



Royal Hospital for Neuro-disability Job Description

Job title:	Matron- Brain Injury Service
Department:	Nursing and Quality
Salary:	Band 8b Starting from £64,418
Responsible to:	Director of Nursing
Accountable to:	Director of Nursing
Responsible for:	2 Units
Behavioural Framework:	Leadership Level 2

Scope

The Royal Hospital for Neuro-disability (RHN) is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education framework.

We have an exciting new opportunity to join our Senior Nursing Team, as the Matron of the Brain Injury Service.

The Brain Injury Service encompasses two clinical pathways: Complex Rehabilitation and Prolonged Disorders of Consciousness (PDOC) assessment and disability management. Our BIS wards provide values-based, goal-orientated rehab for people following severe brain injury. Our Complex Rehabilitation programme is patient-centred and endeavours to work on self-directed goals where the patient is able.

Most of our patients will have ongoing and sometimes complex needs at the time of discharge. This requires early planning and regular team and family meetings to discuss progress and plans.

We measure the success of our service first and foremost via feedback from our patients and their families. We also submit our statistics of rehabilitation outcomes to the [United Kingdom Rehabilitation Outcomes Collaborative](#) (UKROC).

They follow a 24 hour-rehab approach with the whole team providing opportunities for independence and optimisation of independence throughout the day.

We are seeking an enthusiastic, driven, dynamic and senior nurse leader to join our friendly team whilst being able to be responsible and accountable for the provision of person-centred patientcare through the modelling of strong clinical leadership to nursing teams across 2 units both of which are led by a senior nurse ward manager.

Being a motivated individual who is able to work autonomously or in a team, with a flexible approach to work planning and management and a 'can-do' attitude, the Matron will create a learning culture, as well as developing and maintaining high standards of evidenced-based

care through the development and monitoring of capabilities and performance of nursing and health care assistant teams.

The Matron will be supported by the Director of Nursing, a team of Clinical Nurse Specialists as well as Ward Manager and Ward Sisters/Charge Nurses. They will be highly visible across the hospital in the clinical areas and wards, working alongside multi-disciplinary colleagues, and in doing so gaining the confidence and respect of all key stakeholders.

Main Objectives of the Role

- To provide leadership and direction to the nursing workforce in the Brain Injury Service.
- To provide day-to-day management and supervision of the Brain Injury Service nursing workforce, ensuring that RHN provide clinically excellent, safe care through a person-centred model of care to each individual patient.
- To ensure nursing complies fully with the NMC code and standards of practice.
- To create a humanising culture where quality is at the centre of everything we do and it is delivered on all occasions, to the highest level, in accordance with the appropriate regulations, professional standards and legislation.
- To deliver against the nursing budget and workforce planning targets, managing staffing efficiently and effectively in line with safe staffing principles.
- To participate in the on call Clinical Response Service across the hospital.
- To work collaboratively with the Director of Nursing, matrons, the Clinical Education Team and Clinical Nurse Specialist team and all key stake holders to deliver safe, effective nursing and day to day management of wards.
- To deputise for the Director of Nursing as required
- To be responsible for the implementation of organisational policies and procedures within the Brain Injury Service
- To participate in complaints management within the framework of the hospital complaints policy; this will include undertaking investigations, incident reporting and investigating and root cause analyses including reviewing trends and reporting and monitoring.
- To ensure that the Patient Safety and Incident Framework (PSIRF) is applied across the organisation under the leadership of the Head of Patient Safety and Quality Assurance.

Key Responsibilities

1. Nursing: Patient Care and Patient Experience

- To provide a clear focus for nursing, with a highly visible presence within the wards.
- To be responsible for ensuring there are systems in place that results in the provision of care in a suitable environment that is safe, providing for the physical, psychological and emotional requirements of patients, relatives, staff and other service users; identifying clinical risks and ensuring appropriate action is taken in accordance with RHN policies.
- To be responsible for recruitment and retention of nursing in the Brain Injury Service to ensure that, the highest standards of care are delivered against agreed workforce planning targets and budgets.
- To ensure the delivery of care is within best practice guidelines and compliant with the NMC Standards and Code of Professional Standards of Practice and Behaviour for Nurses, Midwives and Nursing Associates including the Professional Guidance on the

Safe and Secure Handling of Medicines and The NMC Code – Standards relevant to Record Keeping.

- To participate and lead in the clinical audit programme as required
- To be responsible for overseeing the nursing rehabilitation outcome measures submitted to UKROC
- To manage and monitor absence levels for nursing supported by the Director of Nursing and HR Business Partner.
- To be responsible for nursing performance including any disciplinary issues within the Brain Injury Service, supported by the HR Business Partner.
- To be involved in decision making as part of the MDT which centre on the pre-assessed care needs of potential patients regarding suitability of placements and to manage the discharge pathway ensuring a smooth transition between service and/or back to the community.
- To be accountable for ensuring that infection prevention and control (IPC) audit result are acted on across the Brain Injury Service and that action plans and feedback from alert organisms are discussed at ward and department level, recording actions and compliance with those actions. This will require working closely with the Clinical Nurse Specialist for IPC.
- To provide leadership and direction in safeguarding vulnerable adults in their service, collaboratively working with the Head of Safeguarding
- To adhere to an effective method of incident management and provide quality assurance that concerns are being addressed in a timely manner.
- Awareness of the mental capacity act and deprivation of liberty legislation and its application in the context of neuro rehabilitation.

2. Leadership

- Lead and be responsible for the delivery of effective nursing for a complex group of patients and their families, ensuring compassionate, humanised and efficient care, making sure the patient is always central to the service and how it is delivered.
- Line manage the Ward Managers on the Brain Injury Service, overseeing resource management in line with the workforce planning strategy.
- Implement and maintain a robust quality assurance system to ensure consistent high standards of care in line with regulatory requirements and best practice.
- Contribute to the review plans, policies and procedures, in line with current emergent and anticipated needs, best practice, regulatory requirements and legislation.
- Ensure the provision of high standards of holistic care which directly relates to care plans and the regularly reassessed needs of patients.
- Make decisions based on the pre-assessed care needs of potential patients regarding suitability of placements.
- Ensure robust engagement with MDT and agencies and ensure that this is reflected in patients' personalised care plans.
- Wherever possible, ensure that there are meaningful mechanisms in place which facilitate patients having an input into the running of the service, resulting in patient choice as part of the overall objective to achieve person-centred care.
- Actively encourage and support patient families and friends to maintain contact and to participate in the choices being made about care provision.
- Work closely with estates and housekeeping to ensure a patient environment which is clean, comfortable and safe; represent nursing as required to support these services.
- Lead on a portfolio depending on your experience and interest

3. Financial

- Deliver the service within the agreed budget, raising awareness of any variance and agreeing actions as required to minimise those variances.
- Support the Head of Service to meet their occupancy targets.
- Ability to flex staffing requirements depending on bed occupancy. Have a strong understanding of staffing requirements in a neuro rehabilitation setting as per British Society of Rehabilitation Medicine guidelines.
- Ability to effectively manage key performance indicators such as sickness, annual leave and training.
- With the Director of Nursing, meet the workforce planning targets, minimising the dependency on agency staff through the robust management of staff rostering.

4. Human Resources and Organisational Development:

- Work closely with the HR Business Partner to manage staff performance including any performance management, conduct and disciplinary issues.
- To be responsible for managing the attendance of nursing staff, addressing prolonged absences supported by the HR Business Partner, within the framework of RHN policy.
- Being highly visible, the Matron will support the organisational development agenda and RHN values.
- With the support of their teams and HR Business Partner, the Matron will manage vacancies as they occur, supported by the Director of Nursing and in line with the Nursing Strategy.

5. Organisation-wide:

- Build and maintain effective working relationships with all key stakeholders.
- Develop relationships with external agencies as required e.g., social services, national agencies and the community to support person-centred care.
- From time to time participating in additional duties as required by the Director of Nursing to support the patient agenda.

Person specification: Essential (E) and Desirable (D)

Qualifications:

- First level Registered Nurse with current registration on the NMC register **E**
- First degree in relevant subject or post-registration qualification in Specialist Practice that is relative to the role **E**
- Evidence of continuing professional development at degree level or equivalent. **E**
- Master's Degree or demonstrated commitment of working towards one **D**
- Relevant management/leadership qualification or evidenced experience. **E**

Knowledge and Experience:

- Extensive post-registration experience at ward and department level in a Neuro or Neuro-disability setting and/or in a medical nursing environment, including but not limited to experience of complex long-term conditions, and the acutely unwell patient. **E**
- Experience working in a neuro-rehabilitation setting **D**
- Experience of working in a MDT. **E**
- Experience of delivering clinical supervision and evidence of clinical audit. **E**
- Evidence of astute financial awareness to inform clinical decisions without compromising patient care, e.g. ordering specialist equipment etc. **E**
- A demonstrable commitment to team and MDT work. **E**
- A demonstrable commitment to evidence based practice and undertaking and supporting Nursing research. **E**
- Have an understanding of the National Service Frameworks for patients with long term conditions and the ability to apply this in care delivery. **E**
- Understanding of specific Rehabilitation Outcomes tools and UK-ROC data, providing support, training and mentoring of staff for the effective data entry with respect to nursing inputs. **D**
- Ability to keep up to date with current best practice guidance, including the BSRM guidance and be able to apply where relevant to practise **E**

Our values

Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: