

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Ward Manager (Maternity leave cover – 12 months fixed term)

GOSH profile

Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH) is an international centre of excellence in child healthcare. GOSH is an acute specialist paediatric hospital with a mission to provide world-class care to children and young people with rare, complex and difficult-to-treat conditions.

Together with our research partner, the UCL Great Ormond Street Institute of Child Health, we form the UK's only academic Biomedical Research Centre specialising in paediatrics. Since its formation in 1852, the hospital has been dedicated to children's healthcare and to finding new and better ways to treat childhood illnesses.

Great Ormond Street Hospital receives nearly 300,000 patient visits (inpatient admissions or outpatient appointments) every year (figures from 2018/19). Most of the children we care for are referred from other hospitals throughout the UK and overseas. There are 60 nationally recognised clinical specialities at GOSH; the UK's widest range of specialist health services for children on one site. More than half of our patients come from outside London and GOSH is the largest paediatric centre in the UK for services including paediatric intensive care and cardiac surgery.

Through carrying out research with the UCL Great Ormond Street Institute of Child Health, University of London and international partners, GOSH has developed a number of new clinical treatments and techniques that are used around the world.

The UK's only academic Biomedical Research Centre (BRC) specialising in paediatrics is a collaboration between GOSH and UCL Great Ormond Street Institute of Child Health. We are a member of University College London (UCL) Partners, joining UCL with several other hospitals – an alliance for world-class research benefitting patients.

In partnership with six other NHS trusts, we are the lead provider for North Thames Genomics Medicine Centre, part of the national 100,000 Genomes Project.

Great Ormond Street Hospital at a glance



Great Ormond Street Hospital Culture and Values

The Trust has developed the Always Values with our staff, patients and families that characterise all that we do and our behaviours with our patients and families and each other.

Our Always Values are that we are:



Diversity & Inclusion

Here at GOSH, we believe that improving lives for our patients begins with improving how we learn, work and grow as colleagues. So, we're changing. We know that we need to develop a more inclusive culture where everyone feels seen and heard. By growing an ever more diverse workforce, we'll have a greater range of perspectives and knowledge in our GOSH community, meaning that we can provide the children and young people at our hospital with even better care. At GOSH we have opportunities for our staff to engage with colleagues through the following networks: REACH (Race, Ethnicity and Cultural Heritage) ENABLED (Enhancing Abilities & Leveraging Disabilities Network), PRIDE & Women's networks.

| Job title | Ward Manager (Maternity Leave cover) |
|--------------------------|-------------------------------------------------------------------------------------------|
| Directorate | Brain |
| Band | Band 7 |
| Supervised by | Matron |
| Type of contract | 12 Months fixed term |
| Hours per week | 37.5hrs |
| Location | RANU on Alligator |
| Budgetary responsibility | Yes |
| Manages | Direct reports - Nursing team - Senior Staff Nurses, Staff Nurses. Health Care Assistants |

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Main purpose of the job

- To be a highly competent, knowledgeable, and visible practitioner within the specialty ensuring the provision of excellent, evidence-based nursing care for the children, young people, and their families at all times.
 - Ensure that each child is assessed, and that their care is planned, implemented, and evaluated in negotiation with the family, and that this is accurately documented.
 - Liaise with clinical, non-clinical and facilities staff to maintain a safe, friendly, and welcoming environment for the children, young people and their families, visitors, and staff.
 - To act as an advocate for the child, young person and family ensuring the provision of appropriate information and support services.
 - To be an ally to the global majority and persons with protective characteristics
 - To communicate complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
 - To review patients elsewhere in the trust- within role scope- for example ICU in preparation to ward step-down.
 - Ensure that each child has a named lead clinician to coordinate their care and ensure a smooth ongoing journey through effective discharge planning.
 - Ensure effective communication between all members of the multidisciplinary team, other hospital departments, relatives, and visitors.
 - To ensure RANU on Alligator is a beacon of excellence by role modelling expectations of care and behaviors.
 - In conjunction with matron, head of nursing and senior ward team develop and monitor clinical and non-clinical performance standards, taking action as required.
 - To take responsibility for ensuring the clinical environment is clean and well maintained.
 - To meet regularly with the matron, Infection Control team and cleaning staff to ensure cleanliness and infection control standards are maintained within the clinical area, taking appropriate action where these standards are not maintained and escalate appropriately.
 - To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence-based nursing care. This includes completion of the Trusts clinical skills competency framework and expanded role responsibilities, following appropriate training.
 - Ensure that all appropriate staff are competent in the administration of medication including under patient group directives.
 - Ensure that all staff are aware of the uses, safety precautions, handling, cleaning, and maintenance of equipment in the department.
 - Develop and review policies and standards for the safe use of equipment and any new equipment introduced to the department.
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Key working relationships

Internal: Matron, Ward sister/charge nurses, General Managers, Safeguarding and Social Work Team, Infection Control Team. Doctors, nurses HCA's, Housekeepers, administrative team, dietitians, psycho-social team, CNS's, Play therapists, Pharmacists and other members of the multi-Disciplinary team, surgeons, Intensivist

External: Patients, Families, Community Services, Referring Hospitals, External Peers

Main duties and responsibilities

MANAGERIAL

- To be responsible for the leadership and operational management of the department informing the Head of Nursing/Matron of anything that threatens to affect the safety of the environment or to compromise the care of the patients, comply with the safe staffing strategy for both the NHS and Trust
 - To manage and maximize the use of nursing and workforce planning resources within the agreed budget, including the planning of rosters, safe staffing, and working closely with the Head of Nursing and Matron.
 - Participate daily, with assessing staffing across the clinical area, redeploy resources, review and maximizes bed capacity, improves efficiencies surrounding admissions, discharges and participates at the trust bed management meeting.
 - Ensure the effective management of patient activity and use of beds and compliance with the Paediatric Acuity and Dependency Assessment tool (PANDA) and Safe Care.
 - Manage nursing recruitment and foster an environment which enhances the retention of staff.
 - Promote and support the improving working life's philosophy, and initiatives.
 - To manage sickness/absence and lead on disciplinary activities.
 - To manage the appraisal process and ensure that all staff have the opportunity to review their performance and develop a meaningful professional development plan.
 - Provide professional advice and support to staff in the department.
 - Ensure that all staff have access to clinical supervision and 1:1.
 - To ensure that all staff know where to access trust policies and clinical procedure guidelines and that staff always adhere to these.
 - Establish systems for the effective investigation and management of complaints and clinical incidents within the department, ensuring that lessons learned are shared within the unit and Trust as appropriate.
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- To be responsible for the implementation of the clinical governance and transformation agenda in the department.
- To ensure the Trust-wide, local and national standards of nursing and patient care are implemented and monitored for your clinical care including patient care quality measure/ standards e.g.; Key Performance Indicators (KPI's), Ward accreditation, Safe Staffing and reporting progress to the Head of Nursing.
- To ensure that all staff are familiar with the GOSH Nursing Vision, promoting and modeling the Trust Always Values and demonstrating the essential tenets of compassionate care as described in the NHS Compassion in Practice '6Cs' (2012).
- To ensure compliance with the Health and Social Care Act regulations 2010 by ensuring that all staff adhere to the Care Quality Commission standards at all times.
- Initiate and develop audits of service delivery and implementation of findings to improve patient care.
- Act as an ambassador for the department and specialty.
- To undertake relevant Trust wide projects in agreement with the Head of Nursing/Matron.
- Participate in events or publications that promote the Trust and children's nursing.

EDUCATIONAL & RESEARCH DEVELOPMENT

- To foster an environment conducive to learning, enquiry, and research.
 - To foster inclusivity.
 - To identify the training and development needs of nursing staff / learners in the department and participate in the planning, implementation, and evaluation of education programs in conjunction with the Practice Educator.
 - Support the Practice Educator with the planning, implementation and evaluation of training and education programs.
 - Assist in the annual post registration commissioning process, ensuring uptake of places within annually agreed contracts.
 - Ensure the provision of a validated supportive and challenging environment for student nurses in training, ensuring that all learners have an allocated mentor.
 - Ensure that all new staff, learners, and temporary staff receive an appropriate orientation to the department.
 - To be a professional resource for all staff within the unit including nursing, medical, administrative, allied health staff and students and junior colleagues, facilitating the development of junior staff.
 - Ensure that all parents are taught the clinical skills required to care for their child safely at home.
 - To contribute to the production of clinical procedure guidelines.
 - Initiate and participate in audit and research studies relating to nursing and multidisciplinary care, presenting findings through presentations, and writing for publication.
 - Maintain own professional development and mandatory training.
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- Actively participating in the development and implementation of the Trust Nursing Research and Evidence–Based Practice Strategy.

PROFESSIONAL

- To always maintain confidentiality regarding the child's admission and treatment.
- To ensure that all patient care is documented, and that all relevant documentation is completed accurately and within agreed timescales using Trust approved documentation, in line with NMC, CQC and Trust standards.
- To have knowledge of and adhere to ward and Trust policy and professional standards. To ensure that team members do likewise.
- To always maintain professionalism and challenge others when this is not being demonstrated.
- To demonstrate a professional approach to work, and act in accordance with the GOSH Values and the NMC Code of Professional Conduct at all times.
- To participate in staff appraisal, staff development and in service training activities in line with Trust appraisal review process.
- To meet PREP requirements for Revalidation. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- To undertake further training and academic qualifications as relevant to the role and service requirements.
- Participate corporately and lead locally in delivering the 'Great Ormond Street Nursing Strategy (2023-2026)'

This job description is intended as an outline of the areas of activity and can be amended in the light of the changing needs of the service and will be reviewed as necessary in conjunction with the post-holder.

Other information

Great Ormond Street Hospital for Children NHS Foundation Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of this role may be required from time to time. These guidelines do not constitute a term or condition of employment.

The GOSH Learning Academy (GLA)

Staff education and training influences every stage of the patient journey. Be it the communication skills of the medical secretary planning a patients' stay, the multi-professional team caring for them on the ward, the leadership skills of our corporate and operational teams, or the administrator planning their transport home – each member of staff needs the up-to-date knowledge, skills, and capabilities to provide our

patients with exceptional care. We have a number of opportunities for staff available through the GOSH Learning Academy

PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements. Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

| GOSH Culture and Values | Essential | Desirable | Assessment method |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------|
| Our Always values <ul style="list-style-type: none"> Always welcoming Always helpful Always expert Always one team | E | D | I/A/T |
| <ul style="list-style-type: none"> Knowledge and understanding of diverse backgrounds and perspectives. Understanding of Diversity and Inclusion challenges in the workplace. Demonstrable contribution to advancing Equality, Diversity and Inclusion in the Workplace | E | | I |
| Academic/Professional qualification/Training | | | |
| NMC Registered Nurse (Child) (or Registered Nurse/ Midwife relevant to area of practice e.g. Mental Health / Neonatology/ Theatre) | E | | I/A/T |
| Relevant First Degree in health care related subject | | D | I/A/T |
| Leadership or management training | E | | I/A/T |
| Evidence of on-going dynamic continuing professional development within the specialty linked to demonstrable clinical competencies | E | | I/A/T |
| Experience/Knowledge | | | |
| Demonstrable experience of taking charge of a department and deputizing for the ward/department ward sister/charge nurse. | E | | I/A/T |
| Experience of taking charge of a department | E | | I/A/T |

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| Experience of leading and managing a team of nurses. | E | | I/A/T |
| Previous experience of research and audit | E | | I/A/T |
| Handling safeguarding issues according to Trust policies and procedures | E | | I/A/T |
| Experience of change management and problem solving | E | | I/A/T |
| Experience of handling clinical incidents and complaints | E | | I/A/T |
| Thorough specialty knowledge relevant to the department | E | | I/A/T |
| Understanding of professional and current issues in children's nursing. | E | | I/A/T |
| Understanding of audit and research methodologies | E | | I/A/T |
| Understanding of resource management, health and safety, clinical risk, and quality issues | E | | I/A/T |
| Ability to work as part of a Multidisciplinary team | E | | I/A/T |
| Handling clinical incidents and complaints | E | | I/A/T |
| Awareness of equity and diversity | E | | I/A/T |
| Knowledge of GOSH nurse strategy | E | | I/A/T |
| Knowledge of national health agenda | | D | I/A/T |
| Knowledge of clinical governance, safety, and improvement agenda | E | | I/A/T |
| Skills/Abilities | | | |
| Excellent paediatric clinical skills | E | | I/A/T |
| Demonstrates Compassion in practice | E | | I/A/T |
| Relevant specialist skills and abilities for the department e.g. HDU /ITU/theatres | E | | I/A/T |
| Excellent managerial, leadership and organisational skills | E | | I/A/T |
| Excellent verbal and written communication skills | E | | I/A/T |
| Excellent teaching, training, and preceptorship skills | E | | I/A/T |
| Able to motivate and develop a team of staff | E | | I/A/T |
| Able to problem solve and initiate change | E | | I/A/T |
| Able to work across professional team and organisational boundaries | E | | I/A/T |

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| Phlebotomy and cannulation skills | E | | I/A/T |
| Able to develop staff through mentoring / coaching /clinical supervision | E | | I/A/T |
| Excellent time management skills with the ability to prioritise own workload and that of others | E | | I/A/T |
| Ability to delegate and prioritise | E | | I/A/T |
| Interviewing skills & Appraisal skills | E | | I/A/T |
| Financial management skills | | D | I/A/T |
| Administration of IV drugs | E | | I/A/T |

Criteria Key:**Review Method:**Essential: **E**Application form: **A**Desirable: **D**Interview: **I**Test: **T**