




JOB DETAILS:

Job Title	Ward Manager/Ward Sister/Charge Nurse
Pay Band	Band 7
Hours of Work and Nature of Contract	Full time 37.5 hrs
Division/Directorate	Women and Children
Department	Paediatrics
Base	Royal Glamorgan Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Senior Nurse Children and Young People
Reports to: Name Line Manager	Senior Nurse Children and Young People
Professionally Responsible to:	Executive Director of Nursing, Midwifery and Patient Services

VALUES AND BEHAVIOURS:



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

The overall job purpose of this post holder is to have continuous 24hr responsibility

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for leading and co-ordinating the clinical, managerial and educational requirements for the nursing team on the ward.

The post holder will work strategically and operationally to promote the teaching, training and ongoing development of nursing staff ensuring continuing personal, professional and practice development is an active process within the paediatric unit.

They will utilise staff resources available to achieve high quality nursing care for children and young people and families from admission to discharge, and act as an expert resource for the nursing team and support them in the delivery of evidence-based effective care.

The post holder will adopt a highly visible and accessible approach for patients, their carer/relatives and staff. They will lead by example and empower staff in their personal and professional development to undertake a greater range of clinical skills to modernise and improve patient care, including updates of essential training.

The post holder will play a proactive role in quality and service improvement, working closely with the Senior Nurse and be responsible for monitoring and auditing of clinical standards of care.

The post holder will deputise for the Senior Nurse as required.

DUTIES/RESPONSIBILITIES:

Clinical

- Function as a professional role model and clinical leader for the nursing team, demonstrating both clinical and managerial competence.
- Take responsibility for ordering and controlling stocks of drugs, dressings and supplies used by the ward.
- Ensure that all clinical and legal documents (both paper and electronic) are accurate, comprehensive and legible and that staff understand their relevance and the confidentiality of their nature.
- Be highly visible and accessible in clinical areas to facilitate communication with staff and patients, to observe clinical practice and ensure environmental standards are maintained.
- Promote, support and lead and manage innovative practice and ensure relevant research findings are incorporated into nursing practice.
- Take responsibility for the safe handling of patient property/valuables in line with ward and health board procedures.

- Be aware of, and ensure self and all staff comply with, the Nursing & Midwifery Council Code.
- Promote and support clinical supervision.
- Management responsibility for the needs and overall welfare of all nursing staff on the delegated wards and outpatient departments.
- Management responsibility for safe practice to minimize the risks of infection to patients and staff in accordance with national and Health Board policy, in particular to be aware of responsibilities as listed in the Infection Control Operational Policy.
- Carry out all forms of care, for which you are competent to practice, without direct supervision, in accordance with local and health board policies and procedures.
- Be responsible for effective communication, sometimes of a highly complex and highly contentious nature to patients relatives and other members of the public and professionals.
- Support and encourage a holistic approach to care.
- Be responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered.
- Ensure appropriate advice, support and education is given to the child/young person's family/carer.
- As part of the - team, initiate discharge planning in a timely manner to ensure continuity of care for children and young people and their families and that all necessary follow-up arrangements have been made.
- Use negotiating and influencing skills to deliver service change.
- Attend Safeguarding meetings/case conferences as required.
- Co-operate and communicate clearly and professionally with all members of the multi-disciplinary team to facilitate effective provision of care and treatment.
- Be alert to the health and safety of self, staff, patients and any member of the public on Health Board property and ensure compliance with the Health Board's Health and Safety Policy.
- Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Health Board's policy on Administration of Medicines.
- Be fully aware of the Health Board's Safeguarding Policies and Procedures and demonstrate the ability to be able to and enable others to raise concerns and work closely with the University Health Board's (UHB) Safeguarding Team and other agencies to protect children.
- Provide specialist advice to staff as required.
- Ensure openness and transparency with parents/carers *according to Duty of Candour*.

- Comply with the Health Boards Complaints/Concerns procedures ensuring prompt and appropriate responses and share lessons learned.
- Initiate and participate in the audit process and professional and managerial projects as/when required.
- Identify and monitor risk.
- Evidence of excellent ability to monitor the quality of work in others, to identify their learning and development needs and devise strategies to meet those needs.
- Ability to demonstrate a problem solving approach and have evidence to demonstrate actions arising have been implemented.
- To be physically competent, accurate and highly developed in managing procedures, manipulation of objects and /or people, which include:
 - Medication management.
 - Moving and handling of both patients and objects.
 - Undertaking clinical task e.g. blood pressures recording, change of dressings, assisting with blood taking, intravenous injections.
 - Speed and accuracy of clinical skills.
 - Managing and correct handling of medical devices equipment etc.
 - Using of keyboards.
 - Teaching patients/carers/staff in clinical skill development.
- To be responsible for the safe use of equipment and security of materials.
- Identify and participate in research work applicable to the ward as required.
- Be responsible for all aspects of the environment of care, developing standards, identifying risks and developing proposals for corrective action.
- Identify the need for change, developing a case for change, leading innovation and managing change, including service development.
- Participate in the selection and recruitment of staff and assist in the development of strategies to retain existing staff.
- Undertake the calculation of the nurse staffing level following a triangulated approach as mandated by the Nurse Staffing Level (Wales) Act 2016
- Undertake regular performance reviews and revalidation with the ward staff.
- Ensure all newly appointed staff undertake full induction to the ward and Health Board.
- Ensure all newly appointed staff undertake an orientation programme to the ward.
- Be familiar with the Health Board HR Policies and Procedures and follow as required with support from the Senior Nurse and HR Department.

- Manage absence and sickness in line with Health Board policies.
- Be familiar with the Health Boards Capability policy and follow this procedure as required with support from the Senior Nurse and HR Department.
- Demonstrate a high level of commitment to personal/professional development and updating, to incorporate the maintenance of a personal profile.
- Work in a professional and harmonious way with other members of the multi-disciplinary team and support services in the delivery of patient care.
- Create and develop a dynamic learning environment for all grades of staff to ensure that patient care is delivered by a competent and appropriately trained workforce.
- Encourage and support the professional and personal development of staff, encouraging staff to actively engage in identifying personal training needs. Assist staff in how these needs may be addressed and coordinate their training in line with the needs of the service.
- Ensure staff attend all mandatory training on an annual basis.
- Act formally as a mentor and ensure that other trained staff maintain their competency to provide this role to others.
- Utilise educational opportunities to facilitate learning in the clinical situation and provide formal and informal training to enable all staff to perform their job role and maintain their competencies.
- Ensure the development of an effective communication system within the ward between all disciplines.
- Communicate and work closely with the other paediatric and neonatal ward across the Health Board and support them during periods of escalation.
- Hold regular ward meetings in an atmosphere which encourages staff to put forward information and suggestions for improvement.
- Ensure staff receive up-to-date information e.g. team briefings.
- Promote and support innovative and research based practice ensuring the development of accountability in all areas of practice.
- Implement research findings into practice including development of policies, protocols and guidelines.
- Investigate Incidents and implement/share lessons learned.
- for use of human and financial resources in an effective way for the benefit of patients and to achieve operational objectives.
- Take responsibility for ensuring that hospital staff are aware of and work within local and Health Board- wide budgetary guidelines.
- Manage any devolved budgetary responsibilities, keeping within agreed financial limits as per the Health Board's Standing Financial Instructions. Take prompt corrective action in response to actual or potential deviations from plans and be

responsible for running the ward in a cost effective manner.

- Ensure that effective duty rotas are maintained throughout each 24-hour period. Oversee the booking of /bank/agency staff with regard to workload.
- Ensure staff work within current policies and guidelines consistent with the requirements of statutory bodies and the Health Board.
- Be aware of new policies, procedures, guidelines and standards which affect care. Take action as appropriate and evaluate the outcome.
- Ensure that all nursing procedures are carried out in accordance with the Health Board's policies, acting as a role model for good practice within the nursing team.
- Listen to patient and family feedback and respond to complaints in conjunction with the Concerns Department to effect improvements within the service.
- To comply with the organisational and departmental policies.
- To work within the acute children services in the development of board policies and the strategic development of the acute service.
- To be responsible for policy development and proposing change which impact on service delivery.
- Accountable for own professional actions, manages a team and interprets policy correctly.

CTM is a Living Wage Employer

Mae Cwm Taf Morgannwg yn gyflogwr Cyflog Byw

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of year's experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>RSCN/RN Child registration.</p> <p>Degree or equivalent skills, knowledge and experience in nursing/midwifery.</p> <p>Evidence of professional development and relevant further study to postgraduate Diploma level equivalency.</p> <p>Current NMC Registration</p> <p>Extensive knowledge and experience of paediatric nursing with an understanding of the relevance and local impact of issues and policy from the wider arena of the nursing profession and the NHS.</p> <p>In depth understanding of Safeguarding issues.</p> <p>An understanding of Clinical Governance and the application to practice.</p>	<p>Leadership/Management Training.</p> <p>Teaching & Assessing Qualification/PGCE.</p>	<p>Application Form</p> <p>Pre-employment checks</p> <p>Interview</p> <p>References</p>
Experience	<p>Evidence of excellent managerial, leadership and organisational experience.</p> <p>Evidence of ability to motivate and develop all teams of nursing staff.</p> <p>Evidence of ability to work across professional teams and</p>	<p>Experience of staff recruitment, development and performance management.</p> <p>Ability to support staff during the NHS staff development review process.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

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	<p>organisational boundaries.</p> <p>Proven track record of being able to delegate and prioritise tasks.</p> <p>Evidence of understanding rationale of CTMUHB policies and procedures and ability to translate these into action.</p> <p>Experience in auditing, benchmarking or research and the ability to use results to inform change and development.</p> <p>Experience in writing reports.</p>		
Aptitude and Abilities	<p>Ability to assess, plan, deliver and evaluate individualised and evidence based nursing care.</p> <p>Evidence of excellent ability to monitor the quality of work in others, to identify their learning and development needs and devise strategies to meet those needs.</p> <p>Ability to demonstrate a problem solving approach and have evidence to demonstrate actions arising have been implemented.</p> <p>Presentation skills.</p> <p>Evidence of performance management skills.</p> <p>Standard IT skills.</p>	Ability to speak Welsh	Interview References
Values	Demonstrate qualities of caring, compassion, competence, communication, courage and commitment in line with the UHB values and behaviours		Application Form Interview References
Other	Able to work hours flexibly to meet service needs.		Application Form Interview References

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	Satisfactory DBS check		
<u>GENERAL REQUIREMENTS</u> <ul style="list-style-type: none"> ➤ Values: All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation. ➤ Registered Health Professional: All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration. ➤ Healthcare Support Workers: Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care. ➤ Competence: At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty. ➤ Learning and Development: All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development. ➤ Performance Appraisal: We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post. ➤ Health & Safety: All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies. ➤ Risk Management: It is a standard element of the role and responsibility of all staff of the organisation 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. ➤ Welsh Language: All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. ➤ Information Governance: The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. ➤ Data Protection Act 1998: The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy. ➤ Records Management: As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of 			

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confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

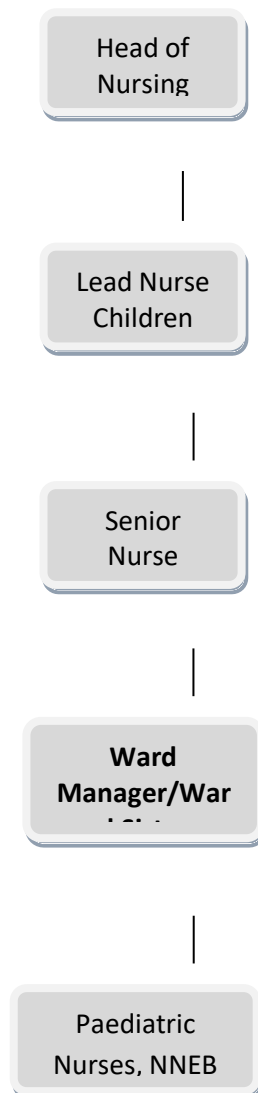
Job Title: Ward Manager/Ward Sister/Charge Nurse

APPENDIX 1

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: Ward Manager/Ward Sister/Charge Nurse - Paediatrics

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
The post holder will be required to exert moderate and physical effort, including bending, stooping and kneeling e.g. when caring for children and young people in beds/ cots, incubators, moving equipment such as beds etc.	Several times per day depending on the care required.	Varies between short interventions & long interventions.	

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
There is a requirement for concentration e.g. when writing complex reports, carrying out formal assessments, inputting data on Myrddin, HCMS Amat Delivering teaching sessions.	Several times per day depending on how many children there are on the Unit. A few times a day depending on teaching schedule.	Varies between short and long periods of concentration - variable to task.	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Supporting staff through difficult situations/providing emotional support	Frequent		Staff wellbeing service available for support.

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The post holder will experience exposure to distressing and emotional circumstances, and will be required to demonstrate their ability in managing and supporting staff through highly contentious and stressful situations within delegated responsibility.	Frequent		Support is readily available from team members to discuss any issues. Debriefing available if needed. May need to facilitate debrief sessions.
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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

***Driving to and from work is not included**

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Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The post holder may be exposed unavoidably to unpleasant working conditions e.g. contact with body fluids, specimens, foul linen.	On a daily basis	Variable	Systems in place to safeguard staff. Personal protective equipment in place.
Highly stressful area caring for very sick patients, parents maybe anxious and aggressive.	Daily	Duration of shift	Varying amounts of time dependant on circumstances.

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