

JOB TITLE: Modern Matron R (11/05/05)**JOB STATEMENT:**

- 1) Manages and provides leadership for ward managers and specialist nurses/midwives and other staff
- 2) Ensures patient/client/carer involvement in development of services and standards of cleanliness
- 3) Provides specialist education and training to other staff
- 4) Maintains compliance with, and develops, policies, procedures and guidelines.

Factor	Relevant Job Information	JE Level	JE Score
Communication & Relationship skills	Provide and receive highly complex, sensitive or contentious information, agreement or co-operation required; present complex, sensitive or contentious information to large groups Communicates service-related information to senior managers, staff, patients, carers, external agencies: requires negotiating, persuasive, motivational, reassurance skills; gives formal presentations	5(a) (b)	45
Knowledge, Training & Experience	Highly developed specialist knowledge, underpinned by theory and experience Professional knowledge acquired through degree/diploma supplemented by specialist training or equivalent experience to master's level equivalent	7	196
Analytical & Judgement skills	Complex facts or situations requiring analysis, interpretation, comparison of a range of options Skills for analysis of `service, patient /client, organisational, staffing issues	4	42
Planning & Organisational skills	Plan and organise broad range of complex activities, formulates, adjusts plans or strategies Planning of strategies which impact across the service, business planning. Strategies for infection control	4	42
Physical Skills	Physical skills obtained through practice/ developed physical skills, manipulation of people, narrow margins for error; highly developed physical skills, accuracy important; manipulation of fine tools or materials Driving, keyboard skills/ skills needing accuracy and/ or speed required for relevant professional practice	2-3(a) (b)	15-27
Responsibility for Patient/client care	Provide highly specialised advice concerning care; accountable for delivery of subdivision of service Delivers highly specialised advice on care and training; accountable for service delivery	6(c) (d)	39
Responsibility for Policy/Service development	Responsible for policy implementation & development of a service Develops and implements policies; may be involved in development of trust policies	4	32
Responsibility for financial and physical resources	Authorised signatory for financial payments; responsible for the purchase of some physical assets; monitors budgets Signs off expenses; orders office supplies; oversees management of budget e.g. for domestic services	3(a) (b) (c)	21
Responsibility for Human Resources	Line manager for a single function or department; teach, devise training and development programmes, major job responsibility Manages staff, including recruitment, development, performance; devises training packages and teaches other groups of staff.	4(a) (b)	32
Responsibility for Information Resources	Record personally generated information Updates records	1	4
Responsibility for research & development	Undertakes surveys or audits, as necessary to own work Undertakes audits of complaints, clinical incidents; trials of equipment	1	5
Freedom to act	General policies, need to establish interpretation Responsible for establishing how policies should be interpreted	5	45

Physical effort	Combination of sitting, standing, walking/ frequent light effort for short periods; occasional moderate effort for several short periods Light physical effort/ effort required for clinical duties	1-2 (b)(d)	3-7
Mental effort	Frequent concentration, work pattern un predictable Concentration for writing reports, meetings, patient/client assessment, interruptions to deal with service issues	3(a)	12
Emotional effort	Occasional distressing/highly distressing or emotional circumstances Deals with staff problems, patient complaints, conveys unwelcome news/unexpected deaths	2-3(b)	11-18
Working conditions	Occasional /frequent unpleasant; occasional highly unpleasant exposure to unpleasant conditions Conditions related to clinical duties	2(a)- 3(a) (b)	7-12
JE Score/Band	JE Score 551-579	Band 8A/8B	551-579