none"> • Demonstrates the application of evidence based practice and knowledge of professional issues • Commitment to self-development and development of others • Ability to create an environment which facilitates learning • Evidence of teaching and mentoring 	<ul style="list-style-type: none"> • Recognised teaching/mentorship qualification 	Interview

General/ Personal	<ul style="list-style-type: none"> ● Motivated, enthusiastic and able to motivate others through strong leadership ● Adaptable and responsive to changing needs of the service. ● Ability to accept wide responsibility and use own initiative ● Ability to identify and prevent stress in self and others, also taking effective action to manage the situation when it does impact on capability. ● Able to cope with and confidently work in adverse situations, being able to rapidly appraise and manage situations. ● Good attendance record ● Healthy physical condition with the ability to work unsocial hours, night duty and rotate onto days when required. 		Application form & interview
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