

Job Title:	Ward Manager
Responsible to:	Senior Service Lead
Professionally Accountable to:	Managing Director
Minimum Qualifications:	RMN/RNLD Minimum of 18 months at Band 6 or equivalent

JOB SUMMARY

- Have 24 hour managerial accountability for the delivery of nursing care to patients on the ward
- Ensure that the ward environment is maintained to a high standard in line with CQC standards and outcomes
- Assume line management and budgetary responsibility for nurses and admin staff working on the ward
- Be responsible for effective clinical and managerial communication systems to, from and within the ward
- Provide expert clinical leadership to ensure a high standard of patient care
- Work closely and alongside community services to ensure best use of resources and management of in-patient beds.

MAIN DUTIES

1. Managerial/Administrative

- 1.1 Provide clear managerial leadership to the patients and staff of the ward, managing the daily affairs of the ward to improve standards of care to patients.
- 1.2 Lead in the recruitment, selection and retention of staff in the clinical area.
- 1.3 Co-ordinate bed management for the ward, ensuring good planning arrangements for admission and discharge of

patients.

- 1.4 Ensure the ward is adequately and safely staffed from within the agreed establishment by adopting a flexible approach to duty patterns using the e-rostering in accordance with trust policies and guidelines.
- 1.5 Ensure the efficient use of nursing resources to meet identified needs and manage this within agreed annual budget. Participate in budget setting with Service Manager.
- 1.6 Ensure a safe and therapeutic ward environment, making efforts to reduce the numbers of Patient Safety Incidents.
- 1.7 In the event of Patient Safety Incidents, ensure they are dealt with swiftly and in line with policy. Organise support to patients following incidents and debriefing of staff. Draw out learning points and areas for practice development.
- 1.8 Investigate complaints, accidents and Patient Safety Incidents in accordance with agreed procedure and prepare reports.
- 1.9 Ensure effective communication is established within the ward and external departments e.g. regular staff meetings, attendance at Ward Manager's Meetings and CMHT meetings.
- 1.10 Develop working practices between ward staff and community team to ensure joint working across services in the delivery of care to patients.
- 1.11 Ensure ward hygiene, ward cleanliness, infection control and the maintenance of ward fabric, reporting deficiencies where appropriate to Modern Matron, Service Manager the Estates & Facilities dept.
- 1.12 Ensure systems are in place for the safekeeping of patients' property and valuables in accordance with the Trust's patients' property procedure.
- 1.13 Actively participate in conjunction with other disciplines, in the formulation and implementation of ward and unit policies as required.
- 1.14 Ensure effective implementation, monitoring and audit of all local and Trustwide policies e.g. complaints, disciplinary procedures, sickness/absence, Health & Safety and risk management.
- 1.15 Aim to establish local resolution of all complaints, giving time to patients, relatives and others to express their concerns and working with staff team to improve services to patients.

- 1.16 Provide support and advice to statutory and voluntary agencies in the community. Liaise with the CMHT Manager/Consultant regularly to ensure a seamless service.
- 1.17 Work in accordance with the Health and Safety at Work Act and the Trust's policies.
- 1.18 Provide monthly reports to the Service Director/Service Managers e.g. activity levels, bed occupancy, manpower and expenditure, staffing issues and any other information that is required.
- 1.19 Contribute towards the business plan for the service.
- 1.20 Counsel, advise and initiate action where necessary in all matters related to staff well being.
- 1.21 Carry out any other duties as delegated by the Service Manager for the clinical area.

2. Professional/Clinical

- 2.1 Work in a supernumery capacity to ensure time for good organisation of the ward, supervision of staff and to be available to patients and their relatives as required.
- 2.2 Act as a role model to staff by working as part of shift qualified staffing for a minimum of one shift per week.
- 2.3 Be responsible for establishing and maintaining high standards of clinical practice and patient care by the use of clinical example and leadership skills as appropriate.
- 2.4 Ensure the named nurse system for patients is in operation on the ward. Plan, organise and allocate staff with appropriate levels of skills and expertise to be the named nurse to selected groups of patients.
- 2.5 Provide expert leadership in the management of patients with learning disability.
- 2.6 Ensure patient records are written daily and in line with Trust policy and NMC standard.
- 2.7 Ensure sound nursing risk assessment of all patients to inform levels of care required and which highlight risks to self and others.
- 2.8 Ensure regular auditing of intervention carried out by nursing staff take place and that nursing staff reflect on practice.

- 2.9 Observe Codes of Professional Conduct as laid down by the Nursing and Midwifery Council (NMC).
- 2.10 Ensure that all staff are familiar with and observe the provisions of the Mental Health Act, Care Programme Approach and other appropriate legislation.
- 2.11 Receive both clinical and managerial supervision.
- 2.12 Work with the Lead Nurse/Modern Matron in the development and implementation of clinical governance initiatives and policy review.
- 2.13 Take responsibility for service-wide issues or projects as requested.

3. Staff Development and Training

- 3.1 Ensure a comprehensive induction training is available to all new staff and that a preceptorship programme is in place for newly qualified staff.
- 3.2 Develop and implement effective supervision and appraisal systems for all staff ensuring the implementation of the Knowledge & Skills Framework.
- 3.3 Work closely with the Lead Nurse to achieving best practice on the ward, identifying individual and collective training needs in this respect.
- 3.4 Complete an annual Training Needs Analysis to commission courses appropriate for the development of staff skill and expertise to meet personal development in line with KSF.
- 3.5 Attend all Trust mandatory training and ensure this is given priority for all staff, keeping up to date records of all staff attendance.
- 3.6 Ensure that clinical area receives regular educational audits and is equipped to provide high quality training to students on placement.
- 3.7 Ensure student nurse training and education is given high priority with preparation of all qualified staff to mentor students on placement.

This job description is a reflection of the current position and will be reviewed and amended from time to time in consultation with the postholder.

WARD MANAGER

PERSON SPECIFICATION

CORE REQUIREMENTS	ESSENTIAL	HOW TESTED	DESIRABLE	HOW TESTED
QUALIFICATIONS	RMN Part III/RNLD/ Evidence of post registration education	A A	1 st Level Management Course	
PROFESSIONAL EXPERIENCE	18 month experience working with relevant client group at Band 6 or equivalent grade Experience of working in learning disability and mental health Forensic inpatient experience Budget and effective resource management Supervision and appraisal of nurses/healthcare professionals and students Training needs analysis of staff Understanding of clinical/psychological aspect of day treatment Experience of multi-agency/professional working Knowledge of agencies to support patients and their families	A & I A & I A & I A & I A & I A & I A & I A & I		

CORE REQUIREMENTS	<i>ESSENTIAL</i>	HOW TESTED	<i>DESIRABLE</i>	HOW TESTED
SKILLS AND ATTRIBUTES	Excellent leadership qualities	A & I	Computer literacy.	A & I
	Working knowledge of MHA 1983 and CPA	A & I	Research skills	A & I
	Ability to communicate clearly and effectively both orally and in writing	A & I		
	Ability to work within multidisciplinary team autonomously	A & I		
	Risk assessment and risk management skills	A & I		
	High quality record keeping	A & I		
	Performance Management	A&I		
	Knowledge of Health & Safety at work Act	A & I		
	Training in CPR	A & I		
OTHER REQUIRMENTS	Commitment to equal opportunities	A & I	Personal experience of mental health problems	A
	Commitment to service user and carer involvement	A & I		

FOR CANDIDATES TO NOTE:

Please read the applicants guide carefully, noticing particularly where initial assessment of criteria will be made. The interview will probe, in core depth, ALL CRITERIA.

This Person Specification gives the description of the skills, abilities, qualifications and experience that are required by the post holder. It is a particularly important document to consider when you are writing the “supporting statement” element of your application form, as it provides a benchmark, against which applicants will be short-listed.

Only candidates who can demonstrate that they meet the essential criteria will be invited to interview. You should therefore ensure that your applications/supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all of the essentials identified and possibly show examples or evidence of these.

Please also note which essential criteria will be assessed at interview and which you will need to demonstrate on your application form.