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# Jane Smith

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Address Line 1, Address Line 2

Bournemouth

Dorset, Post Code.

Telephone: 01202 123456. Email: [janesmith123@email.com](mailto:janesmith123@email.com)

## MODERN MATRON FOR CLINICAL & DIAGNOSTICS CARE

♦ Clinical - Team Leadership and Development - Management ♦

A highly experienced Matron for clinical and diagnostics care group for 2.5 yrs with previous quality experience as a Sister in an outpatient department. Accomplished in leading and developing a large group of nurses, specialists and practitioners, HCA and NVQ trainees. Excellent understanding on how to develop, motivate and empower staff. Proven record of meeting all strict targets and objectives within budget and quality standards. Now looking for a similar but challenging appointment preferably as a lead / senior nurse heading a brand new team through new strict targets and goals.

## AREAS OF EXPERTISE

- Departmental Management
- Resource Management
- Cleanliness / Infection Control
- Formal / Informal Teaching
- Team Player / Leader
- Caseload Management
- Nutrition
- Trouble Shooting / Problem Solving
- Change Management
- HR Issues
- Improving Patient Care
- Quality Assurance

## PROFESSIONAL DEVELOPMENT

<b>LEO Programme</b>	Leading Empowered Organisations	2007
<b>NVQ</b>	Assessor	2001
<b>DPSN / BSc.</b>	Nursing: Adult (Diploma in Professional Studies)	1999
<b>Member</b>	RCN, NURSES FORUMS, NMC.	

Additional courses: Disciplinary Workshop (2008), Root Cause Analysis (2007), Managing Standards of Performance (2007), Recruitment and Selection, Counselling, Teaching and Assessing (2000). Various Practice Development Conferences.

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### **MATRON**

**Nov 04 - Present**

#### Hospital A, Poole

Team Leader, Supervisor, Mentor and Counsellor as well as a Manager (on occasions - up to 100 staff). Responsible for radiology, outpatient, breast screening nurses, plaster technicians, in a large NHS Acute Trust as well as recruiting, training and retaining quality staff, disciplinary issues, root cause analysis, organising outpatient clinic sessions and controlling a large budget

- Providing supervision and leadership for nurses on the departments whilst looking after patients' interests.
  - Investigating serious untoward incidents with root cause analysis.
  - Making sure that care is provided to the high standards expected by our patients and that the patient environment is clean and safe.
  - Having authority to deal with issues that are fundamental to patient care, such as cleanliness, infection control and nutrition.
  - Vested with powers to drive forward the standards of care for patients across the hospital.
  - Leading, supervising and deploying staff whilst ensuring correct skill mix.
  - Advising on disease management - running nurse led clinics.
  - Teaching and supporting nurses and junior doctors.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

- Ensuring 18 week targets are met, carrying out comprehensive audits/ surveys, interviewing patients, setting standards, assisting on PEAT inspections and environmental walkabouts,
- Chairing meetings, making presentations to Trust Board, undertaking major incident planning.
- Lead the risk and clinical governance agenda for the care group, writing KSF outlines and ensured gateways were met through an appraisal system.
- Implemented infection control policies and agendas.
- Improved the Maxillo Facial Service to benefit both staff and patients.
- Instrumental in achieving practice development status by helping to write mission statements and achieving standards within these mission statements.
- Achieving standards within mission statements.

### Teaching and Supporting Nurses and Junior Doctors

- Compiled a “Qualified Staff and Healthcare Assistant” orientation programme.
- Facilitated study days. Part of a working group to recruit and retain Healthcare Assistants.
- Facilitated a departmental audit and presented the audit tool to the Trust (benchmarking DoH).
- Designed and presented a chart that highlights staff trained and competent in the use of equipment.
- Overall responsibility for mentors and pre and post registered students.

### **SISTER**

1999 - Nov 04

#### Hospital A, Poole

- Ensured the smooth running of clinic sessions.
- Conducted comprehensive assessments of patients’ complex needs.
- Formulated, implemented care programmes for individual patients’ needs.
- Maintained accurate departmental records.
- Investigated complaints, using IT systems.
- Led a team of trained Nurses and HCAs. Trained and developed staff.
- Responded to clinical emergencies.

## HOSPITAL A NHS

- Hospital A NHS is an acute general hospital with 780 beds. The hospital mainly serves the 272,000 people living in the area. It is the major trauma centre for East Dorset and provides a broad range of district hospital care and a number of core services - ear, nose & throat, child health and maternity -for a wider catchment area.
- The hospital also provides specialist services, such as provides oral surgery and neurological care, for the whole of Dorset and is the Cancer Centre for Dorset. We have a unique philosophy embedded in the “Poole Approach”. This has shaped its development as a friendly, patient centred organisation that continually strives to improve services.
- At least 85 per cent of admissions are unplanned emergency cases.
- As the major trauma centre for East Dorset, the hospital provides services for all medical, elderly, surgical and child health emergency admissions

## PERSONAL

*Interests and Pastimes:* Family, keep fit, walking - rambling.  
*Mobility:* Full clean driving license.  
*Marital Status:* Married.