

Job description

POST

Deputy Ward Manager

SALARY

Band 6 £35,392 - £42,618 per annum pro rata if applicable

CARE GROUP

Child Health

BASE

Dolphin Ward. Kent and Canterbury Hospital. Canterbury Kent.

CONTACT

Susan Hewitt susanhewitt1@nhs.net

Welcome to East Kent Hospitals

This is an exciting opportunity for a dynamic and experienced Registered children's nurse with proven clinical skills to become a ward based clinical leader within a busy paediatric day case unit at the Kent and Canterbury Hospital. We are seeking an aspiring leader to help move our day case and ambulatory service forward. The majority of shifts will be worked Monday to Saturday during day time hours at Dolphin Ward, Kent and Canterbury. You will be expected to work, 15 hrs per month, at the acute paediatric inpatient unit based in Margate. Cross site working and unsocial hours may be required, on occasion, to meet the needs of the service. If you are looking for your next step in Paediatric nursing, with minimal unsocial hours then this is a fantastic opportunity to join our Team.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



Deputy Ward Manager

Role specific duties

You must be motivated, a team player and strive to provide high standards of care to all children and their families.

Professional leadership and Clinical Responsibilities

- Responsible for leading and co-ordinating the department in the absence of the Ward Manager
- Communicates proactively with all staff on the clinical condition and treatment plan of patients and ensures accurate nursing records are maintained by all staff.
- Actively involves others in communications between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders, and ensures excellent communication.
- Under direction of the Ward Manager assists with undertaking performance reviews.
- Actively involved in the dissemination of information to all staff, e.g. Team Brief, Ward/Department meetings.
- Acts as an ambassador/role model for the organisation and the nursing profession
- Has well developed clinical understanding and practice with effective assessment skills
- Provide clinical advice as required to staff, carers and junior colleagues which promotes clinical practice that reduces risk to patients
- Lead and supports others in co-ordinating the discharge process and ensures written and verbal advice is available to patients, relatives and carers
- Ensures evidence based, innovative practice in the delivery of nursing care and supports others in the implementation of changes identified to improve care.
- Ensures the application of local standards, policies and philosophies which further the philosophy of patient centred, individual and evidence based care for all patients.

Research and Training

- Assist in developing a research and evidence based approach to all nursing practice linking with Trust-wide colleagues and local/national child health networks
- Seek opportunities to create changes, which will enhance standards of care and practice.
- Participate in research projects within the ward/directorate.
- Participate in the development and delivery of appropriate training materials / programmes to promote professional development.
- Assist in providing training and support to new and junior staff in accordance with Trust policies and procedures.
- Act as mentor to student nurses and / or NVQ assessor

Patient Safety, Quality Improvement and Patient Experience

- Contribute to implementation of initiatives to increase time spent on direct patient care
- Implement and promote nursing standards in line with the We Care initiative and participate in benchmarking exercise within the ward/directorate as required.
- Participate in regular audits of nursing standards and practice.



- Participate in monitoring the quality of care in your local area.
- Assist in the investigation and resolution of complaints in relation to patient care, reporting to the ward/unit manager.
- Regularly assess and act on the views of children, relatives and staff about the standards of care experienced by children and families whilst on the ward.
- Contribute to monitoring of quality improvement metrics to measure quality of care
- Identify and minimise clinical and non clinical risk to minimise risk of harm to patients, staff and visitors.
- Monitor all aspects of clinical governance locally including clinical incident reporting.
- Regularly assess and act on the views of patients, relatives and staff about the standards of care experienced by recipients of the service.
- Involve patients in their care and ensure their understanding of treatment plan and care options before gaining informed consent for care delivery and interventions.

Management

- Remain 'cost aware' and utilise equipment and resources in a cost effective way.
- Make recommendations where it is evident that appropriate changes may improve efficiency.
- Be aware of the sickness / absence control procedures and participate in any initiatives to reduce sickness absence.
- Participate in department meetings when required and join the 'exchange of information' necessary to be involved in decision making processes at the relevant level.
- Keep abreast of relevant information which may affect your area of responsibility and act as a resource for other members of the team, acting as a link nurse where appropriate
- Act as an innovator for the department to facilitate the provision of a flexible and responsive children's nursing service.
- Work at other locations on a temporary or permanent basis within the geographical area of the Trust's remit to ensure safe staffing across all areas.

Personal Development

- To keep abreast of current professional issues within child health and maintain the knowledge and skills necessary to perform your role effectively.
- Develop and maintain a professional portfolio
- Ensure compliance with professional expectations as outlined in the NMC Code of Professional Conduct.
- To participate in an annual appraisal with relevant reviews and to follow your personal development plan as agreed with your line manager.

6. VALUES AND BEHAVIOURS

The post holder is required to uphold and model the Trust values in everything they do.



Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to

demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Our NHS People Promise

We are committed to the NHS People Promise. We want our culture to be positive, compassionate, and inclusive – and we all have our part to play.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

How to apply

For more information or to arrange to visit us, please contact Susan Hewitt, Rainbow Ward Manager via Susanhewitt1@nhs.net



Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	RN Child or equivalent Mentorship/teaching qualification	Previous experience at Band 6 within specialty Evidence of facilitating learning in practice Evidence of leadership training	Application Form/Interview
Clinical skills and experience	Patient and carer centred approach Delivery of evidence based clinical practice Up to date safeguarding knowledge IT skills Highly developed verbal and written communication skills Ability to prioritise workload and cope under pressure in order to meet deadlines Ability to work on own initiative using sound decision making and problem solving skills. Well developed organisational skills Holds EPALS certification or willing to work toward attaining	Influencing and negotiating skills Coaching and facilitating skills Evidence of facilitating learning in practice Evidence of ongoing personal and professional development Evidence of managing a team	Application form/interview
Governance	Understanding of clinical governance and application to the role Health and safety NMC code of conduct		Application Form/ interview
Personal/professional attributes	Ability to work flexibly and collaboratively Innovative Ability to empower and inspire others Understanding of your own limitations Motivated to deliver high quality child centred nursing care		Application Form/Interview
Other requirements	Upholds and models the Trust values and behaviours Evidence of continuing professional development		Application Form/Interview



The small print

Band	Band 6
Salary Scale	£35,392 - £42,618 per annum Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.
Hours of work	37.5 hours per week
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Pension Scheme	As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST. Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.
Contractual Notice	Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice
Probationary Period	New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.



Dimensions

Financial and Physical	Manages	None
	Impacts	To ensure the effective use of all resources, supplies and environment
Workforce	Manages (Bands and WTE)	Supports the Ward Manager in managing post holders within ward establishment including registered nurses and healthcare assistants
	Located	Various sites
	Impacts	Responsible for leading the ward team and ensuring an appropriately skilled and effective workforce throughout their shift
Other		

Communications and working relationships

Internal	Patients Relatives Nursing Team including the Ward Manager and Matrons Ward Clerk Medical Team Senior Management Team Clinical Site Team Practice Development Team Physiotherapists, Occupational Therapists Community Nursing Team Pharmacy Safeguarding Team Domestic Staff Porters
External to NHS	Social Services Primary Care Staff (GPs, practice nurses, Health visitors) University link lecturers Canterbury Christ Church Other public organisations including Police and Border Force
Other	



Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Contact with bodily fluids when providing personal care	Frequent
Physical Effort	This post involves walking or standing for most of the shift, moving trollies or commodes, kneeling and crouching to care for children and young people.	Frequent
Mental Effort	Concentration is required for tasks such as vital sign monitoring, documentation and calculating drug dosages.	Frequent
Emotional Effort	Dealing with distressed relatives, caring for children and young people who are extremely unwell or in mental health crisis. Less frequently caring for children who are end of life.	Frequent

Most challenging part of the job

To maintain credibility and flexibility as a competent practitioner in an ever changing environment, while continuing to develop professionally in line with the demands of a responsive nursing service focussed on the needs of children and young people.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

