



JOB DESCRIPTION

Clinical Deputy Manager – Elder Care

Position	Clinical Deputy Manager
Responsible to	Registered Manager
Job purpose	
Follow the Code of Conduct with regards to Prioritise people, practise effectively, preserve safety and promote professionalism and trust. To be responsibility for the provision of leadership to Nurses, Carers and Heads of Departments in the absence of the manager. To ensure compassionate, effective, and efficient delivery of high-quality clinical care for residents. Focus of the role is on the day to day delivery of excellence in quality care provision, ensuring all clinical governance and compliance targets are met, as well as supporting the Registered Manager	
Core responsibilities	
Promote Positive Team Culture and Team Working	
• To provide effective leadership in ensuring that nursing standards and practices is in accordance with the Care Quality Commission, Swallowcourt Policies and Local Clinical Regulations • To take responsibility for the personal development and education of the Specialists Teams. • Ensure that the team members are actively encouraged to regularly take part care supervisions (either in group or individual or shared learning format). • To ensure that nurse appraisals are completed in conjunction with Clinical Matron and Registered Manager. • This to inform, implement and cascade knowledge to promote best practice and aid their personal development of staff teams. • To attend Organisational Meetings and promote cross home working with fellow Deputies/Clinical Leads of other homes. • To conduct one shift on the floor per week.	

Communication and Relationship Skills

- To manage challenging situations in a sensitive way to reduce anxieties and promote effective resolutions.
- To act as a positive role model for all staff
- Encouraging meaningful engagement with residents and carers
- To monitor and facilitate best practise and shared learning sessions.
- To complete all supervisions for the Nursing team.

Responsibilities

- To take the lead on Clinical Visits with delegation to team members and for taking responsibility for the completions of all actions on a monthly basis.
- To lead with the Registered Manager on all Project Plans for the home
- To make recommendations to the Registered Manager with regards to training needs for the home.
- To provide input into the clinical vision of the home, including taking ownership and lead on implementation of clinical goals for the home.
- To report and record all safeguarding concerns, complete CQC Notifications and safeguarding referrals.
- To provide support to the Registered Manager with regards to implementation of new systems within the home (Omnicell and Nourish)
- To undertake initial assessment of potential residents and advising on the admission process, ensuring that risks are identified and managed, and care is evidence based.
- To liaise with residents, families and multi-disciplinary teams to ensure that the best possible care and outcomes are achieved with our residents. To include formal care reviews.
- To review fee and clinical justifications, and to work with the Clinical Matron on reviewing care fees.
- To complete clinical investigations and reports as requested by the Registered manager.
- To be responsible for your own professional self-regulation and abide by the legal requirements and statutory rules.

- To assist with the completion of care and clinical competencies from the Swallowcourt Competency Framework for Clinical Lead and care staff.
- To represent the home on local forums, PCN Meetings and involvement with the Enhanced Health in Care Homes Project.
- To be fully aware of agreed emergency procedures and be prepared to take the lead role in acute clinically and non-clinically emergencies.
- To manage final Rota amendment and to check daily and sign off.
- To liaise with staff that are affected by rotas changes.
- To submit requests for agency cover and liaise with the Manager.
- To facilitate Conduct and Capability meetings as well as care staff Performance Improvement Plans, and to support with Nursing and SHCA reviews.

Other

- In the absence of the Registered Manager to maintain operations within the home so that the home is run effectively and efficiently including sharing on-call responsibilities as required.
- To support the home with emergency shift cover within reason and take part in the On-Call Roster for the home, with other senior staff.
- Any other duties as reasonably expected.

In line with Health and Safety Policy the job holder is expected to:

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To comply with health and safety law and Health and safety Policies and Procedures.
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to:

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct & development.
- Comply everywhere and in all circumstances with the laws and regulations

connected with their activities.

- Comply with our obligations to our key stakeholders.
- To attend mandatory training as required.

Person specification

Description

Rating

(Essential/ Desirable)

NMC registration – Part 1

E

Experience nursing older people

E

Experience with staff supervision

E

Evidence of Continual Professional Development

E

Last updated:17/10/2025