



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

JOB DESCRIPTION

JOB DETAILS:

Job Title	Deputy Ward Manager
Pay Band	BAND 6
Hours of Work and Nature of Contract	37.5hrs
Division/Directorate	Nursing
Department	Stroke Unit Ward 14
Base	Glan Clwyd Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward manager
Reports to: Name Line Manager	Ward Manager

Job purpose:

To work as a member of the Community Hospital Team, to provide effective leadership in support of the Band 7 as Junior Sister. To supervise a team of nurses providing skilled, clinically effective, high quality care in a variety of settings. To support the Band 7 Ward Manager with responsibility of Bed Management and effective ward/hospital cover to meet and provide safe standards of care for patients.

Clinical Responsibilities

The Nurse will:

- Ensure that the 12 fundamentals of care are applied in the care of all patients: Communication and information, respecting people, ensuring safety, promote independence, relationships, sleep, rest and Activity, ensure comfort, alleviate pain, personal hygiene and appearance, eating and drinking, toilet needs, oral health and hygiene and preventing pressure sores.
- Initiate the immediate, individualised care of patients by assessment, planning, implementation and evaluation of programmes of care, without the direct supervision of a senior nurse.
- Produce records and document in compliance with Local, Health Board and NMC Guidelines
 - Demonstrate an awareness of research based clinical procedures, which will extend their role as identified for their area during their Annual Performance review. Identifying areas for Audit and initiating the process.
- Demonstrate theoretical and practical ability regarding patient care, providing high quality effective nursing.
- Promote effective communication/collaboration with all members of the multi-disciplinary team including taking a leading/coordinating role in the discharge process, undertaking nursing assessments.
- Identify and monitor Delayed Transfers of Care.
- Demonstrate knowledge of Continuing Health Care criteria and Social Services funding.
- Supervisory skills in relation to patients/carers/student/NVQ Candidates and less experienced staff.
- Mentor and support nursing students and participate in assisting and assessing them to meet their learning objectives.
- Ensure equipment is used in the correct way and that resources are used wisely in order to minimize waste and misuse.
- Comply with BCUHB Mandatory Training requirements.
- Appropriately deal with any untoward incidents/complaints, accurately completing relevant incident forms. Identifying problems and initiating solutions.
- Be actively involved in Health Promotion.
- Maintain an appropriate skill mix within the team based on care needs, ensuring competencies match the needs of the patient.
- Work towards improving the patient's experience by implementing the Fundamentals of Care in support of the Band 7 Ward Manager.

Professional Responsibilities

The Nurse will:

- Act in accordance with the legal requirements and statutory rules relating to practice and all BCUHB Policies, Procedures and Guidelines.
- Be aware of BCUHB policies and the wider Nursing Agenda.
- Take responsibility for managing personal educational needs and identify own learning goals which will be formulated into objectives to be agreed upon at Annual Performance review.
- Maintain personal standards of health, safety and security, and contribute to the safety and security of individuals and their environment in order to comply with health and safety regulations.
- Be responsible for maintaining own professional registration and compliance of PREP requirements.
- Knowledge of how/where to access all BCUHB Policies and Procedures, including Clinical Governance, Training and Education strategies, and undertake risk assessments.

Managerial Responsibilities

The Nurse will:

- Regularly take charge of the Hospital in the absence of more senior staff and have the knowledge to access Senior Nurse on call system.
- Participate in the risk profile for the ward ensuring Health & Safety compliance.
- Ensure efficient use of resources through adequate monitoring and control mechanisms.
- Supervise, teach and counsel qualified and unqualified staff, including other disciplines, to provide an effective support role.
- Counsel staff re; poor/inappropriate performance when and as it occurs.
- Be involved in the management of sickness and absence.
- Ensure that a Performance Reviews are undertaken for allocated staff.
- Manage and co-ordinate the admission and discharge of patients.
- Take an active role in the bed management and appropriate utilisation of beds.
- Take part in recruitment and selection of staff.
- Have knowledge of the BCUHB complaints and compliments policies.
- Ensure the appropriate and safe management of patients property and donations are handled and documented in accordance with BCUHB Policy.
- Take delegated responsibility for budget constraints.

Risk Management

It is a standard element of the role and responsibility of all staff of the BCUHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Record Management

As an employee of the BCUHB, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the BCUHB. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Health and Safety Requirements

All employees of the BCUHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the BCUHB to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the BCUHB's undertakings.

Confidentiality and Information Security

As a BCUHB employee you are required to uphold the confidentiality of all records held by the BCUHB, whether patient records or BCUHB information. This duty lasts indefinitely and will continue after you leave the BCUHB's employment. Please ensure that you are aware of, and adhere to, the standards described in the BCUHB Policy for information security and information technology.

Competence

You are responsible for limiting your actions to those, which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.



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CAJE REF:

DISGRIFIAD SWYDD

MANYLION SWYDD:

Teitl Y Swydd	
Band Cyflog	Band 6
Oriau Gwaith a Natur y Contract	37.5awr llawn amser
Uwch Adran/Cyfarwyddiaeth	Nyrsio
Adran	Uned Strôc, Ward 14
Lleoliad	Glan Clwyd Hospital

ORGANISATIONAL ARRANGEMENTS:

Yn atebol yn rheolaethol i:	Rheolwr y Ward
Yn adrodd i:	Rheolwr y Ward

Diben y Swydd:

Gweithio fel aelod o Dîm yr Ysbyty Cymuned, i ddarparu arweinyddiaeth effeithiol fel Prif Nyrs Iau i gefnogi deilydd y swydd Band 7. Goruchwyllo tîm o nyrsys gan ddarparu gofal galluog, clinigol effeithiol ac o ansawdd uchel dan amrywiol amgylchiadau. Cefnogi Rheolwr Ward Band 7 gyda chyfrifoldeb Rheoli Gwelyau a staffio ward/ysbyty effeithiol i gwrdd â darparu safonau gofal diogel i gleifion.

Cyfrifoldebau Clinigol

Bydd y Nyrs yn:

- Sicrhau bod y 12 Hanfodion Gofal yn cael eu defnyddio wrth ofalu am bob claf: Cyfathrebu a gwybodaeth, parchu pobl, sicrhau diogelwch, hyrwyddo annibyniaeth, perthnasau, cwsgr, gorffwys a gweithgaredd, sicrhau cyfforddusrwydd, lleddfu poen, hylendid personol ac ymddangosiad, bwyta ac yfed, anghenion toiled, iechyd geneuol a hylendid a rhwystro doluriau pwysedd.

- Dechrau gofal unigol cleifion ar unwaith gydag asesiad, cynllunio, gweithredu a gwerthuso rhaglenni gofal heb oruchwyliaeth uwch nyrs.
- Cynhyrchu cofnodion a dogfennu yn unol â chanllawiau lleol, BILL a NMC,
- Arddangos ymwybyddiaeth o weithdrefnau clinigol yn seiliedig ar ymchwil a fydd yn ymestyn y swyddogaeth fel y nodir ar gyfer eich ardal yn ystod yr Adolygiad Perfformiad Blyneddol. Nodi meysydd ar gyfer eu harchwilio a dechrau'r broses.
- Arddangos gallu damcaniaethol ac ymarferol o ran gofal cleifion, gan ddarparu nyrsio effeithiol o ansawdd uchel.
- Hyrwyddo cyfathrebu/cydweithredu effeithiol gyda holl aelodau'r tîm amlddisgyblaethol, gan gynnwys arwain/cydllynu'r broses ryddhau, gan ymgymryd ag asesiadau nyrsio.
- Nodi a monitro Trosglwyddiadau Gofal Gohiriedig.
- Arddangos gwybodaeth am feini prawf Gofal Iechyd Parhaus a chyllid gwasanaethau cymdeithasol.
- Sgiliau goruchwyllo o ran cleifion/gofalwyr/myfyrwyr/ymgeiswyr CGC a staff llai profiadol.
- Mentora a chefnogi myfyrwyr nyrsio a chymryd rhan i'w cynorthwyo a'u hasesu i gwrdd â'u hamcanion dysgu.
- Sicrhau bod cyfarpar yn cael ei ddefnyddio yn y ffordd gywir a bod adnoddau'n cael eu defnyddio'n ddoeth er mwyn lleihau gwastraff a chamddefnydd.
- Cydymffurfio â gofynion hyfforddiant gorfodol BIPBC.
- Ymdrin ag unrhyw ddigwyddiadau /cwynion anffodus, yn gywir, gan gwblhau ffurflenni digwyddiadau perthnasol. Nid problemau a dechrau ei datrys.
- Bod yn weithredol gysylltiedig â Hyrwyddo Iechyd.
- Cynnal cymysgedd sgil briodol yn y tîm yn seiliedig ar anghenion gofal; gan sicrhau bod cymhwysedd yn cyd-fynd ag anghenion y cleifion.
- Gweithio tuag at wella profiad y claf drwy weithredu Hanfodion Gofal i gefnogi'r Rheolwr Ward Band 7.

Cyfrifoldebau Proffesiynol

Bydd y Nyrs yn:

- Gweithredu yn unol â gofynion cyfreithiol a rheolau statudol o ran arferion a holl bolisiâu, gweithdrefnau a chanllawiau'r BIPBC.
 - Bod yn ymwybodol o bolisiâu'r BILL a'r agenda nyrsio ehangach.
 - Cymryd cyfrifoldeb am reoli anghenion addysgol personol eich hunan a nodi eich amcanion dysgu eich hunan a fydd yn cael eu ffurfio yn amcanion i'w cytuno yn ystod adolygiad perfformiad blyneddol.
 - Cynnal safonau iechyd, diogelwch a diogeled personol a chyfrannu at ddiogelwch a diogeled unigolion a'u hamgylchedd er mwyn cydymffurfio â rheoliadau iechyd a diogelwch.
 - Bod yn gyfrifol am gynnal cofrestrriad proffesiynol eich hunan a chydymffurfiaid â gofynion PREP.
 - Meddu ar wybodaeth o sut/le i gael mynediad at bolisiâu a gweithdrefnau'r BILL, gan gynnwys Llywodraethu Clinigol, Hyfforddiant a strategaethau Addysg ac ymgymryd ag asesu risg.
- Cyfrifoldebau Rheoli

Bydd y Nyrs yn:

- Cymryd cyfrifoldeb o'r ysbyty yn absenoldeb staff uwch ac yn meddu ar wybodaeth i gael mynediad ar system ar alwad Uwch Nyrsys.
- Cymryd rhan ym mhroffil risg y ward, gan sicrhau cydymffurfiaid ag Iechyd a Diogelwch.
- Sicrhau deunydd effeithiol o adnoddau drwy fonitro digonol a mecanweithiau rheoli.
- Goruchwyllo, dysgu a chwrsela staff cymwys a heb gymhwyso, gan gynnwys disgyblaethau eraill i ddarparu swyddogaeth gefnogi effeithiol.

- Cwnsela staff ynghylch perfformiad gwael/amhriodol pan ac wrth iddo ddigwydd.
- Bod yn gysylltiedig â rheoli salwch ac absenoldeb.
- Sicrhau bod Adolygiadau Perfformiad yn cael eu cymryd i staff a ddyrannwyd.
- Rheoli a chydlynu derbyn a rhyddhau cleifion.
- Cymryd swyddogaeth weithredol i reoli gwelyau a defnyddio gwelyau yn briodol.
- Cymryd rhan mewn recriwtio a dethol staff.
- Meddu ar wybodaeth ynghylch polisïau cwynion a chanmoliaethau BIPBC.
- Sicrhau bod rheolaeth briodol a diogel o eiddo cleifion a bod rhoddion yn cael eu trin a'u dogfennu yn unol â pholisi'r BILL.
- Cymryd cyfrifoldebau a ddirprwywyd dros gyfyngiadau cyllidebol.

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff BIPBC yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, digwyddiadau bron a bod a pherygl.

Rheoli Cofnodion

Mae gweithwyr BIPBC yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y sefydliad (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol). Bydd y cofnodion hyn ar ffurf papur, electronig, microlun, tapiau sain neu fideo, delweddau pelydr-x. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus (dan Ddeddf Cofnodion Cyhoeddus 1958). Dylech ymgynghori â'r rheolwr os bydd gennych unrhyw amheuan am reoli'r cofnodion rydych yn gweithio gyda nhw'n gywir.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr BIPBC ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Gofynnir i weithwyr gydweithredu gyda rheolwyr i alluogi'r Bwrdd Iechyd i gwrdd â'i ddyletswyddau cyfreithiol ei hun ac adrodd unrhyw amgylchiadau all gyfaddawdu iechyd, diogelwch a lles y rhai a effeithir gan weithredoedd y Bwrdd Iechyd.

CYFRINACHEDD A DIOGELWCH GWYBODAETH

Fel gweithiwr i BIPBC, mae'n ofynnol i chi gynnal cyfrinachedd bob cofnod a ddelir gan BIPBC, p'un ai'n gofnod claf neu'n wybodaeth am y Bwrdd. Mae'r ddyletswydd hon yn para am gyfnod amhendiant a bydd yn parhau ar ôl i chi adael cyflogaeth BIPBC. Gwnewch yn siŵr eich bod yn ymwybodol o ac yn ymlynu wrth y safonau a ddisgrifir ym mholisïau BIPBC ar gyfer diogelwch gwybodaeth a thechnoleg gwybodaeth.

Gallu

Rydych yn gyfrifol am gyfyngu eich camau i'r hyn y teimlwch y gallwch ei wneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich dyletswyddau dylech siarad â'ch rheolwr llinell/goruchwyliwr ar unwaith.