

Job Description

Job Title:	Deputy Ward Manager
Band:	Band 6
Locality:	Fylde coast
Base:	Inpatient Setting – Female Dementia Ward – Bronte ward
AfC Ref:	2624
Hours of work:	37.5 hours per week

Our Values

The values 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:

- *We are always learning*
- *We are respectful*
- *We are kind*
- *We are a team*

Reporting Arrangements:

Responsible to: Ward Manager

Job Summary

In-patient services are designed to meet the holistic needs of service users/patients and carers, in an environment conducive to staff development and wellbeing. The Deputy Ward Manager will, along with the Senior Staff Nurses, support the Ward Manager to:

To actively promote teamwork, respect, integrity, accountability, excellence and compassion within the clinical team in accordance with the Trust values and code of conduct.

To lead a team of nursing staff in the delivery of a high quality mental health care.

Support the Ward Manager is the management and leadership of the ward and staff

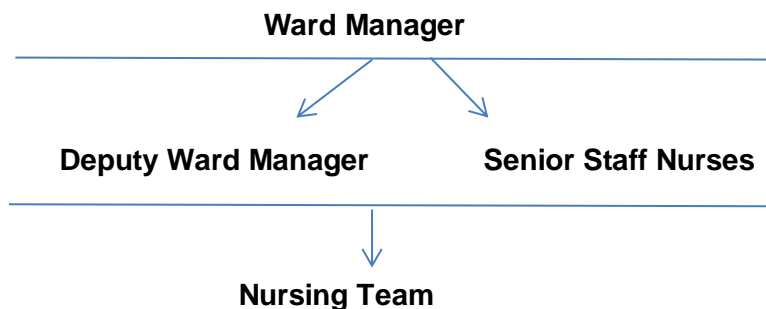
Undertake the role of MHUNIC / Duty Senior Nurse when required

To provide nurse leadership within the multidisciplinary team and ensure the effective assessment formulation planning, monitoring of care given to inpatient service users.

Key Relationships

Matron
Ward Manager
Nursing Team
Service Users and Carers
MDT

Department Chart



Key Responsibilities

Communication and Relationship Skills

- Take a lead in delivering effective multidisciplinary care.
- To ensure that the inpatient nursing team has an in-depth understanding of the current and ever present potential for risk; is able to communicate the situation effectively, and be responsive in the provision of appropriate interventions. This includes risk associated with violence and aggression, vulnerability, neglect, falls, skin integrity, mobility, self-harm and suicide.
- To advocate on behalf of the service user, recognising when more formal advocacy is needed and referring the client to the appropriate advocacy service.
- To actively promote teamwork, respect, integrity, accountability, excellence and compassion within the clinical team in accordance with the Trust values and code of conduct.
- To provide nurse leadership within the multidisciplinary team and ensure the effective assessment formulation planning, monitoring of care given to inpatient service users.

Analytical and Judgmental Skills

- To exercise professional accountability and responsibility using skills, knowledge and expertise in changing environments, across clinical boundaries and in unfamiliar situations as outlined within the NMC Code of Professional Conduct.

- To actively provide, engage in and seek clinical, managerial supervision to support your practice and the practice of the junior nursing team.

Planning and Organisational Skills

- To ensure the nursing team deliver all clinical and non-clinical activities in a safe and risk free manner which ensure the smooth delivery of an effective and comprehensive in patient service.
- To prioritise nursing resources appropriately including operational management of staff
- To prioritise nursing duties and delegate appropriately and effectively.
- The post-holder reports to and is managed by the Ward Manager. The work will be both self-generated and as directed by the Ward Manager. Objectives will be set by the Ward Manager in conjunction with the Matron.

Patient/Client Care

- To ensure that inpatient service users receive comprehensive, planned, structured care through effective assessment of need, formulation and care planning. This should take into account existing assessments and plans formulated by the care coordinator, service user and others.
- To ensure that the nursing team work collaboratively with others to provide holistic engaging and therapeutic care to ensure service users maintain interest, intellectual capability and alleviate boredom.
- To ensure each patient has an allocated named Nurse who will take responsibility for care co-ordinator until one is identified through Community
- To model and ensure that appropriate practice and engagement in the delivery of high standards of nursing care is ever present and to be vigilant in addressing substandard practice and behaviours.
- To effectively manage the nursing continuing care process to ensure timely passage through the inpatient services and access to appropriate ongoing care on discharge.
- To ensure nursing staff understand and work within the Mental Health and Mental Capacity Acts, meeting legal requirements and ensuring that the service user remains central and informed at all stages of the process, as supported by Trust policies and protocols.
- To ensure the safe and effective receipt, storage and administration of medication in accordance with the Trust policy including overseeing the quality and accuracy of prescription charts and controlled drug information.
- To ensure that the physical health care needs, of the service user are effectively assessed and managed through the care planning process involving other specialists as appropriate.
- To ensure that health promotion and illness prevention is understood, and actively managed to support the optimum wellbeing of the individual service user. This will include the maintenance of good nutrition, hydration, self-care and education around unhealthy practices.
- To ensure that standards around infection prevention and control are understood and actively managed as designated within the Trust policy.

- To ensure that Safeguarding standards and practices are understood and actively managed as designated within the Trust policy.
- To ensure that nursing staff feel confident and able to engage with service users and carers in the provision of customer care at an optimum level, to support effective and timely management, of questions, concerns and complaints as supported by the Trust policy.
- To ensure that the inpatient environment is monitored and maintained to its optimum level and deficits are escalated through the appropriate channels in a timely and effective manner and ensure resolution.

Physical Requirements

- To be able to manage patients who may present with disturbed or violent behaviour or both and ensure the prevention of and de-escalation of, potential aggression using techniques that minimise the risk of its occurrence which include the use of physical restraint

Responsibilities for Policy and Service Development

- To liaise with the Practice Development Department in the delivery of practice development and quality initiatives.
- To deal effectively with suggestions and complaints.
- To participate in nursing audit as required.
- To actively promote the Trust values of teamwork, compassion, integrity, excellence and accountability.
- To maintain a positive and open attitude towards organisational change and service developments.
- To ensure all practice delivered by the ward time is in line with Trust and NMC policies and procedures.

Responsibilities for Finance

- To ensure adequate management of ward stock
- To use resources in a cost effective way.
- To ensure that Standing Financial Instructions are followed
- To ensure that staff are deployed in an effective and efficient manner
- To support the ward manager in managing the ward budget

Responsibility for Human Resources

- To contribute to the induction programme for new nursing staff.
- To participate in the recruitment and selection of staff.
- To ensure the effective preceptorship of newly qualified staff into the inpatient service.
- Undertaking Personal Development Planning and appraisals for junior members of staff as directed in accordance with the team priorities identified by the ward manager.
- Providing regular clinical, managerial and specialist supervision, with junior team members.
- To act into the role of the ward manager as required.
- To actively engage in the support and development of others via supervision, clinical teaching and role modelling.

Responsibility for Information Resources

- To oversee and ensure a positive commitment to completing all relevant outcome indicators and data collection as required by the inpatient service.
- To provide leadership to oversee and ensure all contacts with service users are recorded promptly and accurately and are of a high standard.
- Provision of information and participate as requested, to assist service development and Clinical Governance requirements e.g. surveys, audits etc.

Research and Development

- To actively engage staff in the promotion of holistic and evidence based nursing practice; setting high standards, leading to innovation sustained and monitored through effective systems and processes.
- To provide teaching sessions as directed by the ward manager.
- To contribute to the secure services educational programme including in-service training.
- To participate in research projects as required.

Freedom to Act

- To ensure that you maintain and update your practice on an ongoing basis in line with NMC requirements for re-registration.
- To engage in professional and clinical supervision to ensure on going safe and effective practice.

Job flexibility

- To work flexibility 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.

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 post holder.

Person Specification

Description	Essential	Desirable
Education/ Qualifications	<p>Registered Nurse - Mental Health with post graduate experience including:</p> <p>Successfully completed preceptorship programme post qualifying</p> <p>100% compliant in Mandatory training and PDR</p> <p>Evidence of post registration academic or vocational professional development (e.g. knowledge and expertise acquired through either in depth experience or theoretical study of a broad range of techniques/processes relating to the knowledge area)</p>	<p>Degree or equivalent qualification</p> <p>First line management or leadership qualification</p> <p>Teaching qualification</p> <p>Therapeutic intervention qualification</p>
Knowledge	<p>Understanding of Health and Safety policies and procedures</p> <p>Knowledge and practice of Mental Health Act 1983</p> <p>Knowledge and practice of the Mental Capacity Act 2005</p> <p>Demonstrate understanding of how research has influenced practice</p> <p>Knowledge of common mental health problems and medication used in relation to these</p>	

	<p>Knowledge of common physical health conditions</p> <p>Understanding and knowledge of physical and mental health promotion</p> <p>Experience of involvement in innovative nursing practise and multicultural nursing environments</p>	
Skills and Ability	<p>Previous years post-graduation experience consisting of completion of preceptorship in mental health nursing and post preceptorship experience with the ability to demonstrate competency in the below:</p> <p>Demonstrate high quality patient care and documentation</p> <p>Experience of managerial responsibilities i.e , competent in understanding and being able to demonstrate effective team and clinical leadership</p> <p>Experience of assessing, planning and implementing and reviewing care needs</p> <p>Effectively act as a mentor/Assessor for student staff / trainees</p> <p>Experience of managing and analysing complex clinical situations</p> <p>Enhanced knowledge and experience of risk assessment and management, and safeguarding where appropriate</p> <p>Experience of working as part of a multidisciplinary team and partnership agencies</p> <p>Experience of CPA processes</p> <p>Experience of interacting therapeutically with distressed and /or disturbed individuals</p> <p>Experience of interacting therapeutically living with significant mental health issues'</p>	<p>Experience the management of staff</p> <p>Experience of MHUNIC / Duty Senior Nurse</p> <p>Skill in basic research processes</p> <p>Skill /training in a therapeutic interventions</p> <p>Experience of various therapeutic approaches in the care and treatment of patients</p> <p>Experience in the role of MHUNIC</p>

	Experience of providing supervision and leadership to junior staff	
Skills and abilities	<p>Ability to undertake effective aggression management including the use of physical restraint</p> <p>Can demonstrate the ability to manage change</p> <p>Good interpersonal skills</p> <p>Developed clinical and managerial skills</p> <p>Can demonstrate communication skills through practice and experience</p> <p>Clear ability to understand new concepts and ideas and excellent clinical practice</p> <p>Ability to maintain own performance and participation in group skills</p> <p>Ability to manage time and workload</p> <p>Demonstrates an ability to motivate self and others</p> <p>IT Skills</p>	
Personal	<p>Evidence of Continued Professional Development that supports clinical practice.</p> <p>Ability to undertake Positive and Safe training including the use of physical restraint</p> <p>Skill in motivating and managing change in self and others</p> <p>Good interpersonal skills</p> <p>Developed clinical and managerial skills</p> <p>Demonstrate communication skills through practice and experience</p> <p>Clear ability to understand new concepts and ideas and excellent clinical practice</p> <p>Ability to maintain own performance and participation in group skills</p> <p>Ability to manage time and workload</p> <p>IT Skills</p>	<p>Demonstrates a curious and questioning attitude to ways of working</p> <p>Ability to be resilient when working under pressure.</p>

Work Related Circumstances	Able to work flexibly across a range of shift patterns throughout a 24hr period, 7 days a week	

EFFORT FACTORS

PHYSICAL EFFORT

PHYSICAL EFFORT What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
<p>Light physical effort for short periods/ Frequent light effort for several short periods/ Frequent moderate effort for several short periods/ Frequent moderate effort for several long periods</p> <p>Walks, sits and stands/ Walks and stands most of shift; kneels and crouches to e.g. administer injections. Manoeuvres patients using appropriate equipment and approved techniques/wash, bathe patients</p> <p>Participate in Positive and Safe</p>	Daily	1-2 hrs	Varied	<p>Approved lifting aids eg hoists</p> <p>Physical restraint techniques</p>

MENTAL EFFORT Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?
<p>Frequent concentration; work pattern predictable/ Unpredictable</p> <ul style="list-style-type: none"> Concentrations in providing clinical care, e.g. medication administration, calculating drug doses, carrying out tests/ Interruptions to deal with unpredictable client behaviour 	Daily	Full shift
	How often?	For how long?

Are there any duties of an unpredictable nature? – Please detail.		
Dealing with unpredictable behaviour	Daily	Full shift

EMOTIONAL EFFORT Does the job involve dealing with any distressing or emotional circumstances? – Please detail.	Direct / Indirect exposure	How often?
Occasional distressing or emotional circumstances/ Frequent distressing or emotional circumstances; Occasional highly distressing or emotional circumstances <ul style="list-style-type: none"> Imparts unwelcome news, such as the use of the mental health act, safeguarding issues, e.g. vulnerable adult and children. Some challenging and unpredictable behaviour. 	Yes	Daily
WORKING CONDITIONS Does the job involve exposure to unpleasant working conditions? – Please detail.	How often?	
Frequent unpleasant conditions; Occasional/ Frequent highly unpleasant conditions	Daily	

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
We are always learning	<ul style="list-style-type: none"> ✓ We pro-actively seek out opportunities to learn and support the learning of others ✓ We prioritise quality and safety and are open and flexible to change and improvement ✓ We value appraisals, supervision and learning opportunities ✓ We speak up if we are concerned about safety and focus on opportunities to improve
We are respectful	<ul style="list-style-type: none"> ✓ We are open and honest, trying our best to ensure people receive information in ways they can understand ✓ We seek, value and learn from diverse perspectives, views and experiences ✓ We put service users and carers at the heart of everything we do ✓ We take pride in our work and understand we are responsible for our actions
We are kind	<ul style="list-style-type: none"> ✓ We are approachable and show compassion

	<ul style="list-style-type: none"> ✓ We actively listen to what people need and pro-actively offer our support ✓ We care for our own wellbeing and the wellbeing of others ✓ We celebrate success and provide feedback that is authentic and compassionate
We are a team	<ul style="list-style-type: none"> ✓ We take personal and team accountability to deliver the highest standards of care ✓ We work in active partnership with service users and carers ✓ We actively build trusting relationships and help others feel joy and pride in work ✓ We work well with colleagues across LSCft and in our partner organisations to enable patient centred, joined up care

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.



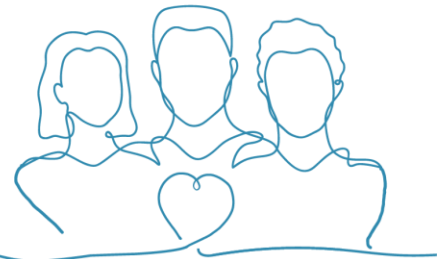
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