

Job Description

Post Title	Deputy Ward Manager
Band	Band 6
Division	Rehabilitation Division
Location/Base	Open Community Rehab In-Patient Service – Bramley Street
Responsible to	Unit Manager
Accountable to	Operational Manager
Job Summary/Purpose The post holder will assist the Ward Manager in providing Leadership and Operational Management of the unit, ensuring the provision of quality nursing care to all service users within the unit.	

Main Duties & Responsibilities

Heading	Duty/Responsibility
Clinical duties and responsibilities	<p>To assess, plan, implement and evaluate individual care in conjunction with the service user, carer if applicable, and the multi-disciplinary team using evidence-based practice and a recovery orientated approach.</p> <p>Provide clinical leadership to the staff team.</p> <p>Ensure effective liaison with other parts of the service and other agencies in the achievement of treatment goals/care planning.</p> <p>Responsible for creating and maintaining an evidence-based and positive unit culture.</p> <p>Work with the Unit Manager and other members of the Multi-Disciplinary Team to establish an effective, safe, and therapeutic environment which supports the delivery of good care.</p> <p>Ensure the Care Programme Approach is implemented.</p> <p>Develop and maintain systems to ensure all clinical information is communicated to members of the team involved in the treatment programme.</p> <p>Deliver the Clinical Governance/Quality Agenda.</p> <p>To undertake and record comprehensive risk assessments and risk management plans in collaboration with the service user, carer if applicable and the wider MDT.</p> <p>Participate in audit programmes for the Unit, ensuring standards are met in relation to key drivers including CQUIN and Advancing Quality targets.</p> <p>Give and receive Clinical Supervision.</p> <p>Ensure all staff adhere to GMMH Medicines Management Policy and the NMC Standards for the Administration of Medicines.</p>
Management duties and responsibilities	<p>To adhere to the guidelines laid out in the NMC Code of Professional Conduct.</p> <p>To assist the unit manager in the effective Operational Management</p>

	<p>and Leadership of the unit.</p> <p>To compile duty rotas ensuring RMN cover is available over the 24-hour period.</p> <p>To support the investigation of all accidents, complaints, and incidents.</p> <p>To deliver effective resource management.</p> <p>Foster and nurture in individual practitioners a critical awareness of the service to constantly improve the service.</p> <p>Ensure systems exist to enable effective and timely communication.</p> <p>To provide accurate and timely information as required.</p> <p>Assist in the development and maintenance of appropriate Operational Policies.</p> <p>Agree Individual Performance Plans with the Unit Manager.</p> <p>To participate in the recording and monitoring of sickness/absence, taking appropriate action as per GMMH's Trust Policy.</p> <p>To support the leadership of the service within the framework of policies, regulations and procedures laid down by the Trust and ensure that all staff carry out their duties and responsibilities according to said policies.</p> <p>To initiate and participate in practice development initiatives within the unit.</p> <p>To participate in the recruitment and selection of staff.</p> <p>To support and actively participate in developments that support the Service and Resource Plan and the Directorate's Strategic Direction.</p> <p>Actively participate in any additional roles as required by the Senior Staff.</p> <p>Give and receive line management supervision.</p>
Training and Development	<p>Deliver induction programme to new starters and support them in the induction of the Trust's Policies and Procedures.</p> <p>Participate in the preceptorship of newly qualified staff.</p> <p>Ensure there is provision for the Mentorship and supervision of students, assisting them to attain their educational objectives.</p> <p>Actively participate in the Appraisal process.</p> <p>Attend all mandatory training as required by the Trust and ensure all staff in your department are compliant.</p> <p>Be responsible for the development of all staff in clinical/managerial skills.</p> <p>Actively encourage and participate in Evidence Based Practice.</p> <p>Identify training needs and report these through the line management structure.</p> <p>Support the manager to produce and implement a training plan for staff to meet service needs.</p> <p>Keep accurate training records with up-to-date information.</p> <p>Apply the findings of relevant research and endeavour to initiate research.</p> <p>Act as role model within the team to continually promote a high standard of care for all patients which is effective and responsive to the needs of service users.</p> <p>Uphold the legal requirements as set out in the MHA 1983 (with amendments) for service users who are legally detained.</p>

Service user and carer involvement	<p>Ensure that service users receive clear and accurate information on the following:</p> <ul style="list-style-type: none"> How to access the service around the clock Confidentiality Access to records Their assessment Care Plan Care Plan reviews Mental Illness Community Resources What they can expect from the service How they can access advocacy services <p>Ensure effective forums for service user participation in care delivery.</p> <p>To ensure the service user is fully involved in the development and evaluation of their Care Plan as far as possible, and where appropriate, their relatives and carers.</p> <p>Inform service users and carer of the Recovery Academy and how they can get involved in improving services via PLACE, interviews, Recovery Academy Courses, involvement in research, volunteering, and training.</p>
Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage	<ul style="list-style-type: none"> • To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. • To understand and comply with all Trust policies, procedures, protocols, and guidelines. • To understand the Trusts Strategic Goals and how you can support them. • To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. • To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles • To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders. • To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role. • Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors, or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission. • To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. • To ensure their day-to-day activities embrace sustainability and reduce the impact upon the environment by minimising waste

	<p>and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</p> <ul style="list-style-type: none"> • Take reasonable care of the health and safety of yourself and other persons • To contribute to the control of risk and to report any incident, accident or near miss • To protect service users, visitors, and employees against the risk of acquiring health care associated infections. • To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.
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Further Information for Postholder(s)

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy