

Job Framework, Clinical Supervisor



Purpose:

To ensure the smooth running of the centre on a day to day basis including providing clinical leadership in the treatment rooms and supervision for some of the nursing team, ensuring smooth and efficient running of the theatre lists and being a main point of contact for clinical matters.

Job Title:	Location:	Reporting to:	Probationary Period:
Clinical Supervisor	MS South London	Clinical Lead	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<h3>Service Provision</h3> <ul style="list-style-type: none"> although part of the role will be supernumerary, the successful candidate will be required to provide hands-on client care in the provision of services to clients lead on changes in clinical practice relating to theatre take an active role in routine theatre preparation, cleaning and general nursing duties monitor and improve standards of good practice, safety, service and client care. Ensure emergency equipment is routinely checked and maintained. take a lead role in the management of any emergency situations in the absence of the Clinical Lead, lead on organising appropriate cover for operating sessions monitor and enforce standards of clinical care, correcting or improving performance where appropriate identify team needs, both permanent and sessional; organise rotas and cover for nursing and medical teams ensuring registration requirements are met Work with the Centre Manager and Clinical Lead to monitor treatment session times and bed allocation etc implementing changes accordingly to ensure smooth implementation of client flow 	<ul style="list-style-type: none"> Maintaining nurse standards and competence integral with rota duties clinical competence standards required and audit results Audit, competence, effective training, monitoring and mentoring situation feedback, investigation process effective rota cover with relevant skill mix audit and competence accurate rota cover; timely certification requirements identified Client flow reports
<h3>Team Supervision and Development</h3> <ul style="list-style-type: none"> supervise the day to day activities of the theatre team, including surgeons and anaesthetists 	<ul style="list-style-type: none"> client flow reports, optimum use of theatre time use

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- in conjunction with the Clinical Lead brief team on a regular basis (medical and nursing, sessional and permanent) and ensure understanding of all local and corporate issues
- develop and implement good nursing theatre practices
- organise and run development activities for nursing and medical team members
- recruitment, selection and induction of new team members
- motivate, train and coach team members and provide feedback on performance to individuals
- carry out team member appraisals and follow up on outcomes
- monitor team member performance on an ongoing basis and in conjunction with the Centre Manager take corrective action as appropriate
- in the absence of the Clinical Lead maintain absence, training and payroll records and produce monthly reports
- implement policy and procedural changes in line with the quality management system, monitoring and feeding back results to the Centre Manger and Support Office

- team understanding of requirement, audit
- competence
- team development and training sessions
- correct skill mix and competence
- individual performance, appraisal
- action plans for development; outcomes
- appraisal & required action records
- accurate reporting; feedback
- procedure standard adherence; audit

Administration

- ensure client notes, registers, drug control and other records are accurate and complete
- stock control; monitor stock and usage of supplies, co-ordinate purchasing in accordance with centre needs, ensure records are maintained in accordance with Statutory regulations and National Care Standards
- ensure the maintenance and calibration of medical equipment
- input and retrieve computerised client and team information
- receive, monitor and check professional registration, indemnity and hepatitis B records for nursing and medical teams

- audit
- reports, financial overheads
- audit
- audit
- records, audit

Quality Management, Health and Safety and Infection Control

- ensure the National Minimum Care Standards are met; liaise with Healthcare Commission officials as required
- manage initial client complaints and answer questions

- audit, CQC feedback / reports
- complaint audit

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- undertake quality audits in other MSI centres
- establish and maintain MSI Quality Management System, BS EN ISO 9002 and implement policy and procedural changes in line with the system
- contribute to Health and Safety in the centre in accordance with MSI processes and procedures

- audit compliance
- audit
- audit

Other

- together with the Centre Manager, participate in the preparation and implementation of an annual business plan for the Centre
- to provide cover in the absence of the Clinical Lead
- maintain own registration and professional standards, in line with Nursing and Midwifery Council guidelines
- ad hoc project work as directed or required
- any other reasonable duties as requested by the Centre Manager or Clinical Lead

- business person and direction
- efficient service provision
- P&D feedback
- feedback
- feedback

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Skills and Experience

Qualifications:

- Level one nurse registration
- Theatre certificate or qualified by experience
- GCSE or equivalent standard Maths and English Language

Experience:

- extensive post-qualification experience including theatre experience
- experience of supervising/leading a team
- some time spent in a customer service environment - preferable

Skills:

- IT literate including knowledge of Word and Excel
- proven persuasion skills; well developed influencing skills
- good communicator, able to convey information in a clear, simple and warm manner
- able to diffuse and handle difficult situations/people
- excellent client care skills

Attitude / Motivation:

- tenacious, self confident, enthusiastic, cheerful, perceptive
- flexible, reliable, responsible, calm under pressure
- pro choice
- positive attitude to private healthcare
- motivated by a desire to provide a professional service and to build a successful, efficient and committed team using effective systems
- willing to continue professional development and to develop the role
- willing to undergo, and provide, training/coaching in line with organisational philosophy