

Job Description

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| Job Title: | Deputy Ward Manager |
| Band: | Band 6 |
| Locality: | Fylde coast |
| Base: | Inpatient Setting – Female Dementia Ward – Bronte ward |
| AfC Ref: | 2624 |
| Hours of work: | 37.5 hours per week |

Reporting Arrangements:

Responsible to: Ward Manager

Job Summary

In-patient services are designed to meet the holistic needs of service users/patients and carers, in an environment conducive to staff development and wellbeing. The Deputy Ward Manager will, along with the Senior Staff Nurses, support the Ward Manager to:

To actively promote teamwork, respect, integrity, accountability, excellence and compassion within the clinical team in accordance with the Trust values and code of conduct.

To lead a team of nursing staff in the delivery of a high quality mental health care.

Support the Ward Manager in the management and leadership of the ward and staff

Undertake the role of MHUNIC / Duty Senior Nurse when required

To provide nurse leadership within the multidisciplinary team and ensure the effective assessment formulation planning, monitoring of care given to inpatient service users.

Key Relationships

Matron
Ward Manager
Nursing Team
Service Users and Carers
MDT

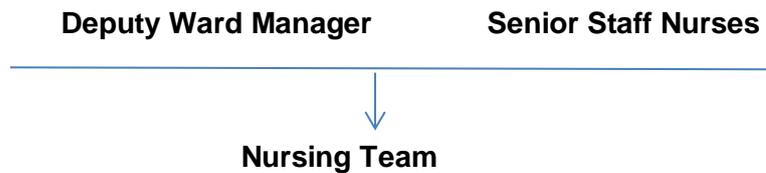
Department Chart

Ward Manager

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Key Responsibilities

Communication and Relationship Skills

- Take a lead in delivering effective multidisciplinary care.
- To ensure that the inpatient nursing team has an in-depth understanding of the current and ever present potential for risk; is able to communicate the situation effectively, and be responsive in the provision of appropriate interventions. This includes risk associated with violence and aggression, vulnerability, neglect, falls, skin integrity, mobility, self-harm and suicide.
- To advocate on behalf of the service user, recognising when more formal advocacy is needed and referring the client to the appropriate advocacy service.
- To actively promote teamwork, respect, integrity, accountability, excellence and compassion within the clinical team in accordance with the Trust values and code of conduct.
- To provide nurse leadership within the multidisciplinary team and ensure the effective assessment formulation planning, monitoring of care given to inpatient service users.

Analytical and Judgmental Skills

- To exercise professional accountability and responsibility using skills, knowledge and expertise in changing environments, across clinical boundaries and in unfamiliar situations as outlined within the NMC Code of Professional Conduct.
- To actively provide, engage in and seek clinical, managerial supervision to support your practice and the practice of the junior nursing team.

Planning and Organisational Skills

- To ensure the nursing team deliver all clinical and non-clinical activities in a safe and risk free manner which ensure the smooth delivery of an effective and comprehensive in patient service.
- To prioritise nursing resources appropriately including operational management of staff
- To prioritise nursing duties and delegate appropriately and effectively.
- The post-holder reports to and is managed by the Ward Manager. The work will be both self-generated and as directed by the Ward Manager. Objectives will be set by the Ward Manager in conjunction with the Matron.

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Patient/Client Care

- To ensure that inpatient service users receive comprehensive, planned, structured care through effective assessment of need, formulation and care planning. This should take into account existing assessments and plans formulated by the care coordinator, service user and others.
- To ensure that the nursing team work collaboratively with others to provide holistic engaging and therapeutic care to ensure service users maintain interest, intellectual capability and alleviate boredom.
- To ensure each patient has an allocated named Nurse who will take responsibility for care co-ordinator until one is identified through Community
- To model and ensure that appropriate practice and engagement in the delivery of high standards of nursing care is ever present and to be vigilant in addressing substandard practice and behaviours.
- To effectively manage the nursing continuing care process to ensure timely passage through the inpatient services and access to appropriate ongoing care on discharge.
- To ensure nursing staff understand and work within the Mental Health and Mental Capacity Acts, meeting legal requirements and ensuring that the service user remains central and informed at all stages of the process, as supported by Trust policies and protocols.
- To ensure the safe and effective receipt, storage and administration of medication in accordance with the Trust policy including overseeing the quality and accuracy of prescription charts and controlled drug information.
- To ensure that the physical health care needs, of the service user are effectively assessed and managed through the care planning process involving other specialists as appropriate.
- To ensure that health promotion and illness prevention is understood, and actively managed to support the optimum wellbeing of the individual service user. This will include the maintenance of good nutrition, hydration, self-care and education around unhealthy practices.
- To ensure that standards around infection prevention and control are understood and actively managed as designated within the Trust policy.
- To ensure that Safeguarding standards and practices are understood and actively managed as designated within the Trust policy.
- To ensure that nursing staff feel confident and able to engage with service users and carers in the provision of customer care at an optimum level, to support effective and timely management, of questions, concerns and complaints as supported by the Trust policy.
- To ensure that the inpatient environment is monitored and maintained to its optimum level and deficits are escalated through the appropriate channels in a timely and effective manner and ensure resolution.

Physical Requirements

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- To be able to manage patients who may present with disturbed or violent behaviour or both and ensure the prevention of and de-escalation of, potential aggression using techniques that minimise the risk of its occurrence which include the use of physical restraint

Responsibilities for Policy and Service Development

- To liaise with the Practice Development Department in the delivery of practice development and quality initiatives.
- To deal effectively with suggestions and complaints.
- To participate in nursing audit as required.
- To actively promote the Trust values of teamwork, compassion, integrity, excellence and accountability.
- To maintain a positive and open attitude towards organisational change and service developments.
- To ensure all practice delivered by the ward time is in line with Trust and NMC policies and procedures.

Responsibilities for Finance

- To ensure adequate management of ward stock
- To use resources in a cost effective way.
- To ensure that Standing Financial Instructions are followed
- To ensure that staff are deployed in an effective and efficient manner
- To support the ward manager in managing the ward budget

Responsibility for Human Resources

- To contribute to the induction programme for new nursing staff.
- To participate in the recruitment and selection of staff.
- To ensure the effective preceptorship of newly qualified staff into the inpatient service.
- Undertaking Personal Development Planning and appraisals for junior members of staff as directed in accordance with the team priorities identified by the ward manager.
- Providing regular clinical, managerial and specialist supervision, with junior team members.
- To act into the role of the ward manager as required.

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- To actively engage in the support and development of others via supervision, clinical teaching and role modelling.

Responsibility for Information Resources

- To oversee and ensure a positive commitment to completing all relevant outcome indicators and data collection as required by the inpatient service.
- To provide leadership to oversee and ensure all contacts with service users are recorded promptly and accurately and are of a high standard.
- Provision of information and participate as requested, to assist service development and Clinical Governance requirements e.g. surveys, audits etc.

Research and Development

- To actively engage staff in the promotion of holistic and evidence based nursing practice; setting high standards, leading to innovation sustained and monitored through effective systems and processes.
- To provide teaching sessions as directed by the ward manager.
- To contribute to the secure services educational programme including in-service training.
- To participate in research projects as required.

Freedom to Act

- To ensure that you maintain and update your practice on an ongoing basis in line with NMC requirements for re-registration.
- To engage in professional and clinical supervision to ensure on going safe and effective practice.

Job flexibility

- To work flexibility a rotational shift pattern including night duty and weekends according to the needs of the ward and the wider service.
- To move clinical area at either, short-notice, or no-notice in order to meet the changing needs of the service.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

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Person Specification

| Description | Essential | Desirable |
|------------------------------|---|--|
| Education/ Qualifications | <p>Registered Nurse - Mental Health with post graduate experience including:</p> <p>Successfully completed preceptorship programme post qualifying</p> <p>100% compliant in Mandatory training and PDR</p> <p>Evidence of post registration academic or vocational professional development (e.g. knowledge and expertise acquired through either in depth experience or theoretical study of a broad range of techniques/processes relating to the knowledge area)</p> | <p>Degree or equivalent qualification</p> <p>First line management or leadership qualification</p> <p>Teaching qualification</p> <p>Therapeutic intervention qualification</p> |
| Knowledge | <p>Understanding of Health and Safety policies and procedures</p> <p>Knowledge and practice of Mental Health Act 1983</p> <p>Knowledge and practice of the Mental Capacity Act 2005</p> <p>Demonstrate understanding of how research has influenced practice</p> <p>Knowledge of common mental health problems and medication used in relation to these</p> <p>Knowledge of common physical health conditions</p> <p>Understanding and knowledge of physical and mental health promotion</p> <p>Experience of involvement in innovative nursing practise and multicultural nursing environments</p> | |
| Skills and Ability | <p>2 year post-graduation experience consisting of completion of preceptorship in mental health nursing (12 months) and 12 months post preceptorship experience with the ability to demonstrate competency in the below:</p> | <p>Experience the management of staff</p> <p>Experience of MHUNIC / Duty Senior Nurse</p> |

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| | <p>Demonstrate high quality patient care and documentation</p> <p>Experience of managerial responsibilities i.e , competent in understanding and being able to demonstrate effective team and clinical leadership</p> <p>Experience of assessing, planning and implementing and reviewing care needs</p> <p>Effectively act as a mentor/Assessor for student staff / trainees</p> <p>Experience of managing and analysing complex clinical situations</p> <p>Enhanced knowledge and experience of risk assessment and management, and safeguarding where appropriate</p> <p>Experience of working as part of a multidisciplinary team and partnership agencies</p> <p>Experience of CPA processes</p> <p>Experience of interacting therapeutically with distressed and /or disturbed individuals</p> <p>Experience of interacting therapeutically living with significant mental health issues'</p> <p>Experience of providing supervision and leadership to junior staff</p> | <p>Skill in basic research processes</p> <p>Skill /training in a therapeutic interventions</p> <p>Experience of various therapeutic approaches in the care and treatment of patients</p> <p>Experience in the role of MHUNIC</p> |
| <p>Skills and abilities</p> | <p>Ability to undertake effective aggression management including the use of physical restraint</p> <p>Can demonstrate the ability to manage change</p> <p>Good interpersonal skills</p> <p>Developed clinical and managerial skills</p> <p>Can demonstrate communication skills through practice and experience</p> | |

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| | <p>Clear ability to understand new concepts and ideas and excellent clinical practice</p> <p>Ability to maintain own performance and participation in group skills</p> <p>Ability to manage time and workload</p> <p>Demonstrates an ability to motivate self and others</p> <p>IT Skills</p> | |
| Personal | <p>Evidence of Continued Professional Development that supports clinical practice.</p> <p>Ability to undertake Positive and Safe training including the use of physical restraint</p> <p>Skill in motivating and managing change in self and others</p> <p>Good interpersonal skills</p> <p>Developed clinical and managerial skills</p> <p>Demonstrate communication skills through practice and experience</p> <p>Clear ability to understand new concepts and ideas and excellent clinical practice</p> <p>Ability to maintain own performance and participation in group skills</p> <p>Ability to manage time and workload</p> <p>IT Skills</p> | <p>Demonstrates a curious and questioning attitude to ways of working</p> <p>Ability to be resilient when working under pressure.</p> |
| Work Related Circumstances | <p>Able to work flexibly across a range of shift patterns throughout a 24hr period, 7 days a week</p> | |

EFFORT FACTORS

PHYSICAL EFFORT

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| PHYSICAL EFFORT | How often? | For how long? | What weight is involved? | Any mechanical aids? |
|--|------------|---------------|--------------------------|---|
| <p>What physical effort is required for the job?</p> <p>Light physical effort for short periods/ Frequent light effort for several short periods/ Frequent moderate effort for several short periods/ Frequent moderate effort for several long periods</p> <p>Walks, sits and stands/ Walks and stands most of shift; kneels and crouches to e.g. administer injections. Manoeuvres patients using appropriate equipment and approved techniques/wash, bathe patients</p> <p>Participate in Positive and Safe</p> | Daily | 1-2 hrs | Varied | <p>Approved lifting aids eg hoists</p> <p>Physical restraint techniques</p> |

| MENTAL EFFORT | How often? | For how long? |
|--|------------|---------------|
| <p>Are there any duties requiring particular concentration? – Please detail.</p> <p>Frequent concentration; work pattern predictable/ Unpredictable</p> <ul style="list-style-type: none"> Concentrations in providing clinical care, e.g. medication administration, calculating drug doses, carrying out tests/ Interruptions to deal with unpredictable client behaviour | Daily | Full shift |
| Are there any duties of an unpredictable nature? – Please detail. | How often? | For how long? |
| Dealing with unpredictable behaviour | Daily | Full shift |

| EMOTIONAL EFFORT | Direct / Indirect exposure | How often? |
|---|----------------------------|------------|
| <p>Does the job involve dealing with any distressing or emotional circumstances? – Please detail.</p> <p>Occasional distressing or emotional circumstances/ Frequent distressing or emotional circumstances; Occasional highly distressing or emotional circumstances</p> | Yes | Daily |



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| <ul style="list-style-type: none"> Imparts unwelcome news, such as the use of the mental health act, safeguarding issues, e.g. vulnerable adult and children. Some challenging and unpredictable behaviour. | | |
| WORKING CONDITIONS Does the job involve exposure to unpleasant working conditions? – Please detail. | | How often? |
| Frequent unpleasant conditions; Occasional/ Frequent highly unpleasant conditions | | Daily |

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