

**PERSON SPECIFICATION for Ward  
Manager.**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>See key *</b>	<b>DESIRABLE</b>	
<b>EDUCATION AND QUALIFICATIONS</b>	<input type="checkbox"/> Registered Nurse (Mental Health). <input type="checkbox"/> 998 Mentorship / Slice <input type="checkbox"/> Evidence of post registration Management Education	<b>A</b> <b>A</b> <b>A/I</b>	<input type="checkbox"/> Post registration qualification appropriate to speciality	<b>A</b>
<b>PREVIOUS EXPERIENCE</b>	<input type="checkbox"/> Significant post registration experience at Band 6 within Adult Acute Mental Health service. <input type="checkbox"/> Keeping accurate records. <input type="checkbox"/> Practical experience of providing high quality care and exceeding expectations. <input type="checkbox"/> Experience in providing and receiving supervision <input type="checkbox"/> Experience of conducting risk assessments on mental health patients and ward environments.	<b>A/I</b> <b>A/I</b>  <b>A/I</b> <b>A/I</b>  <b>A/I</b> <b>A/I</b>  <b>A/I</b>	<input type="checkbox"/> Experience of basic counselling and group work.	<b>A/I</b>  <b>A/I</b>

<b>SKILLS, KNOWLEDGE, ABILITIES</b>	<ul style="list-style-type: none"> <li>☐ Leadership skills (motivating, using initiative, change management).</li> <li>☐ People Management Skills.</li> <li>☐ Clinical Governance and Evidence Based Practice</li> <li>☐ Demonstrate an understanding of the multidisciplinary team concept and factors that affect good team working in an integrated mental health service</li> <li>☐ Ability to work with different agencies and service providers, and form positive working relationships with a range of professionals</li> <li>☐ Demonstrate the ability to develop staff through personal development plans to carry out training needs assessments</li> <li>☐ Physically fit and able to use approved physical intervention under PMVA to manage difficult clinical situations to minimise risk of violence/aggression to service users and others.</li> <li>☐ Can demonstrate a good working knowledge of Mental Health Act 1983.</li> </ul>	I A/I A/I  A/I  A/I  A/I  I	<ul style="list-style-type: none"> <li>☐ Able to use basic computer software packages such as MS Word and Excel</li> <li>☐ Skills in Cognitive behavioural therapy techniques</li> </ul>	A/I  A/I
	<ul style="list-style-type: none"> <li>☐ Knowledge of medication rounds and the safe storage</li> </ul>			

	<ul style="list-style-type: none"> <li><input type="checkbox"/> and administration of drugs.</li> <li><input type="checkbox"/> Knowledge of, and ability to follow, NMC code of conduct</li> <li><input type="checkbox"/> Working knowledge of Care Programme Approach.</li> <li><input type="checkbox"/> Ability to assess plans, implement and evaluate patient care &amp; act accordingly if untoward changes occurred.</li> <li><input type="checkbox"/> Knowledge of new developments in nursing.</li> <li><input type="checkbox"/> Knowledge of the treatment model and management approaches for individuals with complex, severe and enduring mental health who pose a high level of risk.</li> <li><input type="checkbox"/> Knowledge of risk assessment and management.</li> <li><input type="checkbox"/> Knowledge of current developments in mental health care and nursing practice.</li> <li><input type="checkbox"/> Ability to build constructive relationships with warmth and empathy, using good communication skills.</li> <li><input type="checkbox"/> Ability to treat patients with respect and dignity.</li> <li><input type="checkbox"/> Maintain patient confidentiality.</li> <li><input type="checkbox"/> Ability to use computer to access patient information and use email</li> <li><input type="checkbox"/> Demonstrates the ability to manage work under pressure</li> <li><input type="checkbox"/> Sensitive to colleagues and able to promote a positive motivating environment.</li> <li><input type="checkbox"/> Senior Nurse/Bleep holding/Bed Management experience</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
OTHER	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview.</li> <li><input type="checkbox"/> Prepared to work flexible shifts</li> <li><input type="checkbox"/> Declared medically fit by the Occupational Health Department to perform the duties of the post</li> <li><input type="checkbox"/> Motivated to provide the highest standard in a changing service.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		

	<input type="checkbox"/> Awareness of Health & Safety issues. <input type="checkbox"/> Awareness of the importance of Equality and Diversity <input type="checkbox"/> Willingness to undertake further training relevant to clinical area.			
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**\*Key: Measured by A= Application Form, I=Interview, T=Test**

	<input type="checkbox"/> Able to recognise signs of stress in self & others.	I		
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