

Aneurin Bevan Health Board  
Job Description  
**ANEURIN BEVAN UNIVERSITY HEALTH BOARD**

**Division of Community, Mental Health and Learning Disability  
In Patient Deputy Ward Manager**

**Grade:** Band 6  
**Reporting to:** The Ward Manager  
**Accountable to:** The Locality Senior Mental Health Services Manager

**ROLE SUMMARY**

The post holder is a senior member of the Inpatient Mental Health Team and will be responsible for the care and care coordination for a caseload of service users who are experiencing severe mental health difficulties. The post holder will take responsibility within their caseload for ensuring the assessment of health and social needs, formulation, planning, delivery and evaluation of care, support and treatment by the team, for both individuals and groups of service users including risk assessment and management, CTP, and care reviews. They will work collaboratively across a wide ranging multi-disciplinary services and agencies to provide effective delivery of health and social care, supporting a programme of recovery and social inclusion within the area.

The post holder will also supervise junior staff who are engaged with service users within their caseload.

**KEY RESPONSIBILITIES**

**Responsibilities for Service Users and Carers**

1. To act as Care Co-ordinator and manage a patient caseload in consultation with the multi-disciplinary team.
2. To work within the policies, procedures and guidelines set out by the Health Board and professional bodies. Operate within the guidelines set by the NSF, Clinical Governance and Risk Management.
3. To support the multidisciplinary team in developing services that are sensitive to the individual needs of users and carers taking into account issues of race gender sexuality age and religion
4. To establish and maintain effective care through the holistic and comprehensive assessment of service user's needs, planning, implementation, and review in accordance with CTP policy and procedures.
5. To promote a value base service which meets the needs of empowered service users by ensuring that their wishes to live and experience an ordinary life are respected and supported.

## Aneurin Bevan Health Board Job Description

6. To have the interpersonal skills necessary to develop a therapeutic alliance with emotionally and psychologically disturbed clients and their carer's enabling the client to accept responsibility for their personal wellbeing appropriate to their level of cognitive functioning.
7. To encourage and establish therapeutic relationships with individual service user's and where appropriate their relative, carers and representatives.
8. To complete comprehensive risk assessment and risk management plans in accordance with Trust policy and guidance.
9. To prioritise need/ cases and workload with the Team Manager ensuring effective use of time, resources and professional accountability.
10. To provide clinically effective, therapeutically focused and evidence based care for service users individually or in groups
11. To advise on the promotion of mental health and the prevention of mental illness.
12. To develop and maintain professional links with other Mental Health services and to work in collaboration with service users, carers, statutory and voluntary agencies to enhance service user care planning and future developments.
13. To implement the care plan and when appropriate co-ordinate the work of other members of the In Patient Team who are responsible for implementing aspects of the multidisciplinary care plan.
14. To undertake or delegate specific clinical interventions, monitoring observations, aseptic techniques, undertaken tests and measurements e.g. blood sugar, urinalysis, depot injections
15. To review the effectiveness of the care plan, monitoring and evaluating the quality of care given to service users. Where appropriate initiate any action that may be required.
16. To maintain multi-disciplinary working by utilising other professionals to enhance care and provide information and feedback for multi-disciplinary review and referral meetings.
17. To complete clear, accurate, concise and up-to-date clinical records and documentation relating to interventions undertaken with service users.

**Aneurin Bevan Health Board**  
**Job Description**

18. To establish and maintain good liaison with GP practices and other mental health and social care services and agencies in the area.
19. To establish good clinical and management practices to ensure high standards of client care by effective and proficient use of community or other available resources.
20. To respond to general public and other services regarding enquiries referral protocol, and crisis management offering professional advice and education on service provision as required
21. To ensure that service provision is responsive and provision is made for crisis intervention as necessary.
22. To liaise and build up professional links with appropriate primary health care team and other referring agencies, verbally and in writing regarding service user care.
23. To ensure that case management safeguards vulnerable adults in line with POVA.
24. To participate in the review of at risk/vulnerable clients as directed by the Team Manager.
25. In the absence of the Team Manager to manage the In Patient Unit, chair multi-agency and multi- professional meetings regarding case management on the unit.
26. To encourage the participation of user's and carer's in the development and review of the service.
27. Ensure that the principle of continuity of care is maintained and that appropriate plans are made for service user discharge and transfer from clinical area is in line with the Mental Health Act, CTP, the NHS and Community Care Act 1983 and relevant discharge policies.

**Responsibilities for Staff**

1. In the absence of the Team Manager assume line management responsibility and manage the multidisciplinary team and resources and co-ordinate the team to provide an integrated service provision.
2. In the absence of the Team Manager allocate, delegate and overview the performance work to the team ensuring that work is allocated to appropriate staff in line with their experience, skill and discipline.

## Aneurin Bevan Health Board

### Job Description

3. To be aware of the professional responsibilities of all staff deployed within the team and conform to their Professional Codes of ethics and professional conduct.
4. To monitor and ensure standards of care are maintained, ensuring that all staff abide by agreed standards, policies, procedures and protocols in order to protect self, client, team and service.
5. To manage and provide professional advice and support to junior staff with their case load aiding their development and ensuring they are supported and a consistent approach is adopted to patient care and policy and procedures are implemented professionally.
6. To manage junior staff's performance management, development and reviews, return to work sickness/absences interviews, and where appropriate provision of cover, making the Team Manager aware of any staff capability issues
7. To ensure the team vision and philosophy is delivered in line with Health Board Policies, protocols, procedures, National Service Frameworks, National Guidance and Research and is implemented by the team and all staff involved.
8. To ensure that all relevant Health Board aspirations, strategies and key results areas are known to staff and are positively adopted, especially the Clinical Governance agenda.
9. In the absence of the Team Manager to maintain up to date records of all staff member's attendance at statutory /mandatory training and to support the maintenance of a data base of Professional registration.
10. Complete daily plan of whereabouts when away from base with all relevant contact details in line with Health Board and local Lone Worker Policy.

#### **Educational Responsibilities**

1. To maintain and improve upon knowledge and skill base relevant to current work place and practices ensuring that it is evidence / research based.
2. To attend Statutory Training annually in line with Health Board and Directorate Policy.
3. To participate and undertake in training and education as requested and to contribute to the development of training programmes.

## Aneurin Bevan Health Board

### Job Description

4. To maintain an up to date knowledge of Mental Health and other appropriate legislation.
5. To maintain an up to date knowledge of therapeutic intervention techniques and possess the requisite skills to apply these.
6. To maintain an up to date understanding of pharmacology including how drugs work, indications, contra indications, side effects, dosage range.
7. Assist in identifying training needs with the unit and participate in the development of the team's Training Plan.
8. Teach trained and untrained staff in informal and formal settings.
9. Act as preceptor, mentor and assessor to student nurses, students of other disciplines and newly qualified staff and team members reporting to the Team Manager and University Tutors as required.
10. To assist in formulating Personal Development Plans for junior members of the Team as requested.
11. To provide training opportunities for students from various disciplines
12. To assist in the identification of one's own training needs.

### **Managerial Responsibilities**

1. To act up in the absence of the Team Manager as authorised by the Senior Nurse.
2. To be responsible for the administration, carriage and storage of drugs in accordance with relevant policies and clinical procedures and maintain drug records as per agreed policy.
3. To ensure the Team manager is made aware of any patient they consider to be at risk and/or vulnerable.
4. To participate in meetings as directed by the Team Manager.
5. To facilitate regular contact and communication with colleagues by regular attendance at team meetings.
6. To contribute to the on-going development and functioning of the multi disciplinary team.

**Aneurin Bevan Health Board**  
**Job Description**

7. To contribute to the formulation of policies and procedures directly applicable to community care.
8. To participate, as appropriate, in the out of hours on call system.
9. To maintain records of patient contacts as per Health Board Policy.
10. To submit reports, records and returns as required.
11. To support the comprehensive adherence to Health Board and Departmental Policies and Guidelines in particular CTP and Risk Management.
12. To provide support, supervision and advice as required by junior members within the team
13. To maintain quality standards as agreed and set for the clinical area by the Health Board.
14. To regularly undertake clinical supervision with a named supervisor in order to maintain and improve standards of care, developing a high level of therapeutic use of self to support the therapeutic goals of social recovery
15. To participate in regular caseload reviews and managerial supervision as required by Team Manager.
16. To be responsible for health & safety of self, staff, users and visitors in accordance with Health & Safety at work Policy and in line with Local & Health Board Policies and report any Health and Safety matters to the nominated manager.
17. To ensure own patient's records are current, in accordance with Health Board Policy and Professional Codes of Conduct.
18. To participate as required in the recruitment, selection and induction process.

**Responsibilities for Resources**

1. To prioritise own caseloads and ensure appropriate use of resources.
2. To ensure all equipment is available and kept in good working order and report defects.

## Aneurin Bevan Health Board Job Description

### **Professional Responsibilities**

1. To act as a role model, demonstrating high standards of professional proficiency as appropriate to their professional background, working within the framework of accountability and authority pertinent to that professional background
2. To ensure effective and confidential communication between medical nursing, allied professionals, Social Services and other supporting care agents on significant data governing service user care and treatment.
3. To keep abreast of most recent professional issues and continue to update one's professional education
4. To maintain individual personal development profile and maintain professional registration as per professional requirements.
5. To be aware of the professional responsibilities in relation to your professional code of practice.
6. To be aware of the implications of the NICE guidelines and act on them accordingly.

### **Responsibilities for Administration**

1. To maintain comprehensive case records in line with Health Board requirements.
2. To work with and improve upon local systems of administration.
3. To understand appropriate Information Technology and its applications.
4. To collect and provide statistical data as required.

### **Responsibilities for Strategic Service Development**

1. To link operational to strategic development, reducing the 'theory practice gap' for staff, and acting as a change agent influencing service change and development.
2. To implement National Service Framework recommendations as guided by Senior Management.
3. To undertake project work and participate in local and Health Board wide working groups as required
4. To keep abreast of Government guidelines and recommendations.

**Aneurin Bevan Health Board**  
**Job Description**

5. To liaise and communicate effectively with all stakeholders in the care process, including carers and relatives aspiring to effective, seamless and integrated service to every patient or client seen by the team.

**Responsibilities for Research and Development**

1. To participate in clinical audit and multidisciplinary clinical audit.
2. To be familiar with the Patient's Charter Standards, Local Service Standards and Health Board Quality Standards are met.
3. To improve and maintain Service Quality with evidence based practice that meets local needs.
4. To participate in agreed research projects and to use evidence based findings to the benefit of client care.
5. To participate in the development of clinical governance strategies, clinical effectiveness and quality initiatives.
6. Use research findings designing health and social care programmes to develop awareness of significance of research.



Aneurin Bevan Health Board  
Job Description  
**In Patient Mental Health Team Leader**  
**Person Specification**

<b>Qualification</b>	
<b>Essential</b>	<b>Desirable</b>
Registered Mental Health Nurse  Degree level or working towards  Additional training in: CBT in Psychosis and or Thorn and or Family Therapy and or Psychotherapy and or Psychosocial Interventions and or Dementia and or Teaching / Training and or Risk Assessment DICES / HCR20  Evidence of continuous Professional Development	ECDL

<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
Relevant proven experience at Band 5 Experience of In patient or community mental health working Evidence of supervising and developing Junior Staff Evidence of team leading junior staff Evidence of working as part of a multi disciplinary team Evidence of leading change or new initiatives or other service development Evidence of supervision and development of junior staff Evidence of supporting daily living and community networking Evidence of health promotion Evidence of 10 essential capabilities in decision making Engagement with service audits Clinical supervision	

Aneurin Bevan Health Board  
Job Description

Skills	
Essential	Desirable
<p>Able to undertake a whole person assessment</p> <p>To communicate verbally and effectively with service users, managers and other members of the multidisciplinary team</p> <p>Able to use computers for report writing and updating service records</p> <p>Able to teach individuals and groups</p> <p>Able to plan and coordinate multi disciplinary care programme</p> <p>Able to develop and maintain professional relationships within a multi-disciplinary team</p> <p>Able to use a high degree of professional autonomy</p> <p>Able to make critical judgements and decisions</p> <p>Able to meet the travel requirements of the post</p>	<p>Effective skills in:</p> <ul style="list-style-type: none"> <li>• Liaison</li> <li>• Group work</li> <li>• Personal reviewing</li> </ul> <p>Ability to speak Welsh</p>

Knowledge	
Essential	Desirable
<p>Principals of Recovery</p> <p>10 essential capabilities</p> <p>Effective skills and knowledge of Psychosocial interventions</p> <p>CBT</p> <p>Managing stress, crisis and depression</p> <p>Administration, monitoring and advising on medication</p> <p>Legislation affecting service delivery</p> <p>Knowledge of Mental Health Act 1983</p> <p>Knowledge of clinical risk assessment</p> <p>Clinical Governance and how it affects practice</p> <p>Clinical supervision</p> <p>KSF</p> <p>Quality Assurance</p> <p>Health and Safety at work</p> <p>Impact of culture, social and health beliefs and opportunities on service user</p>	<p>Supporting finding homes</p> <p>Supporting finding work</p> <p>Supporting obtaining benefits</p>

Aneurin Bevan Health Board  
Job Description

NSF CTP Understanding of and a commitment to service user involvement and empowerment.	
--	--

Personal Skills and Abilities	
Essential	Desirable
Excellent organisational skills Demonstrates Energy, enthusiasm and resilience Ability to work unsupervised Flexible approach to work Commitment to equal opportunities anti-discrimination practice Ability to travel to meet the requirements of the post High degree of self awareness Person centred and non judgmental Customer service orientation	