

## JOB DESCRIPTION

### 1. JOB DETAILS

**POST:** Deputy Ward Leader

**BAND:** 6

**CARE GROUP:** Urgent, Emergency & Eldercare

**LOCATION:** Royal Cornwall Hospital, Truro

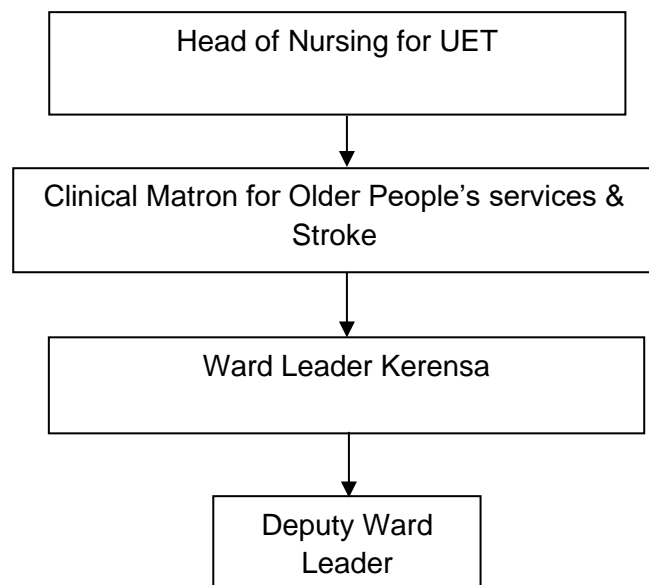
**ACCOUNTABLE TO:** Ward Leader

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### 2. JOB SUMMARY

- To work as a skilled member of the nursing team, to provide a high standard of holistic patient centred care.
- Ability to promote patient centred care and establish good relationships with patients and families/carers.
- To communicate effectively at all levels within the multi-disciplinary team.
- To be able to take charge of the unit clinically, in the absence of senior nursing staff.
- To act as role model and expert practitioner.
- To be able to manage the patient flow within the department with consideration to target delivery.

### 3. ORGANISATIONAL CHART



## **4. MAIN DUTIES AND RESPONSIBILITIES**

### **4.1 Clinical**

As part of the multi-disciplinary team, and under the direction and supervision of the ward leader, the post-holder will utilise their specialist knowledge and skills to:

under-take relevant clinical assessment, reviewing clinical signs and results to support the patient's on-going treatment plan as required

- request routine investigations as specialty protocol allows
- integrate both pharmacological and non-pharmacological treatment in patient care/management plans
- produce accurate and complete documentation and patient records consistent with legislation, policies and procedures
- provide and receive highly complex information requiring persuasive, motivational, reassuring and empathetic communication skills to maximise co-operation with care and treatment programmes
- anticipate barriers to communication and establish methods of overcoming these, ensuring patients and significant others are kept fully informed and consent to treatment is maintained
- act as a resource for staff advising on local, Trust and national policy, procedures and guidelines ensuring patient safety and clinical governance
- understand and apply the legal safeguarding framework that supports the identification of vulnerable and abused adults/children and be aware of statutory vulnerable patients' health procedures and Trust guidance. Ensure appropriate referral if required.
- To ensure an ongoing welcoming, caring and safe environment is provided for the patient and their carers.
- Ensure all obligations of the Mental Health Act and the Code of Practice are fulfilled and other mental health legislation is complied with where necessary.
- To recognise and support the mental health needs of patients on the ward
- To be competent in the assessment and care planning of patients with mental health needs

## **4.2 Patient Experience**

- Actively seek the views of patients and carers in the process of evaluating care provision within the ward / department.
- Constantly promote the importance of the patient experience within the ward / department.
- Promote and embed working practices that maintain patient's privacy and dignity.

## **4.3 Professional development**

- Demonstrate on-going professional development by keeping up to date with national and local developments in nursing / midwifery and NHS policy and practice.
- To provide a positive image of the Trust.
- To maintain clinical competence in specialist field, maintaining clinical credibility.
- To maintain current registration with the NMC and to comply with all standards set by them.
- To work flexibly throughout the hospital when required.

## **4.4 Freedom to act**

- Guided by precedent and clearly defined occupational policies, protocols, procedures and code of conduct.
- Accountable for own actions.

## **4.3. Managerial**

- Work in partnership with the multi-disciplinary team, supporting departmental development and change.
- Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
- Possess effective time management and personal organisation skills.
- To manage allocated resources effectively and efficiently. This includes maintaining the correct skill mix of staff for patient dependency, bed management, utilisation of time, pharmacy stocks, equipment and maintenance / repairs.
- To lead an agreed area of unit management e.g. infection control, tissue viability, teaching etc.

## **4.4 Education and Research**

- Take responsibility for own learning and performance including participation in clinical supervision and maintaining awareness of relevant research evidence.
- Teach and support the development of education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.

- Support others with clinical advice and information.
- Regularly undertake clinical audit, research and development activities.
- Participate in specialty education across The Trust and disciplines

#### **4.4 Professional Responsibility**

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC).
- Take every opportunity to expand one's practice in line with the principles contained within the NMC's Code of Conduct. Identify personal career development pathway as part of formal appraisal system.
- Ensure that all elements contained within the NMC's Code of Conduct are adhered to and, in particular, those relating to professional accountability and revalidation.
- Through supervision and mentorship, identify personal learning needs; participating in personal continuing education and other activities to promote one's own personal growth.
- Develop and further clinical knowledge and professional skills through relevant training and study.
- Adhere to occupational health guidelines at all times.
- Work on own initiative, independently and as a team. Read and interpret policy documentation, sometimes of a clinical nature requiring periods of intense concentration.

## **5 KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED**

### **5.1. Knowledge and skills**

- Specialist knowledge and skills.
- Completion of relevant extended role scope competencies.

### **5.2. Experience**

- Relevant nursing experience in specialty.
- Clinical leadership experience.
- Audit or research experience.
- Teaching and education experience.

## **6 COMMUNICATIONS & WORKING RELATIONSHIPS**

- 6.1. Ensures that privacy, dignity and confidentiality is maintained in all aspects and levels of communication especially pertaining to patients, carers and staff.
- 6.2. Demonstrates a sensitive and empathetic communication style to build trusting relationships, ensuring patients are fully informed and consent to treatment. Facilitates communication between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders that results in clear responsibilities being identified and ensures that care is delivered both effectively and efficiently.
- 6.3. Actively involves patients, their relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery.
- 6.4. Communicates sensitive/difficult information and subsequently supports patients, relatives, carers and colleagues as appropriate. Imparts distressing news to patients/relatives in considerate and professional manner.
- 6.5. Communicates proactively with all staff on the clinical condition and treatment/discharge plans of patients and ensures accurate records are maintained by self and all other staff.

## **7 MOST CHALLENGING PART OF THE JOB**

- The most challenging part of the job is to work motivationally in partnership between multi -disciplinary teams.
- To have the ability to rapidly identify problems, respond and synthesise appropriate solutions.
- Have flexibility to adapt to the needs and demands of patients, staff and the care group.
- Achievement of shift objectives and timescales in line with set expectations.
- Rapidly responding to the frequent changes within this evolving organisation

## 8 OTHER

- The post-holder must comply with all RCHT Policies and Procedures.
- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

### 5. JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of  
Department Signature:

Date:

Title:

Please note:  
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment 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, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

**Person Specification For The Post Of: Deputy Ward Leader**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
<b>QUALIFICATIONS</b>	NMC/AHP registration Holds, or working towards, a degree Completion or commitment to undertake relevant extended role scope competencies.	University qualification in specialty Teaching/assessment/mentoring qualification	Qualifications Application form Interview
<b>EXPERIENCE</b>	Relevant nursing/AHP experience within specialty Audit or research experience Teaching and education experience		Application form Interview References
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	Ability to prioritise and manage own workload Able to identify learning opportunities Able to organise own learning and development Ability to manage change Able to develop others within the team Excellent verbal and non-verbal communication skills Ability to develop effective interpersonal relationships with colleagues across health and social care settings Able to present information to professional groups		Application form Interview References

<b>DISPOSITION / ADJUSTMENT/ ATTITUDE</b>	Able to respond to problem situations and to ensure effective interventions are put in place		Application form Interview References
<b>TRAINING</b>	Mandatory training  Evidence of continuing professional development  Willingness to undertake training as required  Able to develop and support all grades of staff and deliver specialist training		Mandatory training
<b>ADDITIONAL CIRCUMSTANCES</b>	A Disclosure and Barring Service check satisfactory to the organisation.  Occupational Health Clearance.  Post-holder must comply with professional code of conduct and / or code of conduct for NHS managers where applicable.  Able and willing to travel and attend local, regional and national meetings.  Flexibility around working times and commitments  Car driver with full UK licence to drive Trust vehicle (if required)		DBS Clearance OH Clearance