



## JOB DESCRIPTION / COMPETENCY PROFILE

<b>Job Title</b>	Ward Manager
<b>Payband/Grade</b>	AfC Band 7
<b>Directorate</b>	Adult Mental Health
<b>Job Description Reference</b>	

**My job makes lives better by:** Leading and managing an Acute Inpatient Unit and staff team in order to achieve excellent outcomes for the people who use our services, and their carers. I achieve this through excellent partnership working, clear strategic direction and by following our Trusts clinical strategy and the feedback of the people who use the service.

### Job Overview

Ensure the service operates in a safe, effective & efficient way as part of the whole system of mental health services. Foster a culture that encourages and enables individuals to have an active role in identifying, planning and meeting their individual needs. Support strategic leadership in relation to service improvement and quality evaluation.

Responsible for the management of the ward, including staff and budget management.

NHS Competency		Level	SABP Leadership Competency	
Communication		4	Strategic Leadership	4
Personal and People Development		3	People Leadership	4
Health, Safety and Security		4	Performance Leadership	4
Service Improvement		4	Personal Motivation	4
Quality		4		
Equality and Diversity		4		
Statutory Requirements			Values	
Professional Registration (NMC) - Yes			Treat People Well	
			Create Respectful Places	
			Involve not Ignore	
			Open, Inclusive and Accountable	

### Qualifications required:

Nursing Qualification - RMN  
Membership of a professional body (NMC)

### Experience required:

Extensive management/leadership experience  
Extensive experience working with people with MH needs

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**Suitable for someone who:** Is passionate and committed and who enjoys managing staff well-being and supporting them to achieve their potential. Supporting people who use our services to have a positive experience when admitted and discharged from our services.

**Key Responsibilities:**

- Responsible for managing the ward team over a 24-hour period
- Manage the staff budget and any other relevant non-pay budget for the ward
- Provide management support to staff through appraisal, clinical supervision and continuing professional development
- Ensure a safe environment for people who use services, carers and staff by adhering to relevant health and safety policies, undertaking risk assessments and care plans, and reporting hazards
- Effective communication with internal and external stakeholders
- Ensure that the views of people who use services and their carers are effectively sought to help inform decision-making on the ward
- Responsible for providing the relevant evidence for the annual quality programme and clinical audits; managing complaints and concerns about patient care; developing improvement plans and taking remedial action as required
- Lead in collaboration with senior leadership team in investigatory processes for serious incidents and disciplinaries as required
- Represent the clinical area in agreed Divisional meetings and clinical practice forums
- Participate in personal development opportunities to maintain and develop professional knowledge and skills
- Ensure staff are up to date with statutory and mandatory training within the Trust
- Participate in the weekend on-call rota forward managers as required

**Clinical Issues and Responsibilities**

- Responsible and accountable for standards of care and clinical practice
- Undertake clinical risk assessments and formulate and implement risk reduction strategies
- Promote the physical health and mental wellbeing of people who use our services, ensuring those who required specialist input received it
- Ensure that the ward team develop, implement and evaluate service-user led programmes of care using a problem-solving approach that ensures the needs of each individual person are met throughout their admission, including detailed arrangements for discharge of the person, and as appropriate, their carer making them central to the planning and decision-making process
- Work effectively with the multi-disciplinary team to maintain efficient channels of communication with all agencies to develop holistic care planning, goal setting and reviews
- Ensure the clinical area is an effective learning environment for student nurses and maintain effective links with education providers

- Ensure nursing conduct and practice on the ward is in accordance with the NMC guidance, Mental Health legislation, and Trust policies
- Ensure that all practitioners maintain accurate records.

## **Leadership**

- Lead on the setting, monitoring and maintaining of standards of care within the team and will advise on clinical issues which may have a negative effect on the standards of clinical practice being delivered.
- Responsible for their own practice in accordance with their professional body and will take every reasonable opportunity to sustain and develop their professional competence.
- Be a mentor and adviser for students and will work closely with the Clinical Placement Facilitator to ensure that the learning objectives are consistent with the requirements of their educational programs.
- Provide clinical leadership for a range of clinician's in their specific area of practice, providing advice on all clinical issues within that service; support clinician's with updating their relevant knowledge and skills.
- Work closely with the Matron and provide cover in their absence. They may at times have to take on some of the operational management responsibilities should the need arise.
- This will include budgetary responsibilities, signatory for signing time sheet, invoices, mileage forms, Safeguarding Adult issues, annual leave forms
- Lead & motivate staff to provide a pro-active and responsive high-quality service, contributing to ongoing audit and evaluation.
- Work with the Associate Director to agree clear & deliverable objectives & to ensure they are implemented & monitored.
- Ensure arrangements are in place for all staff to receive regular supervision, appraisal and have their personal development plans and training needs identified and where possible met.
- To partake in the Trust senior on call manager rota