

Whitehaven Trust Ltd
Visiting Christian Science Nursing Service
Registered Manager - Job Description

The Manager of the Visiting Christian Science Nursing Service manages the service for Whitehaven Trust to provide Christian Science nursing in accordance with The Commission for the Accreditation of Christian Science Nursing Organizations, USA (The Commission), the Scope of Services for the Christian Science Nurse, the Care Quality Commission (CQC) in England and the policies and procedures of Whitehaven Trust Ltd.

Job Title

Registered Manager

Location

The VCSNS is based at Cedar House, 28 Northumbria Drive, Henleaze, Bristol, BS9 4HP and covers the whole of England.

Reporting to:

the Nominated Individual who is the registered person for the service with the Care Quality Commission and the Board of Trustees of Whitehaven Trust Ltd.

Job specification:

To be responsible for patient care and for maintaining an atmosphere conducive to Christian Science healing in the service.

To be responsible for accepting cases and for managing them in accordance with the Statement of Purpose of the VCSNS and VCSNS procedures.

To manage the Christian Science nursing staff, to delegate responsibility to them to ensure provision of the highest level of compassionate, prompt and efficient Christian Science nursing care and to supervise them. Also to host regular staff meetings and inspirational meetings.

To oversee and co-ordinate staff training and mentoring of trainees in accordance with the current requirements of The Commission and the CQC.

To work closely with the Nominated Individual on staffing levels, selection and recruitment, time keeping and holiday matters. To conduct annual staff appraisals and to make recommendations to the Board on promotions, pay and conditions, training and Continuing Professional Development.

To establish and regularly update written policies and procedures in consultation with the Nominated Individual to ensure that the service is complying with all standards and regulations and is ready at any time for a review by The Commission or an inspection by the CQC.

To ensure proper records and paperwork are maintained, in accordance with VCSNS procedures, as needed for internal effectiveness and outside reviews and inspections.

To liaise with public officials such as social services, police, doctors, insurance companies as may be required.

To keep the organisation updated with information on best practice relevant to the efficient operation of the service.

To attend Board meetings and to provide the Board with items for the agenda relevant to VCSNS

matters, including information, reports, research, advice and counsel to the Board.

To be responsible for nursing resources and to ensure that care equipment and supplies are ordered, stored, and maintained correctly.

To give occasional talks and provide information to the Christian Science community and other groups about Christian Science Visiting Nursing activities and Christian Science nursing.

To attend conferences and other relevant occasions to represent the service and Christian Science nursing.