

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Deputy Ward Manager

Band: 6

Responsible to: Ward Manager

Responsible for:

Accountable to: Unit Manager

Place of work: Didcot Community Hospital

Hours: Full time

JOB PURPOSE

- To lead the registered and unregistered nursing staff in support of their professional development and in the promotion of best practice.
- To ensure that a responsive high quality patient focused service is delivered.
- To work effectively and in partnership with key members of the Multidisciplinary Team in the hospital and locality to promote and facilitate effective patient care and discharge.
- To work toward the achievement of the Hospital's goals and objectives.
- To influence the development and implementation of policies, protocols and guidelines relevant to the ward area.
- To improve the quality of care received and the experience of patients and their carers, through the implementation of initiatives which reflect the National Service Framework for Older People.

DUTIES AND RESPONSIBILITIES

- To supervise, lead and support the nursing staff in their day-to-day work and development promoting the concept of interdisciplinary team working.
- To provide information, training and support, to promote effective patient care and discharge from ward area.

- To act as an information and educational resource to all members of the Multidisciplinary Team.
- Under the direction of the Ward Manager to contribute to the monitoring and auditing of the standards of care on the ward.
- To facilitate the Multi Disciplinary Team meeting and ensure key issues are shared across the MDT.
- To supervise and monitor the nursing staff rota.
- To support the Ward Manager in recruitment and development of ward staff.
- Responsibility for the monitoring of efficient and effective use of resources.

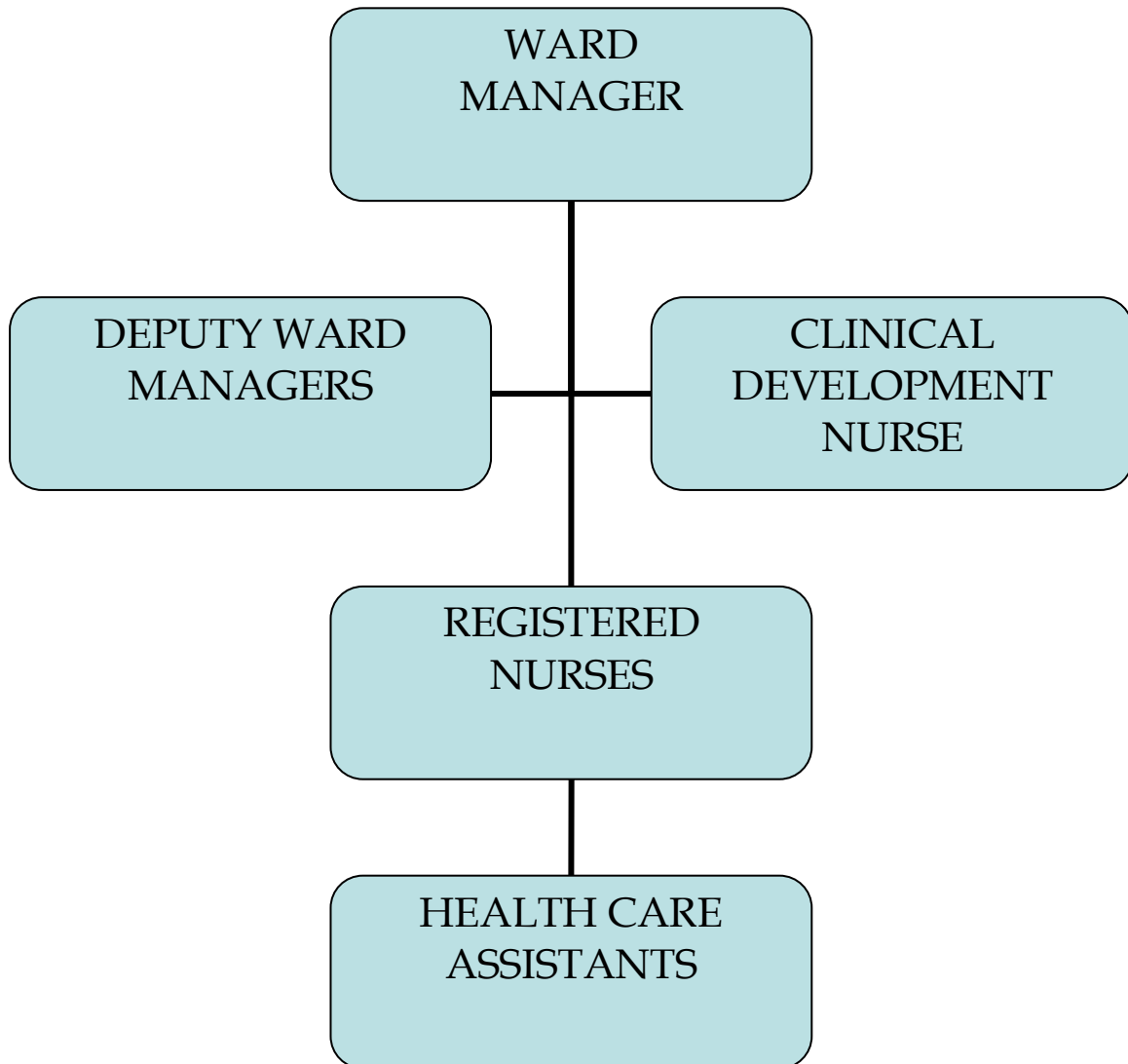
MANAGEMENT RESPONSIBILITIES

- Duty Rota.
- Multidisciplinary team meeting.
- Discharge planning.
- To deputise for the Ward Manager.
- To have an active profile in bed management.
- To play an active role in the promotion of safety within the ward environment and across the Community Hospital.

EDUCATION AND PROFESSIONAL DEVELOPMENT RESPONSIBILITY

- To work with the Ward Manager and peer group to develop evidence based nursing practice that is relevant to the ward area.
- To manage and support the learning experience of the students placed in the ward area, in partnership with the Link Lecturer, Ward Manager and mentors.
- To lead and develop educational opportunities to promote the effectiveness of individual patient care and discharge planning.
- To be responsible together with the Ward Manager to ensure that all nursing staff receive an annual performance review and personal development plan.
- To actively participate in an annual performance review and development of a personal development plan.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

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Human Resources

- To enshrine the principles of Improving Working Lives to support staff in developing an effective work/life balance
- To ensure that all staff undergo an annual performance review in line with the Trust Policy and have an up to date Personal Development Plan
- To be responsible for own professional development and to participate in the Trust Performance Review Process

Information

- To be responsible for maintaining the confidentiality of all patient and staff records in your area.
- To be responsible for ensuring that all staff within your department adheres to all areas of the Data Security Policy held.
- To be responsible for addressing all security and confidentiality training needs of all your staff. This should be done on induction and then on an annual basis to update the staff.
- Should you have any matters of concern, you are welcome to, and encouraged to, raise your concerns with your Manager/Director.

Code of Conduct

- To enshrine the principles of the NHS Code of Conduct for Managers in undertaking all aspects of your role

Equal Opportunities/Diversity

- The Oxford Health NHS Foundation Trust is committed to an Equal Opportunities Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and service users.

Health & Safety

- The post holder is required to take responsible care for the health & safety of

themselves and other persons who may be affected by their omissions at work. The post holder is also required to co-operate with Oxford Health NHS Foundation Trust to ensure that statutory and departmental regulations are adhered to.

Infection Control

- Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

Confidentiality and Data Security

- All employees are required to comply fully with the duties and responsibilities outlined in Oxford Health NHS Foundation Trust Information Governance Policy. You are required to preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and Oxford Health NHS Foundation Trust business and this obligation shall continue in perpetuity.
- You have a responsibility to comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by Oxford Health NHS Foundation Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department. In addition:
 - To be responsible for addressing all security and confidentiality training needs of all your staff. This should be done on induction and then on an annual basis to update the staff.
 - Should you have any matters of concern, you are welcome to, and encouraged to, raise your concerns with your Manager/Director.
- You are required to ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.

Personal Development

- All staff are required to participate in Oxford Health NHS Foundation Trust Knowledge & Skills Framework and Appraisal processes. This includes attendance at mandatory training sessions and any other supervisory session or training module which line management believes will contribute to personal and/or to team growth.

JOB TITLE: DEPUTY WARD MANAGER

Criteria for Selection	Essential Requirements	Desirable Requirements
Qualifications – Academic/Skills/ Professional	<ul style="list-style-type: none"> • NMC RN • Minimum of 2 years experience as a band 5 in a relevant setting. • Evidence of ongoing development and education • Commitment to personal and professional development • Skills in reflection • Current profile • Teaching course and experience 	<ul style="list-style-type: none"> • Relevant Health Care modules • Diploma or degree • Experience with clinical supervision
Experience	<ul style="list-style-type: none"> • Range of clinical experience • Working with older people • Discharge planning • Working with multi-disciplinary teams and other professionals • Excellent communication skills • Evidence of problem solving skills • Supervisory and management skills • Effective stress management skills • Evidence of leadership skills 	<ul style="list-style-type: none"> • Community experience • Participated in clinical supervision • Change Management skills
Personal qualities	<ul style="list-style-type: none"> • Ability to work well under pressure • Creativity • Flexible approach to work • Ability to seek and accept support • Car Driver • Able to cope with the physical demands of the post • Awareness and acceptance of the rights and needs of 	<ul style="list-style-type: none"> • Managing a team

	service users and staff	
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