

FROME VALLEY MEDICAL CENTRE

Person Specification

NURSE MANAGER

Criteria	Essential	Desirable
Qualifications	Registered first level nurse Community nursing specialist qualification or equivalent Relevant nursing/health degree Mentor/teaching qualification Clinical supervision training and experience Diabetic Diploma Membership of a professional body A demonstrable commitment to professional development	Independent/supplementary nurse prescribing qualification Insulin start qualification Asthma/COPD diploma
Experience	Minimum 5 years post registration experience Must have primary care Nursing experience Experience in nurse-led management of long-term conditions Demonstrable experience of people management including staff appraisals Previous experience in a management or team lead role. Experience in writing & implementing protocols and clinical guidelines Experience in quality initiatives such as clinical benchmarking Audit skills	Research Programmes Employment law, health & safety, employment contracts Experience of EMIS web Experience of Microsoft office software
Skills	Clinical leadership skills Clinical skills – diabetes, cervical cytology, immunisation and vaccination Skills in management of staff and teams A “solutions-focused” approach and able to problem solve Ability to listen and empathise Negotiation, conflict resolution, change management & Delegation skills Ability to manage upwards	COPD and Asthma Skills

	<p>Change-management skills and ability to support patients to change lifestyle</p> <p>Communication skills, both written and verbal including ability to communicate difficult messages to patients and families</p> <p>Teaching and mentorship experience in a clinical setting</p> <p>Competent to manage IT systems/networks and train staff – excellent keyboard and IT skills</p>	
<p>Knowledge</p>	<p>Skills in management of patients with long-Term conditions including COPD and Diabetes</p> <p>Awareness of accountability of own and others roles in a nurse-led service</p> <p>Knowledge of health promotion strategies</p> <p>Awareness of local and national health policy</p> <p>Knowledge of clinical governance issues in primary care</p> <p>Knowledge of patient group directions and associated policy</p> <p>Leadership skills</p>	<p>Knowledge of public health issues</p> <p>Ability to identify determinates on health in the local area</p> <p>Knowledge of public health issues in the area</p> <p>Wider health economy awareness</p> <p>Management knowledge</p>
<p>Qualities and Attributes</p>	<p>An understanding, acceptance and adherence to the need for strict confidentiality</p> <p>Ability to use own judgement, resourcefulness and common sense</p> <p>Ability to work without direct supervision and determine own workload priorities</p> <p>Ability to work as part of an integrated multi-skilled team</p> <p>Pleasant and articulate</p> <p>Able to work under pressure</p> <p>Able to work in a changing environment</p> <p>Ability to self-motivate, organise and prioritise own workload</p> <p>Adaptive, innovative and forward looking</p>	

	<p>Gains respect by example and leadership Considered steady approach Enthusiasm with energy and drive Strategic thinking with vision Hard working, reliable and resourceful Diplomacy</p>	
Other	<p>Self-directed practitioner Flexibility of working hours/able to work at the desired times Experience of primary care Team player Ability to work across boundaries</p>	