

## Job Description

<b>Job Title:</b>	<b>Deputy Ward Manager</b>
<b>Band:</b>	<b>6</b>
<b>Network:</b>	<b>The Bay</b>
<b>Base:</b>	<b>Dova Unit, Dane Garth, Barrow in Furness</b>
<b>AfC Ref:</b>	
<b>Hours of work:</b>	<b>37.5</b>

### Reporting Arrangements:

**Reports to:** Ward Manager  
**Accountable to:** Modern Matron / Service Manager

### Job Summary

The post holder will lead a team of registered nurses and nursing assistants in the delivery of mental health care. The post holder will promote the interests of service users and ensure that delegated nursing care is effectively implemented in a safe manner. The post holder will exercise professional accountability and responsibility using professional skills, knowledge and expertise in changing environments, across professional boundaries and in unfamiliar situations. The post holder will use research, audit, enquiry and scholarship to plan, implement and evaluate concepts and strategies leading to improvements in care.

### **Main Duties and Responsibilities**

- To actively provide effective clinical leadership and take charge of the ward when on duty
- To provide leadership and support to the other inpatient wards whilst on duty
- To deliver prescribed care to a defined group of patients within an agreed framework
- To plan and implement a structured approach to nursing care which takes account of service user choice
- To accurately observe service users in order to assess needs and evaluate progress
- To promote an environment for effective practice, complying with all health and safety requirements

- To monitor, audit, and review the teams nursing care plans
- To adhere to national and local clinical policies and protocols and agree to the NMC code of professional conduct
- To evaluate and respond to change in service users conditions and needs
- To deal effectively with suggestions and complaints
- To provide direct line management and supervision to a designated caseload of registered nurses and nursing assistants
- To monitor and manage sickness, in-line with the trust sickness and absence policy
- To act as a mentor to undergraduate nursing students
- To act as a preceptor to newly qualified nurses
- To establish and maintain collaborative relationships within and external to the ward team
- To be a member of a multi-disciplinary team, contributing in all its' forums, attending meetings and case conferences for patients.
- To use and manage resources in a cost effective way
- To allocate newly admitted service users to primary nurses
- To maintain thorough training records for ward nursing staff
- To maintain confidentiality in respect of the patient/client at all times.
- Ensure that the ward has appropriate nursing cover taking into account skill mix, gender mix, clinical need, and ward dependency.
- To prioritise nursing duties and delegate appropriately and effectively
- To maintain a high level of personal and professional development
- To participate in audit and research in relation to nursing care and also wider aspects of service deliver
- To participate in the review of policies and procedures as required
- To provide direct supervision to junior staff
- To plan and deliver training and teaching sessions to the nursing team and wider MDT as and when required
- To contribute to the MDT clinical risk assessment process and planned management of patients

- Observe and adhere to the requirements of the mental health act 1983
- To lead on the induction of new clinical staff
- To ensure the cleanliness and good order of the ward environment
- To participate in the selection and recruitment of nursing staff as and when required
- Prepare reports on accidents, incidents, and complaints as requested by the ward manager / modern matron
- Participation in the SUI and PIR process
- Taking a lead in the debriefing of nursing staff and service users following incidents
- To lead on the PDP / PDR process for ward nursing staff
- To act as deputy to the ward manager at all times and to undertake the ward managers duties in their absence
- Effective liaison with the other teams planning the best use of staffing and resources
- Effective liaison with other teams ensuring that ward nursing staff collaborate and implement the prescribed plans of care for service users.
- To effectively performance manager junior nursing staff on all aspects of nursing care delivered to service users. Utilising the 'managing unsatisfactory work performance' policy as and when required
- To participate in band 6 and band 7 meetings as and when required
- To act as the MHUNIC (mental health unit nurse in charge) nd in the absence of senior nursing staff, taking charge and providing leadership to all clinical areas .

### **Job Flexibility**

- To show flexibility by working a rotational shift pattern including night duty and weekends according to the needs of the ward and the wider service.
- To move clinical area at either, short-notice, or no-notice in order to meet the changing needs of the service as decided by line manager
- To participate in the process of 'internal rotation' as and when required.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

## Person Specification

Description	Essential	Desirable	Assessment
Education/qualifications	<p>Registered Mental Health Nurse (RNMH)</p> <p>Preparation of mentors certificate, ENB 998, or equivalent</p> <p>Evidence of continuing professional development</p>		Application/Interview for all.
Knowledge	<p>Thorough knowledge of the mental health act 1983.</p> <p>An understanding of, and an ability to performance manage junior staff.</p> <p>Ability to conduct management supervision</p> <p>Demonstrates knowledge of ward manager responsibilities and capability to act in the role in the absence of same</p>		
Experience	Experience of team building		

	<p>and practice development</p> <p>Experience of working within mental health services at band 5</p> <p>Demonstrate knowledge and experience of quality and audit</p>		
Personal	<p>Excellent clinical intervention skills</p> <p>An ability to undertake control and restraint training</p> <p>A willingness to adapt to the changing needs of the service.</p> <p>Consistent and reliable attendance.</p> <p>Commitment to working with adult mental health services.</p>		
Other	<p>Ability to work on a rota system that includes early shifts, late shifts, weekends, and night duty.</p> <p>Participation in the process of internal rotation</p>		

## Our values and behaviours

The values and behaviours represent what we, as an organisation and the individuals who make up that organisation, are about. It is our aim that everything we do fits in with and reinforces, these values:

Values	Behaviors we expect
<b>We are always learning</b>	<ul style="list-style-type: none"> <li>✓ We pro-actively seek out opportunities to learn and support the learning of others</li> <li>✓ We prioritise quality and safety and are open and flexible to change and improvement</li> <li>✓ We value appraisals, supervision and learning opportunities</li> <li>✓ We speak up if we are concerned about safety and focus on opportunities to improve</li> </ul>
<b>We are respectful</b>	<ul style="list-style-type: none"> <li>✓ We are open and honest, trying our best to ensure people receive information in ways they can understand</li> <li>✓ We seek, value and learn from diverse perspectives, views and experiences</li> <li>✓ We put service users and carers at the heart of everything we do</li> <li>✓ We take pride in our work and understand we are responsible for our actions</li> </ul>
<b>We are kind</b>	<ul style="list-style-type: none"> <li>✓ We are approachable and show compassion</li> <li>✓ We actively listen to what people need and pro-actively offer our support</li> <li>✓ We care for our own wellbeing and the wellbeing of others</li> <li>✓ We celebrate success and provide feedback that is authentic and compassionate</li> </ul>
<b>We are a team</b>	<ul style="list-style-type: none"> <li>✓ We take personal and team accountability to deliver the highest standards of care</li> <li>✓ We work in active partnership with service users and carers</li> <li>✓ We actively build trusting relationships and help others feel joy and pride in work</li> <li>✓ We work well with colleagues across LSCft and in our partner organisations to enable patient centred, joined up care</li> </ul>

## Special conditions:

As a member of staff you have:

- Legal duties and responsibilities under health and safety legislation, plus a general duty to work safely and not to put others at risk, including colleagues, service users and visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health and safety. The Whistle-Blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire and South Cumbria NHS Foundation Trust staff employed within all environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire and South Cumbria NHS Foundation Trust staff employed within clinical environments have contact with children, vulnerable adults, service users and their families must

familiarise themselves and be aware of their responsibilities and adhere to the local safeguarding

children's board, local safeguarding adult board and Lancashire and South Cumbria NHS Foundation Trust procedures for safeguarding and protecting children.

- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data; both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.
- The Trust views its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of information governance and to complete the mandated training modules which have been agreed.
- The Trust places great importance on sustainable development, reducing its carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.
- All staff and contractors must follow Trust policies and procedures relating to infection prevention and control (IPC) including the Dress Code Policy. All staff have a duty of care in following best practice which is fundamental to IPC, which includes maintaining a clean and safe environment at all times. It is an expectation that Trust staff at all levels make IPC a priority as they perform their roles.

Promoting equality and reducing inequalities:

- You should understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- You should create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.
- You should uphold the Trust's commitment to health and wellbeing.



**We are  
Kind**



**We are  
Respectful**



**We are  
Always  
Learning**



**We are a  
Team**