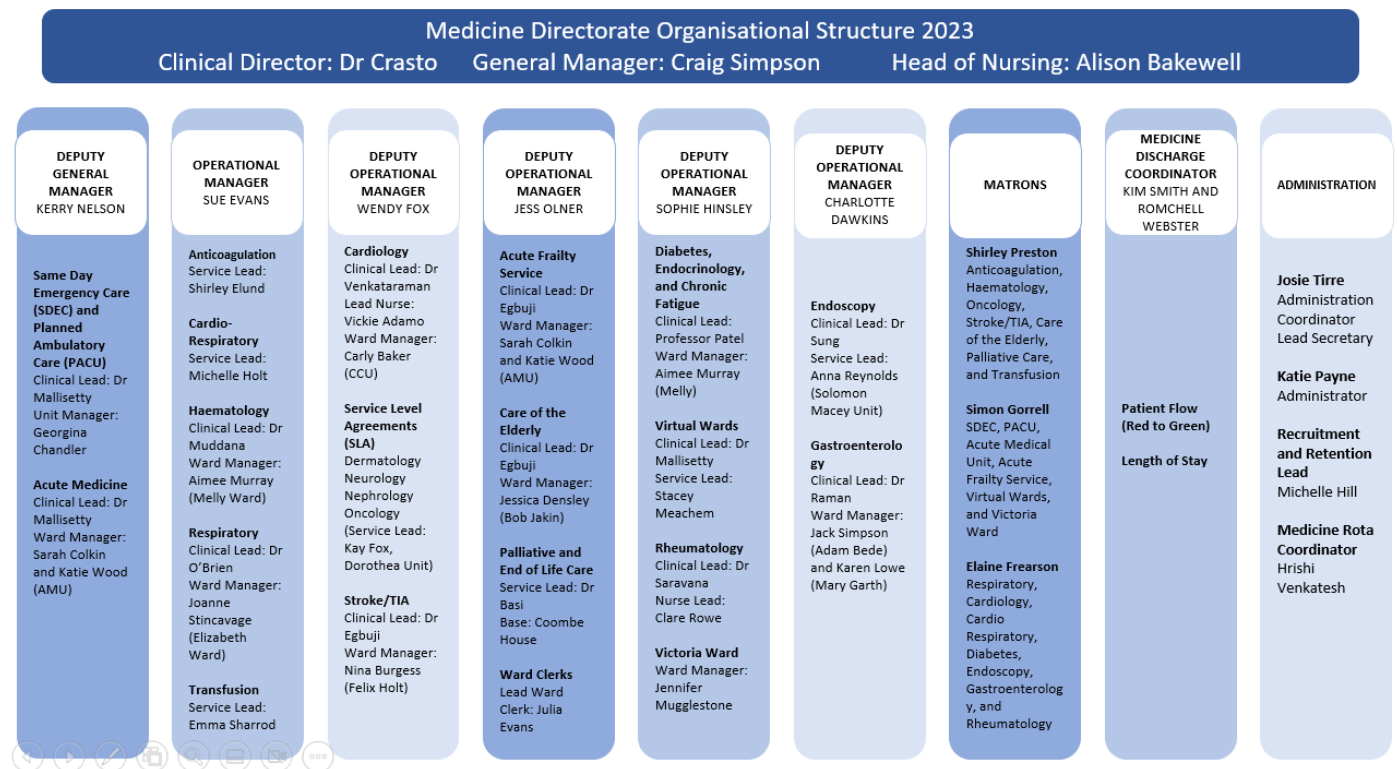


JOB DESCRIPTION

Job Title	Adam Bede Ward Manager
Job Matching Reference	NP593A
Band / Grade	Band 7
Directorate	Medicine
Reports to	Matron
Accountable to	Head of Nursing

ORGANISATIONAL STRUCTURE



PURPOSE

The post holder is responsible for clinical leadership on Adam Bede ward through effective monitoring and implementation of standards and evidenced based practice; ensuring patients receive safe, high-quality care.

The post holder will provide direct management and facilitate learning and development within the nursing team.

The post holder will effectively manage resources within their area and drive improvements based on evidence-based practice.

The post holder will respond to, identify, escalate, and make recommendations for changes within the clinical environment.

Key Relationships

Internal:

Matrons/Head of Nursing/Clinical Site Managers to ensure optimum care.

Nursing teams

Gastroenterology teams including ACPs, ANPs, CNS

Consultants and MDT

Ward and departmental managers

Patient and families

Gastro Day Unit

Soloman Macey Unit

Operational Managers/Governance teams

Education teams

Allied Health Professionals

External:

Teams at other trust

Relevant associated groups, local and regional

Healthcare specialist groups

Healthcare consumers

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

To take responsibility for the clinical leadership and direction of the nursing team.

To undertake and document a comprehensive, systematic, and accurate nursing assessment of the patient as appropriate.

To promote and deliver a high standard of nursing care based on best practice to maintain patient safety and provide an excellent patient experience.

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To create and utilise opportunities to promote health and well-being of patients in their care.

To undertake clinical shifts.

To work within the NMC Guidelines and Trust Policies recognising one's own abilities and limitations.

To facilitate and build team working between nurses and the multi-disciplinary team to effect high standards of care.

To participate in clinical audits within the clinical areas to monitor and improve standards of care.

To ensure effective communication with the multi-disciplinary team and respect the confidentiality of patients, relatives, and colleagues.

Managerial

To assist the Head of Nursing/Matron to review staffing requirements using an initiative-taking approach to retention and recruitment of staff.

To support the Head of Nursing/ Matron to initiate and implement improvements using a systematic approach.

To ensure staffing levels within the area are adequate to provide safe and effective care delivery, maximising the resources that are available by competent duty rostering.

Through effective negotiation and political awareness create an environment for partnership working and dissemination of information across multi-disciplinary teams.

To manage the financial resources for the clinical area.

To lead on the investigation of complaints and clinical incidents related to own clinical area and ensuring learning is shared with own team and the Trust.

To deputise for Matron in their absence as requested.

To ensure information on the Ward/Department/Clinical area information system is correct and updated regularly as appropriate.

Education and Training

To undertake annual reviews for staff and identify learning needs of the ward team developing training plans to submit the Matron.

To ensure own competence and own personal development plan is reviewed and discussed with the Matron annually.

To ensure each team member has an annual appraisal and personal development plan.

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To ensure annual attendance of self and staff at mandatory training sessions keeping records of attendance.

To create a learning environment which supports and facilitates learning and structured personal development for all staff and learners. To support all staff to complete competency training packages.

Professional leadership

Provide a credible source of clinical knowledge and advice, taking an active role in self-development, reviewing own performance, identifying own needs, and taking active measures to meet those needs.

To act as an ambassador for the clinical environment and the Trust, where appropriate, by promoting a professional image of nursing.

To ensure current registration of all qualified staff at recruitment and during employment in line with Trust Policy.

To support staff and actively participate in their NMC revalidation.

To ensure current registration with NMC.

Professional development

Contribute to the development of team objectives.

To be aware of the impact of service changes across the organisation

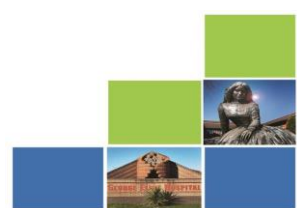
Contribute to the monitoring and control of expenditure and the use of resources.

Comply with Health & Safety and Infection Control policies and ensure that staff, patients, and visitors are appropriately informed and advised. Maintain a clean and safe environment. Ensure equipment used and techniques employed by staff comply with the Directorate Health & Safety policies.

Participate in the managerial duties at Directorate level as required in the absence of the Team Leader / Matron.

Implement change in response to clinical, organizational, and national demands, in agreement with appropriate others in the unit. Support others to lead or participate in the management of change.

Responds to change initiatives in a positive manner.



EFFORT AND ENVIRONMENT

Participate in providing a seamless service that reaches across hospital and community.

Have the ability and skills required for situations that are stressful and have barriers to communication.

Participate in any physical care required.

Be able to concentrate for lengthy periods for report writing, research activities, audit, and patient contact.

ADDITIONAL INFORMATION

1. Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture and identify what we care about.
- shared ideas and attitudes that guide our organisational thinking and actions.
- common purpose and understanding that helps us to build great working relationships.



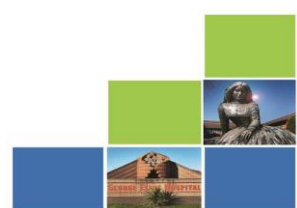
We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELent colleague experience to EXCEL at patient care.

2. Sustainable Development

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It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

3. Criminal Records

Criminal records will be considered for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions.

4. Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g., Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees, and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored, and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

5. Records Management

As an employee, you are legally responsible for all records that you gather, create, or use as part of you work within the Trust and they remain the property of the Trust. This includes patient, financial, personal, and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

6. Health and Safety & Fire Safety

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Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition, they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

7. Risk Management

Employees have a responsibility to:

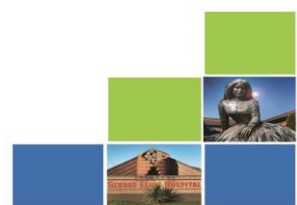
- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks.
- Attend training in risk management as appropriate to their grade.
- Promote an open and honest “fair blame” culture.
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this.
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements.
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery.
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust.
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

8. Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people, and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people, and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

9. Infection Prevention and Control



The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

10. Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities, and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation, or trade union membership.

11. Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests in the course of their NHS duties.

12. No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.



The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

