

**ROTHERHAM DONCASTER AND SOUTH HUMBER  
NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Deputy Ward Manager – Registered Mental Health Nurse</b>
<b>GRADE:</b>	<b>Band 6 (RMN)</b>
<b>HOURS:</b>	<b>37½ hours per week (Rotational - days/nights/weekends/ Bank Holidays)</b>
<b>REPORTS TO:</b>	<b>Ward Manager</b>
<b>ACCOUNTABLE TO:</b>	<b>Modern Matron</b>
<b>BASE:</b>	<b>The Woodlands</b>

**1. Job Purpose**

- 1.1. The post holder will manage the ward in the absence of the ward manager.
- 1.2. The post holder will assist in providing professional and managerial leadership and ensure that the ward environment is satisfactory to maintain the physical and mental well-being of service users and staff.
- 1.3. The post holder will always provide adequate cover and advise the ward manager and modern matron of any discrepancies.
- 1.4. The post holder will work collaboratively with the whole mental health team.

**2. Main Duties and Responsibilities**

**2.1. Clinical = 60%**

- a) The post holder will carry out a comprehensive risk assessment on service users on admission and at appropriate intervals throughout their stay.
- b) The post holder will assess, plan, implement and evaluate nursing care for named individual service users using nursing models and the nursing process.
- c) The post holder will develop and provide a high standard of care reflecting:
  - i) Written philosophy of nursing
  - ii) Agreed standards of care
  - iii) Relevant research findings
  - iv) Essence of care/Benchmarking and infection control
- d) The post holder will understand the principles of the nursing process and complete documentation to a high standard.

- e) The post holder will liaise with other members of the nursing team to develop professional relationships and mobilise resources to help meet identified service user need.
- f) The post holder will communicate with the team of associate nurses/nursing assistants to ensure continuity of care.
- g) The post holder will carry out clinical procedures, training and supervision of junior nursing staff for the care and welfare of service users.
- h) The post holder will actively encourage the contribution of all members of the nursing team in making decisions about service user's care.
- i) The post holder will ensure the correct administration of drugs in accordance with the Trust's Policy and legal requirements.
- j) The post holder will actively participate in the observation policy and will be always aware of service user's whereabouts.
- k) The post holder will participate in the benchmarking process in accordance with essence of care standards.
- l) The post holder will abide by the NMC code of professional conduct and will ensure that all colleagues adhere to the code of conduct.
- m) The post holder will ensure that they are conversant with the requirements of the Mental Health Act (MHA1983).
- n) The post holder will ensure that all service users, carers and relatives are afforded courtesy and consideration.
- o) The post holder will assist in maintaining a safe environment for service users, staff and visitors.

**2.2. Educational = 20%**

- a) The post holder will ensure that all clinical procedures are carried out in accordance with the Trust's policy and procedures.
- b) The post holder will instruct students and junior staff in the use of any specialised equipment on the ward.
- c) The post holder will educate qualified and unqualified staff including students and act as an assessor/preceptor for others as required.
- d) The post holder will attend all appropriate courses and study days as outlined by their manager as part of their professional development.
- e) The post holder will attend mandatory updates as required.
- f) The post holder will introduce new staff to their duties and responsibilities and ensure correct completion of induction checklists.
- g) The post holder will offer assistance to the ward manager and modern matron in developing training programmes appropriate to the needs of nursing staff.
- h) The post holder will participate in the allocation of study days and courses for nursing staff as required.
- i) The post holder will develop their area of interest and become a resource person to the nursing team.
- j) The post holder will actively participate in research as appropriate.
- k) Will participate in clinical supervision and its provision.

- l) Must undertake and complete the MWRV 5-day training course.

### **2.3. Managerial = 20%**

- a) The post holder will act as coordinator and bed manager of ward and unit.
- b) The post holder will be aware of all budgetary considerations.
- c) The post holder will assist in maintaining the safety of the ward personnel, environment and equipment and report any deficits to the ward manager and modern matron.
- d) The post holder will adhere to all Rotherham Doncaster & South Humber Mental Health NHS Foundation Trust policies and procedures.
- e) The post holder must observe fire precautions, attend fire lectures and drills. Be aware of the position of fire equipment and be able to use the same should it be necessary.
- f) The post holder will order/report any deficit in ward stocks, supplies and equipment to the ward manager.
- g) The post holder will be aware of the service user's property and finance procedures.
- h) The post holder will be involved in staff PDRs which are completed at yearly intervals.
- i) The post holder will actively participate as a member of a peer group of nurses that supports each other in their respective roles.
- j) Will be aware of COSHH and Health and Safety Policies.

### **3. Equal Opportunities Statement**

Rotherham Doncaster & South Humber Mental Health NHS Foundation Trust supports the principle of equal opportunities in employment.

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, colour, nationality, ethnic origin or religious belief, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable in job related or operational terms.

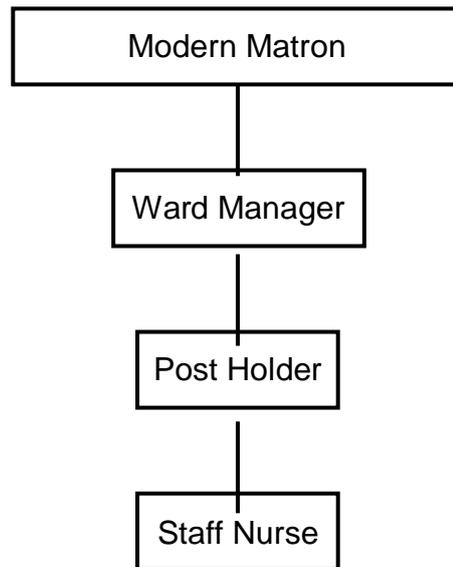
### **4. Health and Safety**

- 4.1. The post holder will comply with safety instructions and policies of Rotherham Doncaster & South Humber Mental Health NHS Foundation Trust.
- 4.2. The post holder will use equipment and facilities provided by the Trust in a proper and safe manner.
- 4.3. The post holder will refrain from the willful misuse or interference with anything provided in the interest of health and safety and any action, which may endanger yourself or others.
- 4.4. The post holder will report all hazards and defects to the ward manager and modern matron as soon as possible.

4.5. The post holder will report all accidents and untoward occurrences and ensure relevant documentation is completed.

5. **Review**

All job descriptions are intended to be flexible and should be reviewed from time to time. Post holders are expected to be flexible and must be prepared to carry out similar or related tasks, which do not fall within the duties previously outlined. The job description should be reviewed and amended in consultation with the post holder.



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**PERSON SPECIFICATION**

**Job Title:** Deputy Ward Manager – Registered Mental Health Nurse (RMN)

**Grade** Band 6

**Base:** Older People’s Mental Health Unit The Woodlands

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
1. Basic Professional Qualification	R.M.N. or equivalent	Further relevant Course/Diploma/Degree	Application form  Production of valid certificates
Further Special Qualification	Mentor Preparation Course		
2. Work Experience	Demonstrable experience in acute mental health practice		Application form Interview  References
3. Relevant Skills	An ability to fulfil contractual requirements including rotational shift pattern.  Must meet CRB requirements.		Application form  Interview  References
4. Personal Attributes	Ability to motivate others Resourceful Innovative Effective under stress Reliable Conscientious Diplomatic Good team member, Caring Analytical Methodical		Interview  References
5. Physical Attributes	Occupational Health Assessment  Must undertake and pass the MWRV 5 day training course		Occupational Health Department  Interview

**This specification has been prepared in accordance with the requirements of  
the Trust's Equal Opportunity Policy**