

# Job Description

<b>Job Title</b>	Deputy Ward Manager
<b>Department</b>	As Advertised
<b>Division</b>	As Advertised
<b>Band</b>	6
<b>Reporting To</b>	Ward / Department Manager
<b>Job Reference</b>	J33

## ▪ Role

The Deputy Ward or Department Manager is the designated deputy to the Ward or Department Manager, within a specified area. They are responsible for assisting their manager in the effective operational and clinical management of the area.

## ▪ Key Responsibilities

- Assist the Ward or Department Manager in managing the Ward or Department, deputising for them in their absence
- Act as a role model to other staff by participating in direct patient care demonstrating an advanced level of practice and knowledge, encouraging the expansion of nurses skills and knowledge
- Provide assistance to junior staff in the assessment, planning and delivery of care
- Under the direction of the Ward/Departmental Manager, take an active role in Clinical Governance issues within the area of responsibility
- Ensure Wirral Hospital objective, policies, protocols and guidelines are adhered to by all staff
- Assist the Ward/Departmental Manager in encouraging effective and timely verbal and/or written communications to patients/clients, relatives, visitors and colleagues
- Take a proactive role in developing effective and supportive teamwork

## ▪ Duties and Key Tasks

- Designated to take regular charge of the ward/department in the absence of the Ward/Departmental Manager
- Ensure appropriate use of financial and other resources supporting the ward manager in maintaining a balanced budget
- Act as an expert practitioner within the appropriate speciality, participating in direct patient care and demonstrating an advanced level of practice and knowledge
- Ensure the effective and timely admission and discharge of patients
- Assist in creating a therapeutic environment which meets the needs of patients, relatives and carers
- Assist in promoting a critical, analytical approach to the delivery of care and implementing changes to improve systems
- Participate in audits and implement change, based on audited outcomes
- Act as a preceptor and mentor to junior staff
- Lead the team in the absence of the Ward or Department Manager
- Participate in the recruitment, selection and appraisals of junior staff
- Assist in maintaining discipline and in dealing with staff problems in a supportive way, embracing all aspects of Human Resource policies and guidelines
- Continuously update own skills and knowledge and maintain awareness of clinical issues.

# Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
1 <sup>st</sup> Level Registered Nurse (relevant to area of work)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Relevant diploma / degree or due for completion within 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Management qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Recognised teaching qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Minimum of three years post-registration experience of which two years should be at Primary Nurse or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
Student nurse assessor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Evidence of ability to act as a preceptor/mentor to new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Evidence of involvement in producing teaching strategies/packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Relevant Clinical knowledge/experience of the speciality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Evidence of an initiative which has changed or enhanced clinical practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Competent in organising own work load and that of others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Good problem solving abilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Awareness of Health Policies and the changing NHS environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to deal with conflict	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Able to support and advise the team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Act as a positive role model.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Personal Attributes	Essential	Desirable	Measure
Good time management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	References
Excellent communicator (verbal and written)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Self-motivated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measure</b>
Enthusiastic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Self-confident	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Sensitive and empathic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measure</b>
Recognises own development needs and able to set personal objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Has identified methods of dealing effectively under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

# Organisation Chart

