

Profile Label:

Nurse Team Manager

Current Job Titles:

Ward Manager, Sister, Charge Nurse, Clinical Manager

Job Statement:

1. Assesses patients, plans, implements care, provides advice; maintains associated records
2. Carries out nursing procedures
3. Manages staff, including appraisal, rotas, recruitment & selection; supervises students
4. May hold and manage budget

Factor	Relevant Job Information	JE Level
1.Communication & Relationship Skills	Provide and receive complex, sensitive/ highly complex, sensitive or contentious information, barriers to understanding Communicates sensitive/ highly sensitive condition related information to patients, relatives, empathy, reassurance	4(a)-5(a)
2.Knowledge, Training & Experience	Specialist expertise across range of procedures, underpinned by theory Professional knowledge acquired through degree/ diploma supplemented by specialist clinical, managerial training	6
3.Analytical & Judgemental Skills	Complex facts or situations, requiring analysis, interpretation, comparison of range of options Skills for managing patient admissions & discharges, assessing & advising patients, relatives in crisis situations	4
4.Planning & Organisational Skills	Plan and organise complex activities, programmes, requiring formulation, adjustment Plans work of team, staff training, rosters, short term cover – adjusts to cover emergencies	3
5.Physical Skills	Highly developed physical skills, accuracy important, manipulation of fine tools, materials Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures	3(b)
6.Responsibility for Patient/Client Care	Develop programmes of care, care packages/ specialist programmes of care, care packages; provide specialist advice concerning care Assesses, develops & implements nursing care programmes/ specialist nursing care programmes; provides specialist advice	5(a) – 6 (a) (c)
7.Responsibility for Policy/Service Development	Implement policies and propose changes to practices, procedures for own area/ impact beyond own area Contributes to policy and practice changes arising from e.g. audits, complaints/ contributes to policies with impact on other areas	2-3
8.Responsibility for Financial & Physical Resources	Authorised signatory; hold delegated budget/ budget holder for department, service Authorises overtime for nursing and support staff; holds delegated budget/ holds budget	3(a) (d) - 4(a)
9.Responsibility for Human Resources	Line manager for single function or department Allocates duties to nursing staff, care assistants, undertakes appraisals, recruitment & retention, staff development	4(a)
10.Responsibility for Information Resources	Records personally generated information Maintains patient records	1
11.Responsibility for Research & Development	Undertake surveys or audits, as necessary to own work/ regularly undertakes R&D activity; clinical trials; equipment testing, adaptation May undertake/ undertakes R&D activity; clinical trials; equipment testing	1-2(a) (b)(c)
12.Freedom to Act	Broad occupational policies Accountable for own professional actions, manages ward	4
13.Physical Effort	Occasional/ frequent moderate effort for several short periods Moves, manoeuvres patients from bed to chair, wheels patients	2(d)-3(c)
14.Mental Effort	Frequent concentration, work pattern unpredictable Concentration on patient-related activities; unpredictable patient, staff demands	3(a)
15.Emotional Effort	Frequent distressing or emotional circumstances; occasional/ frequent highly distressing circumstances Cares for terminally ill/ discusses patient prognosis with patient, relatives	3(a)(b)-4(b)
16.Working Conditions	Frequent unpleasant, occasional/frequent highly unpleasant conditions Smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags	3 (a) (b)-4(b)
JE Score/Band	JE Score: 469 – 536	Band 7