

Job description

Job title:	Ward Manager
Directorate:	Operational Services – relevant care group
Department:	Relevant department
Responsible to:	Matron
Accountable to:	Matron
Pay band:	7
Hours of work:	Flexible working on a 24 hour rota
Contract:	Agenda for Change
On call requirement:	No
Disclosure required:	Enhanced DBS
Professional Registration:	<div><input type="text" value="Yes"/></div>

Job Outline

To be responsible and provide effective leadership for a clinical team providing a high quality service within the resources available; within a defined area and specifically to deliver on key areas.

Scope and Authority

- ☐ To be responsible for the management and leadership of a team of health professionals providing care over a 24-hour period including responsibility for assessment planning, implementation and evaluation of care for the patients within their sphere of responsibility.
- ☐ To ensure that the team functions in line with the care group core business.
- ☐ To provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependant on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation.
- ☐ To deliver a service within the agreed budgets and resources ensuring maximum value in terms of clinical and cost effectiveness.

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| <p>□ At all times supporting the Trust's reputation and that of all senior colleagues, maintaining a positive attitude with strong commitment to results.</p> |
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We are an Equal Opportunities Employer operating a No Smoking Policy

Page 1 of 8

Key Results Areas Clinical practice, including own professional development

- The post holder is responsible for leading and co-ordinating a team within a care group, delivered by Sussex Partnership NHS Foundation Trust.
- Ensure that a culture of effective risk management is present in the team.
- To keep abreast of clinical developments appertaining to the speciality and disseminate such knowledge to other service staff.
- To act as role model and knowledge resource to the nursing team.
- To represent the clinical area in all relevant forums and meetings.
- Ensure that appropriate programmes of care are implemented on the ward and that the needs of the patients are met.
- To administer medication within NMC guidelines and the Trusts Medicines Code.
- To work in partnership with other agencies to gain the best person centred outcomes for the individual.

Staff Leadership and Management

- The post holder will be responsible for leading and coordinating a team over a 24 hour period.
- To coordinate recruitment and selection of staff within the team, leading on decisions as designated by the Service Manager.
- To undertake the role of Unit Co-ordinator and deputise for the Matron as required.
- To effectively lead a group of staff and build a team to work cohesively to meet the needs of individuals within their care.
- To carry out appraisals for all staff included in the ward team and from these to negotiate personal development plans with individual staff.
- To undertake any further duties as required by the Matron.
- To support the Matron in the promotion of the principles of Improving Working Lives amongst your team ensuring fairness and equity.
- Communicate effectively with your team on a timely basis ensuring robust systems exist so that staff feel informed.
- Understand the Trust's key priorities and those of the care group and translate these into key priorities for your care group.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.

- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

- Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
- To lead on responding to complaints within the timeframe.
- To deliver the service within budget.

Practice Development , including professional development of others □

To lead on designated projects as required.

- To provide specialist training and advice to other professionals, students and agencies.
- To manage and supervise other members of the team.
- To chair meetings and provide cover for the Service Manager as needed.
- To organise consultation groups for staff to promote skills and development of team.
- To support registered staff and students through preceptorship/mentorship.

Research and Development

- To develop teaching and training sessions for staff and professionals on specialist subject areas relevant to care group.
- To undertake research, service evaluation and clinical audits.
- To use research in practice and developing research work from ones own practice.

Governance – including quality , standards, documentation & ethics

- Monitor standards of care, including those regarding the environment, and take action where standards fail to meet the level set.
- To respond as required to SUI's/SVA, complaints and communications regarding team issues ensuring equality and diversity is considered in all aspects of the teams business. □
To promote and display via personal actions support for the Trust's key policies on Equality and Diversity, Exemplar Employer and use of the recovery orientated approach for people with longer term problems.
- To ensure recommendations from Serious Untoward Incidents (SUIs), near misses, complaints and other incidents are implemented in the team.
- To ensure professional and statutory NMC requirements are maintained.
- To be responsible for ensuring that the ward fulfils the requirements of the DDA, Child and Adult Protection.
- Ensure quantitative and qualitative measures (relevant to the care group) are produced, monitored and reviewed with the team, ensuring staff involvement.
- Ensure feedback loops with the organization through team brief and other communication routes within the care group.
- To be aware of and work to the policies and procedures within Sussex Partnership NHS Foundation Trust.
- To ensure the maintenance of a current service area operational policy.
- To implement local and national directives within the area of responsibility.
- To co-ordinate an information network ensuring the participation of all relevant agencies.
- To work in partnership with other agencies to gain the best person centred outcomes for the individual.

- ☐ Develop safe working practices and maintain requirements for:
 - Health and Safety
 - Manual Handling
 - COSHH
 - Fire Safety
 - Environment
- ☐ To have responsibility for Risk Management and Health & Safety in the Workplace within the organisation.
- ☐ To seek and attend monthly clinical supervision.

Position in the Organisation & Key relationships

Fig 1

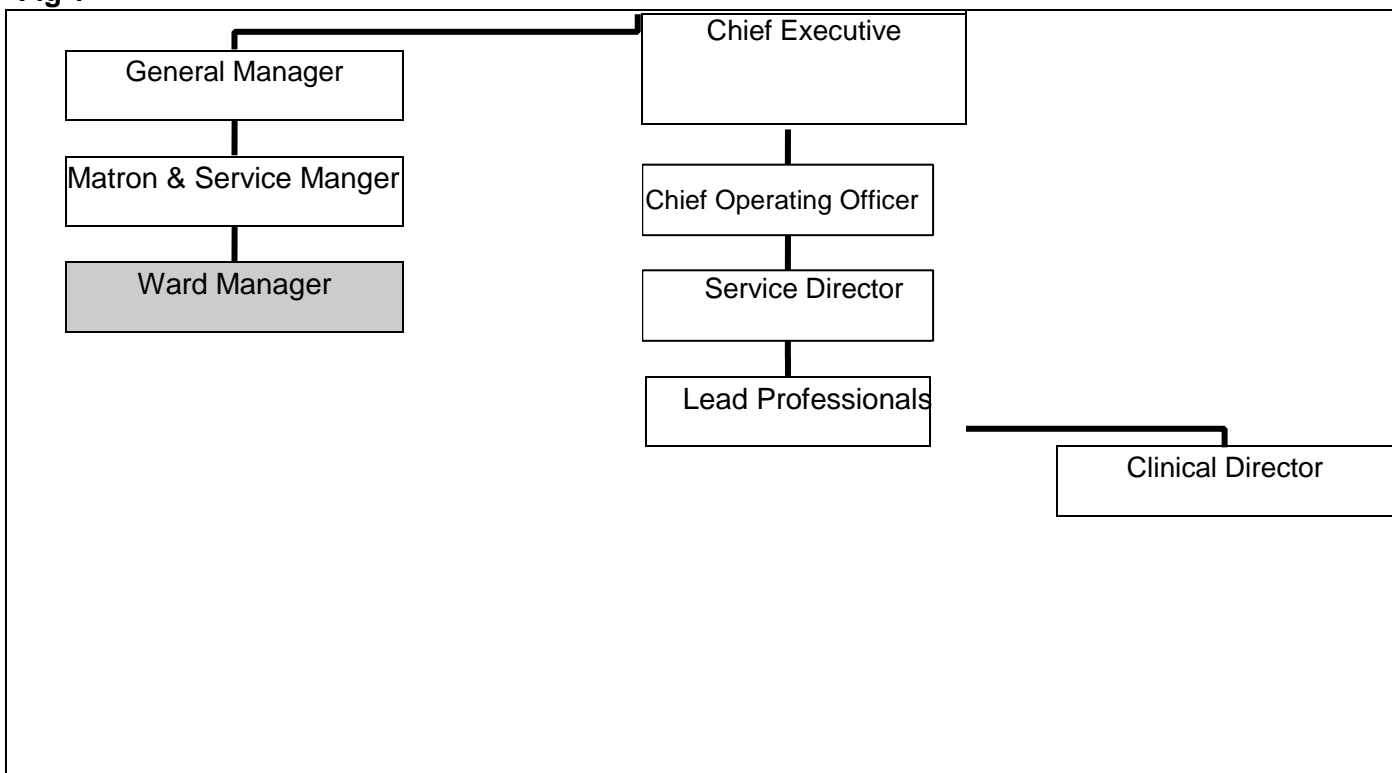
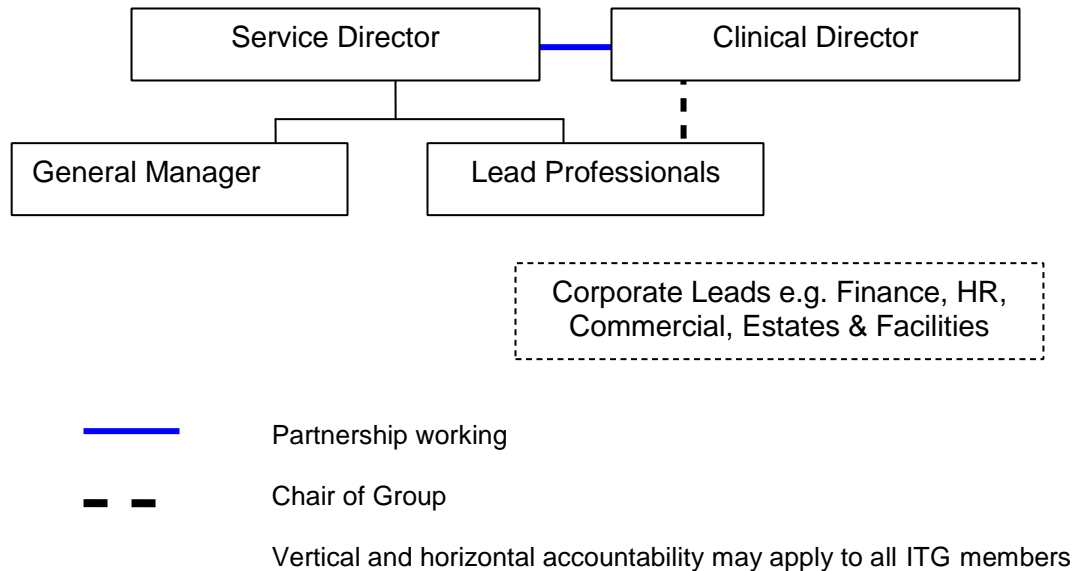


Fig 2

Integrated Governance Teams



All staff are required to:

- **Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.**
- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.

- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.

Person Specification

Job title:	Ward Manager			
Directorate:	Operational Services – relevant care group			
Department:	Relevant department			
Pay band:	7			
	Essential	Desirable	Evidenced by	
A – Qualifications				
Educated to degree/ diploma level with a relevant qualification or equivalent experience	✓		A / C	
Registered Nurse with current registration (mental health / LD/ Adult) appropriate to the job role	✓		A / C	
Evidence of CPD	✓		A	
Completion of Mentorship Course/ENB equivalent	✓		A / C	
Post Basic Courses / relevant Study Days	✓		A / C	
B – Knowledge/Experience				
Extensive experience of acute care in the care group and demonstrable achievement in clinical practice	✓		A	
Experience of providing professional support/supervision and motivation of staff	✓		A / I	
Understanding of Health and Social Care Governance	✓		A / I	
Relevant care group experience of working with people with serious mental health problems	✓		A / I	
Experience of managing staff	✓		A / I	
CPA experience	✓		A	
Previous experience in similar role		✓	A	
Lived experience of mental health issues		✓		
C – Skills				
Knowledge of the key drivers behind Care group Policy	✓		A / I / T	
Ability to provide and receive complex and emotive information with staff, service users, carers and other stakeholders	✓		A / I / T	
Ability to present information clearly	✓		A / I / T	
An open and facilitative style of leadership which can be adapted when necessary to ensure delivery of objectives	✓		A / I	
Able to hold professionals and peers to account	✓		A / I	

An understanding of effective systems for integrated governance and the management of clinical and nonclinical risks	✓		A / I
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	Essential	Desirable	Evidenced by
Good performance management skills combining clarity around expectations, direction and holding others to account	✓		A / I
D – Approach/Values			
Demonstrate support for the values and beliefs of the Care Group and those of the Trust	✓		I
Can use constructive criticism and openly seeks to review and reflect on own style and presentation	✓		I
Resilient and self motivated with drive and vision that is able to work on own initiative and manage a range of priorities across competing agendas	✓		A / I
Commitment to the aims and values of the NHS combined with high personal integrity	✓		I
Empathy towards the needs of people using mental health and related services, and a vision of how services can make step changes for improvement	✓		I
Demonstrate an understanding of the practices of Human Rights in the delivery of this role	✓		I
Punctual and flexible across hours of work when required	✓		I
Ability to travel across sites	✓		I

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Name

Position Date