

# JOB SPECIFICATION



**POST TITLE:** Head of Care

**RESPONSIBLE TO:** Hospital Manager/Director

**JOB PURPOSE:**

To oversee / maintain the Care of all clients within the Hospital and, in the absence of the Hospital Manager/Director, take responsibility for the day to day running of the Hospital.

The post holder will provide leadership, direction and supervision to all clinical and support staff. They will provide effective communication to both the care team and Multi-Disciplinary Team, acting as a positive role model at all times. They will contribute to the hospital achieving a high level of staff moral and in developing the service. The post holder will be responsible for implementing and evaluating agreed systems of clinical and operational support, aimed at the continual professional development of the Nursing Team and delivery of a high level of care to our Clients.

**MAIN RESPONSIBILITIES:**

**Care:**

1. Oversee the effective admission/discharge of all clients.
2. Ensure that all referrals are adequately assessed with all reports prepared within set time limits, comprehensively and to a high standard. On admission ensure all necessary Client documentation is available.
3. Ensure all social and health needs of the Clients are assessed and risks evaluated. To monitor the planning and on-going evaluation of Client's care, including specific therapeutic interventions.
4. Act as key nurse to designated Clients.
5. Organise workload by forward planning off duty, ensuring that there is sufficient cover and when necessary deal with problems where appropriate.
6. Ensure duty rotas are produced within set time limits and that all bank and overtime rotas are exhausted prior to using any agency staff.
7. Report any ill-health amongst Clients and make requests for R.M.O. / GP / Professional visits where necessary.
8. Responsible for the implementation of risk assessment; risk management and to embed clinical governance practices.
9. Ensure collection of any specimens that have to be sent to the surgery / hospital and on receipt of results, ensure the unit RMO signs in confirmation of the test result.
10. Carry out all nursing procedures as and when necessary.

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11. Administer prescribed medicines and maintain the necessary records as per guidelines.
  12. Practice maximum integrity in all dealings with Client's personal and financial affairs and avoid abuse of the privileged relationship which exists with Clients.
  13. Maintain accurate records and ensure that each Client within the Hospital has an individualised, up to date Care Plan.
  14. Attend ward rounds whenever possible. Liaise with designated R.M.O. and other members of the Multi-Disciplinary Team.

## **Communication**

15. Obtain a report from Person in charge and advise Hospital Manager/Director of any incident / accident and status of any Clients whose care / health is causing concern.
16. Supervise visits and liaise with GPs in order to establish a good relationship between the GPs/Health Care Professionals and the Hospital.
17. Inform the kitchen of any special Dietary needs. Supervise the serving of meals, ensuring that the special Dietary needs of individual Clients are being met.
18. Liaise with Relatives and discuss any matters relating to their family as necessary.
19. Ensure a clear and concise handover report is given to all Staff Members.
20. Participate in Staff and Client meetings and attend training sessions as required.
21. Liaise with the Mental Health Act Manager regarding status of detained patients.

## **Budgetary / Financial Control:**

22. Be aware of the need to manage and maintain budgets agreed by the Hospital Manger/Director and Head Office.
23. Ensure that all commodities used in and around the Hospital are sensibly conserved by all grades of Staff. E.g. monitor usages of incontinence aids, wipes, dressings, electricity etc.

## **Personnel:**

24. Interview for new Staff with the Hospital Manager/Director as and when required.
25. Monitor and control sickness / absences / arrival / leave to avoid misuse.
26. Continually assess and supervise the work of staff to ensure the maintenance of High Standards of care, including creation of an atmosphere conducive to the best intents of the Client.

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27. Participate in the development, implementation and evaluation of appraisals and individual performance reviews as both employee and employer.

### **Marketing:**

28. Actively market the Hospital and promote a positive personal / professional profile within the local community.

### **Training & Development:**

29. Teach and by example, train junior and new Staff Members in all aspects of their work in the Hospital giving help and guidance where appropriate and assist in keeping records up to date.

### **Health & Safety:**

30. Report immediately to the Hospital Manager/Director any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
31. Understand and ensure the implementation of the Hospitals Health and Safety Policy, Emergency and Fire Procedures.
32. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Hospital Manager/Director or in his / her absence to the Maintenance person.

### **General:**

33. Promote and ensure the good reputation of the Hospital.
34. To promote the development of the process, practice and delivery of My Path.
35. Adhere to all appropriate NMC guidelines / regulations and policy / procedure laid down by the Group.
36. Demonstrate non-discriminatory practice in all aspects of work.
37. Maintain and update/or keep current professional knowledge and competence.
38. Be 'on-call' for emergencies which may arise within the Home and to cover shifts if all other avenues have been exhausted.
39. Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
40. Notify the Hospital Manager/Director as soon as possible of the inability to report for duty, and also on the return to work from periods of absence.

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41. Ensure the security of the Hospital is maintained at all times.
  42. Adhere to all Group policies and procedures within the defined timescales. Monitor and supervise practice within agreed company policies, procedures and protocols, NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.
  43. Assist in the arrangements for fund raising.
  44. Take a lead role in the implementation of quality initiatives and audit, as defined in the Clinical Governance procedure.
  45. Undertake other duties, as required, by the Hospital Manager/Director.

## **SKILLS, KNOWLEDGE & QUALIFICATIONS**

### **Required:**

- R.M.N or R.N.L.D qualified
- Able to communicate at all levels
- Team leader
- Acute, rehabilitation or forensic psychiatry experience

### **Desired:**

- Previous management / supervisory experience
- Degree Level Module / ENB 998 or equivalent
- Educated to Degree level in relevant qualification

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.

Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....