

## Job Description

<b>Job Title:</b>	Ward Manager
<b>Band:</b>	7
<b>Responsible to:</b>	Modern Matron
<b>Department:</b>	Intermediate Care Unit
<b>Directorate:</b>	Older Peoples and Adults Community

### Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

### Job Purpose

To provide leadership and have operational oversight of the inpatient services within Cambridgeshire, delivering safe and effective high quality services, within the available resources, to achieve the patient's outcomes.

The post holder will deliver services within an agreed service model, working with patients and carers, and other stakeholders, maintaining effective working relationships.

The post holder will deliver and establish effective multi-disciplinary working within the bedded unit, this will include overseeing the smooth running of the MDT, admission and discharge procedures, delayed transfers of care, length of stay, clinical audit, standards and outcomes for patients and other quality aspects of ward environments which includes PLACE, and other forms of quality checking.



HQ Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF  
T 01223 219400 F 01480 398501 [www.cpft.nhs.uk](http://www.cpft.nhs.uk)

CPFT is supported by the **HeadtoToe Charity** – visit [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) for more details



HeadtoToe  
charity



INVESTOR IN PEOPLE



A member of Cambridge University Health Partners

## Key Responsibilities

### Clinical / Service Specific

- ☐ Provides expert clinical knowledge and advice in the field of Intermediate Care Inpatient services to professionals across health and social services and the patients/and carers.
- ☐ To take the Lead Professional role in the service, with clinical and practice development of the staff and service.
- ☐ To be responsible for the effective delivery of care within the service by ensuring there are robust service frameworks and operating mechanisms in place to facilitate admission, treatment planning, discharge planning and onward referral.
- ☐ To be responsible for effective monitoring of resources, both financial and non-financial and ensuring services are delivered in a cost-effective manner.
- ☐ To ensure that there are team systems and processes to provide a responsive and effective service to patients and carers.
- ☐ To ensure that services are delivered within a robust clinical governance framework, monitoring and evaluating standards of care routinely in accordance with trust governance arrangements.
- ☐ To ensure that the services develop further working with the Neighbourhood Teams and the Integrated Care teams
- ☐ To promote an ongoing process of service improvement within the team.
- ☐ To ensure that the inpatient units have processes and systems that are in line with patient flow.
- ☐ To work closely with the discharge teams to ensure delayed transfers of care for these client groups from the Acute Trusts are kept to a minimum in line with local and national targets.
- ☐ To ensure that the teams maintain clinical and care records in line with Trust policies and procedures.
- ☐ To work with senior colleagues to ensure that the team has appropriate operational management structures that support and develop team processes.
- ☐ To ensure that risk management and health and safety requirements are implemented.
- ☐ To maintain effective team working with partners including primary care, statutory, voluntary and independent sector organisations.
- ☐ Responsible for ensuring that a plan is in place for weekly, monthly and adhoc audits and auditors are aware of the deadlines, correct reporting systems and requirements of the audit.
- ☐ Responsible for the monthly production and collation of statistics concerning service activity, harms, Nursing and Quality Indicators, falls, Pressure ulcers, MUST, VTE monitoring, patient feedback, complaints, staffing updates and other reportable data.
- ☐ Responsible for ensuring that incident trends are identified and investigated,
- ☐ Ensures that learning from positive patient feedback, patient complaints, incidents, audits and root cause analysis is shared with staff across the inpatient bedded services, to ensure improvements to patient care are embedded.
- ☐ To develop step up pathways in line with agreed policy and protocols
- ☐ Ensure close working with the medical personnel (consultants, Specialty Drs and GPs) is maintained for effective partnership working with the Acute Trusts, Social

services and other statutory and voluntary agencies.

### **Research & Service Evaluation**

- ☐ Effective partnership working.
- ☐ To establish and maintain effective working relationships with local authority staff, GPs and commissioners.
- ☐ To represent the team and the Trust in planning and developing the work of the team with other agencies, leading this work as required.
- ☐ To participate in service planning and development as part of the directorate business planning process.

### **Information Technology**

- ☐ Maintain confidentiality in accordance with the Data Protection Act.
- ☐ To be literate in the use of information technology.
- ☐ To ensure that accurate and timely written records are kept on SystmOne which comply with the Trust policy and HCPC guidance, reporting on any issues as appropriate.
- ☐ To ensure that all patient care is documented and that all face to face activity is documented.

### **Financial Responsibility**

- ☐ To ensure team resources are used effectively.
- ☐ To manage allocated budgets, with support from finance colleagues, so that services are delivered to acceptable clinical standards within the resources allocated.
- ☐ To work with the senior manager to achieve financial targets including the Cost Improvement Programme.
- ☐ To ensure compliance with all Trust Policies and Procedures eg Standing Financial Instructions.

### **Human Resources**

- Maintain staffing and skill-mix to deliver the team functions and targets.
- To manage the team and promote effective multi-disciplinary team working.
- To work with professional leads and senior managers to ensure appropriate multidisciplinary staffing and skill mix, taking account of the skill requirements of the team and the service.
- To work with professional leads to ensure that all team members receive appropriate supervision and that professional standards are maintained.
- To work with professional leads to establish an effective recruitment process.

### **Training & Development**

- ☐ To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- ☐ To participate in the Trust's annual Appraisal process.
- ☐ To attend all relevant mandatory training as and when required to do so.

- ☐ To take every reasonable opportunity to maintain and improve professional knowledge and keep up to date in new developments in patient care. Take advantage of in-service training programmes provided by the Trust, in accordance with a personal development plan.
- ☐ To participate in training and orientation programmes as requested.
- ☐ To provide mentorship for pre-registration students and other

### **Quality & Patient Safety**

- ☐ Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- ☐ Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- ☐ Infection Control - To be responsible for the prevention and control of infection.
- ☐ Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- ☐ To contribute to the identification, management and reduction of risk in the area of responsibility.
- ☐ To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- ☐ To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- ☐ To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

### **General**

- ☐ To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- ☐ To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- ☐ To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- ☐ To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- ☐ To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

### **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

**To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.



**Cambridgeshire and  
Peterborough**  
NHS Foundation Trust

**Person Specification**

<b>Job Title:</b>	Ward Manager
<b>Band:</b>	7
<b>Responsible to:</b>	Modern Matron
<b>Department:</b>	Intermediate Care Unit

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
-----------------	------------------	------------------

Education / Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent experience.</li> <li>• NMC registration/HPCPC registration</li> <li>• Professional knowledge and training to master's level or equivalent</li> <li>• Theoretical study and experience within a community setting to master's level or equivalent.</li> <li>• Documented evidence of own continuing professional development and its' application</li> </ul>	<input type="checkbox"/> Management/Leadership qualification and experience
Experience	<ul style="list-style-type: none"> <li>• Significant relevant postgraduate clinical experience in a variety of settings.</li> <li>• Good understanding and experience of rehabilitation and MDT working.</li> <li>• Advanced understanding of clinical conditions and clinical experience in</li> </ul>	



CPFT is supported by the **HeadtoToe Charity** – visit [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) for more details

**HQ** Elizabeth House, Fulbourn Hospital, Cambridge CB21 5EF  
**T** 01223 219400 **F** 01480 398501 [www.cpft.nhs.uk](http://www.cpft.nhs.uk)



A member of Cambridge University Health Partners

	<p>managing long term conditions and frailty.</p> <ul style="list-style-type: none"> <li>• Implementing change</li> <li>• Clinical supervisor</li> </ul>	
--	--	--

Skills & Abilities	<ul style="list-style-type: none"> <li>• Able to demonstrate commitment to high quality care and service provision</li> <li>• Ability to work flexibly as part of a team.</li> <li>• Advanced communication skills</li> <li>• Good report writing</li> <li>• Support junior staff and professional staff</li> <li>• Time management and prioritisation skills.</li> </ul>	<input type="checkbox"/> Understanding of clinical supervision
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others</li> <li>• Recognises the limits of own authority within the role</li> <li>• Seeks and uses professional support appropriately</li> <li>• Demonstrates professional curiosity</li> <li>• Responsible for maintaining registration with HCPC and/or other professional bodies</li> <li>• Knowledge of relevant outcome measures.</li> </ul>	<ul style="list-style-type: none"> <li>• SystmOne</li> </ul>
Physical Requirements	<p>The ability to:</p> <input type="checkbox"/> Kneel, bend & stoop,	
	<p>and work in cramped environments</p> <input type="checkbox"/> Move and manoeuvre people and equipment • Manoeuvre patients using moving and handling aids	

