



KING EDWARD VII'S  
HOSPITAL

# King Edward VII's Hospital

## *Inpatient Manager*

*Job Description*

*Person Specification*





## JOB DESCRIPTION

<b>JOB TITLE:</b>	Inpatient Nurse Manager
<b>RESPONSIBLE TO:</b>	Head of Nursing
<b>AREAS OF RESPONSIBILITY</b>	Inpatient Wards, Pre-Operative Assessment
<b>Line reports:</b>	Ward 1 Sister/Charge Nurse Ward 2 Sister/Charge Nurse Ward 3 Sister/Charge Nurse Pre-Assessment Sisters /Charge Nurses Duty Hospital Managers
<b>Hours</b>	<b>37.5hrs p/w Mon-Fri</b>
<b>KEY WORKING RELATIONSHIPS:</b>	Directors, Trustees, Nursing and Allied Health Professionals, Consultants, Support Staff, Fundraising, Patients and relatives, Governance, Infection Control Team, Heads of Department

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## JOB SUMMARY

An exciting opportunity is available for an Inpatient Nurse Manager to join our prestigious establishment of King Edward VII Hospital. Working with the vision of delivering excellence in care and providing a culture of continuous learning for a highly motivated and compassionate nursing team. As the Inpatient Nurse Manager, you will be a highly visible, accessible and authoritative presence in clinical areas to which patients, their families and others can turn for leadership, assistance, advice and support.

This role requires an experienced nurse leader that will champion nursing across the organisation who will be responsible for ensuring that we have the right staff with the right skills, knowledge and experience to provide the complex patient pathways.

They will work collaboratively with all the clinical Specialties to promote excellence in care and high-quality patient experience.

As the Inpatient Nurse Manager, you will be expected to provide assurance for the operational leadership and escalation of concerns to the senior leadership teams relating to the safe, effective delivery of patient care.



- To provide visible, inclusive and approachable clinical leadership for nurses, patient and families in the ward areas. The post holder will inspire and motivate others, enabling the ward managers to have the skills, authority and autonomy they need to continuously improve the patient safety and experience.
- To empower the sister/charge nurses and CNSs to deliver outstanding person-centred care to optimise patient experience.
- To monitor standards of nursing care and take appropriate action to maintain and improve them whilst complying with regulatory and statutory requirements and King Edward VII's Hospital's Policies and Procedures.
- To support and manage the nursing leadership teams in completing annual appraisal, staffing rotas, performance and sickness management, recruitment and selection and the supervision of students
- To provide effective Budgetary management and controls for the wards, together with the Head of Nursing, making recommendations regarding cost improvements, revenue opportunities and to forecast capital expenditure/equipment requirements, staffing level and skill mix requirements.
- To take responsibility for the overall management and administration of the Hospital in the capacity of Duty Manager (Matron's Office) on a rotational basis and as required.
- Lead and direct clinical departments with overall responsibility for ensuring excellent standards of clinical care in-line with organisational, regulatory and governance requirements
- Optimise patient outcomes and experience, seeking innovative new methods to improve service delivery.
- Ensure effective collaboration within a multidisciplinary team, proactively building working relationships with senior leaders and consultants to enhance patient care and service delivery
- Confidence in dealing with complex HR issues, incidence and complaints
- Ensure a patient safety culture is embedded throughout the organisation
- Create a culture of continuous learning, where clinicians at all levels seek out developments in evidence-based practice to improve clinical standards
- Deputise for the Head of Nursing / Matron

## Key Duties and Responsibilities

- Always provide expert professional and clinical leadership and work in line with your NMC Code of Conduct.
- To provide expert knowledge to the nursing workforce and the wider MDT.
- Lead on the delivery and evaluation of workforce strategies within allocated area and ensure safe staffing levels to ensure the delivery of high-quality care.
- Audit delivery of care and enable methods of continuous improvement to ensure safe personal and effective care,
- Evaluate key performance and quality indicators and use to inform service improvements.
- Work collaboratively across organisational boundaries
- Work clinically where appropriate support staff, patients and their families



- To develop and embed local processes, policies and structures that support effective, agile and high-quality service delivery, ensuring safe evidence-based practices are carried out at all times.
- To effectively manage and respond to patients and others involved in complaints, accidents, incidents and concerns in compliance with duty of candour principles, escalating where required.
- To act as a role model to the clinical teams, coaching and mentoring teams to ensure a culture of continuous learning, innovation and evidence-based practice, whilst developing and inspiring new clinical leaders
- To implement Leadership rounding, ensuring yourself and your leadership team are visible and approachable to patients, relatives and staff, whilst proactively identifying good practice and areas requiring development.

## Measurements

- Regulatory body inspections- aiming for Outstanding in CQC
- Clinical and managerial Key Performance Indicators (KPIs)
- Cost (KPIs), proficient budget management and efficient use of resource
- Compliance with policies and procedures
- Patient reported outcome measures, patient satisfaction and experience
- Adherence to NICE Guidelines and Professional Standards

## Person Specification

Attribute	Criteria	Essential	Desirable	Assessment
<b>Education, Qualifications and Training</b>	Qualified RGN	✓		CV
	Current NMC Registration.	✓		CV
	Educated to Degree level in health-related subject or equivalent.	✓		
	Educated to Master's degree level in health related subject or equivalent.		✓	CV
	Leadership/management qualification		✓	CV
	Evidence of stretching CPD	✓		CV
<b>Knowledge and Experience</b>	Significant relevant, clinical experience at senior level in a complex acute healthcare environment.	✓		CV & Interview
	Experience in dealing with HR issues and investigations	✓		CV & Interview



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Attribute	Criteria	Essential	Desirable	Assessment
	Proven experience of leading / managing diverse teams to ensure excellent standards of service delivery	✓		CV & Interview
	Excellent IT skills, embraces digital advances	✓		CV
	Able to make a significant contribution to financial efficiency to reconcile affordability, safety and quality.	✓		CV & Interview



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Attribute	Criteria	Essential	Desirable	Assessment
<b>Leadership and Management Skills</b>	A professional leader who is self-motivated and innovative, able to develop and coach individuals and teams to improve patient care.	✓		CV & Interview
	Successful delivery of change management programs effectively in complex situations, leading to improvements in services.	✓		CV & Interview
	Strategic outlook and understanding, able to develop and prioritise work programs in the face of competing demands.	✓		CV & Interview
	Ability to be flexible, intelligent and creative, looking beyond existing systems of work, to create effective and innovative solutions that improve patient care and service delivery	✓		CV & Interview



## Nursing Leadership Structure

