



JOB DESCRIPTION

Job Title:	Ward Manager
Band:	7
Responsible to:	Locality Clinical Manager
Accountable for:	Inpatient Ward

Our Vision

“We will work closely with our health and social care partners to give patients more control over their own care and find necessary treatments more readily available. We will support people with multiple health conditions, not just single diseases, and deliver care as locally and conveniently as possible for our patients. We will develop our current and future workforce and introduce innovative ways to use technology.”

JOB PURPOSE

The post holder is responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care for each inpatient. To set the standards of care within the Rehabilitation Ward and ensure that personal and professional practice contributes to overall excellence within the clinical area.

To lead the day to day operation of the inpatient nursing service within the Hospital taking overall responsibility for the line management of nursing staff and the provision of high quality services. To provide professional leadership and support to in patient nursing staff by bringing expertise in theory and practice to the ward.

To be responsible for the day to day management of the inpatient wards i.e., Health and Safety issues, acting within Trust policies and procedures.

To maintain effective communication with various disciplines, relatives, patients and outside agencies within the clinical environment.

COMPETENCY BASED KEY RESULT AREAS

These are key leadership result areas which will be applicable to the area of responsibility outlined above and are commensurate with the grade of the post.

Vision

- To ensure the delivery of patient care in a way which meets the individual needs of the patients and their carers by careful assessment of patients' condition and circumstances, appropriate planning and delivery of care and regular evaluation of achievement of care objectives.
- To ensure that practice takes full consideration of evidenced based research.
- To ensure that discharge planning commences at admission and ensures a smooth transition to home or other suitable environment.
- To act as a role model to colleagues, always seeking to maintain the highest standards of professionalism, ensuring adherence to NMC guidelines.
- To ensure that personal clinical practice complies with the Policies, Protocols and Standards applicable to the clinical environment and that audit results lead to improvements in care.
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Delivery

- To provide professional leadership and support to nursing staff within the Ward.
- To ensure that nursing care satisfies the competence requirements of the NMC and Trust Policies.
- To participate in the process of ensuring that Policies, Protocols and Standards for the guidance of nursing care are up-to-date and appropriate.
- To be an active member of the Community Hospitals In Patient Sisters Forum and act as a representative on Trust-wide forums as requested.
- To provide professional advice to the Community Services Manager as required
- In collaboration with the Community Services Manager and Clinical Lead develop Clinical practice in line with service objectives.

Understanding and Managing in Context

- To manage the nursing service regularly taking charge of a shift whilst maintaining overall responsibility for the assessment of care needs and the development, implementation and evaluation of care programmes within the whole ward.
- To be responsible for ensuring adequate staffing levels to meet the needs of the patients within the ward.
- Regular communication and briefing of ward staff, GPs, other members of the multi-disciplinary team and external agencies as appropriate.

- Overall responsibility for maintaining efficient stock levels of drugs, disposables and other necessary items, giving consideration to the cost effectiveness of various products advising on equipment where necessary.
- Undertake the preliminary investigation of complaints and report findings to the Enhanced Care Manager.

Relationship building

- To be an active member of the Hospital Governance Group and the Heads of Department meeting contributing to the development of the Hospital strategy and business plan.

Valuing Your People

- Accept the responsibility you have been given to lead and manage your team, and the quality of their work.
- Act as a role model for our Values in every people management interaction you have with your team and colleagues.
- Value your team through engaging them in open discussion on issues that may affect their work or the service they provide, whilst taking responsibility for the obligation to make the final decision.
- Demonstrate fairness, equity, honesty and openness as you manage your team daily.
- Demonstrate your trust for your team by setting the direction of travel then delegating appropriately and with support.
- Have the courage to constructively challenge, performance manage and support the members of your team in their work.
- Ensure that when mistakes happen, they are reported openly, discussed supportively, managed appropriately and learned from.
- Show your team they are valued through setting aside protected time for them to have regular team meetings, 1:1's and meaningful appraisals with you.
- Demonstrate you support the mental and physical health & wellbeing of your team through knowing them and their behaviour and acting promptly (before any absence from work) in response to signs of a mental or physical health condition.
- Show individual team members they are valued by acting quickly, supportively, respectfully and equitably to manage absence from work due to ill health.
- Demonstrate you value the learning, development, safety and professional registration of your team by setting aside protected time for appropriate clinical or managerial supervision, mandatory training and other development needs.
- Ensure you consider the work allocation, workforce planning and succession planning of your team on a regular basis, and specifically during business planning processes.

- Take responsibility for your own development as a people manager through using an appropriate Mentor and/or Coach.
- Take responsibility and accountability for ensuring services meet fundamental standards that people have a right to expect whenever they receive care through the delivery services in accordance with fundamental standards as determined by Care Quality Commission

Emotional Intelligence

- Behave consistently with the values and beliefs of the organisation and promotes these on day to day basis.
- Behave consistently with the NHS Code of Conduct for Managers.
- Maintain emotional resilience and maturity with the occasional exposure to highly distressing or highly emotional circumstances for example in the conduct of serious disciplinary cases.

PERSONAL DEVELOPMENT

- Take responsibility for keeping up to date and reviewing your personal development needs and objectives on a regular basis, including participating in appraisal reviews with your manager on at least a 12-monthly basis.

CORPORATE RESPONSIBILITIES

- Ensure that your actions and behaviours are in line with, and consistent with, our values.
- Understand and accept that you hold a privileged position; matters of a confidential nature (regarding both staff and patients) may be available to you and divulgence of information - or even of the knowledge of such information - must only occur in the proper exercise of the above duties.
- Take personal responsibility to ensure that information security is maintained at all times, being aware of and ensuring that your actions and behaviours are in line with the Trust's information governance policies.
- Take personal responsibility for your obligation to comply with regulations relating to Health and Safety at Work.
- Take personal responsibility to comply with regulations relating to Infection Prevention and Control (IPC) including adherence with IPC policies, challenging poor IPC practices of others and to report any breaches using appropriate Trust mechanisms e.g. incident reporting policy.
- Take personal responsibility to comply with policies and procedures issued by and on behalf of the Trust.
- Take personal responsibility to comply with Trust policies on Safeguarding. The Trust is committed to safeguarding and promoting the welfare of children and adults, and to protecting them from the risks of harm. The Trust also recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care.

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

Post Holder's Name:	
Post Holder's Signature:	Date:
Manager's Name:	
Manager's Signature:	Date:



PERSON SPECIFICATION

JOB TITLE	Ward Manager
BAND	7

	ESSENTIAL
TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> Professional clinical qualification State registration Evidence of CPD and completion of portfolio Knowledge and expertise through a combination of in depth experience and post graduate study
EXPERIENCE	<ul style="list-style-type: none"> Substantial post graduate experience Substantial line management and supervision experience Recent experience of community working Use of evidence based practice Sound knowledge of the roles within a multidisciplinary team
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Highly developed leadership skills Ability to triage referrals Knowledge of skills and roles of other professionals Ability to delegate tasks to appropriate professionals/team members Able to manage unpredictable nature of caseload Knowledge of audit and research IT literate Highly developed presentation and teaching skills Expertise in treating patients with a broad spectrum of complex clinical conditions and social situations Experience of supervising staff

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Highly developed organisational skills • Self motivating • Ability to quickly grasp nature of complex situations • Highly advance communication skills in all situations • Ability to work with team members to effect change
EMOTIONAL EFFORT	
MENTAL EFFORT	
PHYSICAL SKILLS	
REQUIREMENTS DUE TO WORKING ENVIRONMENT	
OTHER	<ul style="list-style-type: none"> • Adaptable and flexible • Ability to meet travel demands of the job • Ability to meet physical demands of the post