

## Job Description

<b>Post Title</b>	<b>Ward Manager</b>
<b>Band</b>	<b>7</b>
<b>Division</b>	<b>Wigan</b>
<b>Location / Base</b>	<b>Atherleigh Park</b>
<b>Responsible to</b>	<b>Matron / Operational Manager</b>
<b>Accountable to</b>	<b>Assistant Director</b>

### Job Summary / Purpose

The post holder will provide effective leadership and operational management to the ward ensuring the provision of high quality nursing care to all service users on the ward / department over a 24 hour period.

To promote and maintain excellence in nursing practice. To be responsible for leading the work of the care team and the co-ordination of effective utilization and resources within the defined area.

The post holder will be accountable to service users / patients, and operate within the Trust's framework of policies and guidelines.

To support the Matron with the management of the clinical area.

This role includes participation in the local on call manager rota covering out of hours periods overnight, at weekends and bank holidays.

### Main Duties & Responsibilities

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Clinical</b>	<ul style="list-style-type: none"> <li>To lead and promote excellence in nursing practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure the clinical care is client centered, evidence based including gathering findings of clinical audits, and to co-ordinate the care team's activities on a daily basis.</li> <li>• Participate in multi-disciplinary reviews of care plans.</li> <li>• Provide leadership, support and advice for others in the care of clients and their carers.</li> <li>• To take a major role in the promotion of Clinical and Social governance arrangements in the clinical area.</li> </ul>
<b>Managerial &amp; Development</b>	<ul style="list-style-type: none"> <li>• To manage resources and respond appropriately to the operational demands service-wide as required.</li> <li>• To manage the nursing work force and be aware of manpower implications.</li> <li>• Ensure compliance to all Trust's quality statements, policies and procedures, for example, Risk Management, Health &amp; Safety, undertaking initial investigation of and furnishing reports of complaints. Reporting on the difficulties in the maintenance of any policies and procedures to the Clinical Manager.</li> <li>• To manage in the recruitment, selection and induction of staff, and to manage attendance in line with the Trust's policies and procedures.</li> <li>• Managing and to participate in, the agreed appraisal system including development of junior staff through Preceptorship, Mentorship and Line management supervision.</li> <li>• Managing and to participate in, the identification and planning of training needs of self and others. Take part in the delivery of relevant educational programmes, research and new practice developments. Lead and promote a stimulating learning environment including acquisition of new training qualifications for self and others through the use of agreed development plans.</li> <li>• Ensure that key performance indicators such as quality targets, PLACE, annual infection prevention audits, CQUINS, nursing strategy requirements are developed, implemented and achieved.</li> <li>• To manage the principles of the Equal Opportunities, Investors In People Charter Mark within the clinical area.</li> <li>• To lead in the identification, support and facilitation of projects and development strategies for the multi-disciplinary team within the clinical area.</li> </ul>

	<ul style="list-style-type: none"> <li>• To champion the principles of management of change and exercise leadership in a pro-active manner.</li> <li>• To participate and ensure the attendance of the care team in PMVA training, and to lead the management of violence and aggression.</li> <li>• To maintain the effective use of electronic clinical data system (PARIS) and to provide all necessary statistical information when required.</li> <li>• To deputize for the Matron in his/her absence.</li> <li>• To lead and develop effective systems to ensure carers are involved in the care of their relative.</li> <li>• To lead in ensure that adult and child safeguarding procedures are followed.</li> <li>• To ensure incidents are recorded appropriately using the trust incident recording system (Datix).</li> <li>• To undertake post incident reviews when incidents occur within this service.</li> <li>• To undertake investigation/complaints and ensure reports are written within the specified timeframe.</li> <li>• To monitor ward/area budget as per Standing Financial instructions</li> <li>• Maintain ward stocks and equipment in accordance with Trust procedures.</li> <li>• Deal with monitor and audit patients' monies and property in accordance with Trust policy.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>• Ensure all nursing practice is in accordance with the NMC's Code of Professional Conduct and all other relevant advisory documents.</li> <li>• Promote the Mental Health Act and its Code of Practice. Ensure total compliance with the Act's requirements.</li> <li>• To maintain confidentiality at all times.</li> <li>• To undertake internal rotation and take part in the local (bronze) on-call manager rota.</li> <li>• To work within all the Trusts policies and procedures.</li> <li>• To undertake any duties that are realistic to the role of a ward manager.</li> </ul>
<b>Service Improvement</b>	<ul style="list-style-type: none"> <li>• To understand the ethos of change management and use a number of feedback systems such as service user forums, staff meetings, Carers, Trust and directorate feedback to inform change initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>• To understand the importance of implementing change in an inclusive way.</li> <li>• To contribute to Trust and Directorate initiatives and drive forward and implement locally</li> <li>• Have an awareness of any requirements needed to make changes in own practice and offer suggestions for improving services.</li> </ul>
<b>Health and Safety</b>	All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.
<b>Confidentiality</b>	All information relating to patients and staff gained through your employment with this Trust is confidential. Disclosure to any unauthorized person is a serious disciplinary offence.
<b>Policies and procedures</b>	To be conversant with and adhere to the policies and procedures of the Trust
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• To understand the Trusts Strategic Goals and how you can support them.</li> <li>• To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>• To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>• Take reasonable care of the health and safety of yourself and other persons</li> <li>• To contribute to the control of risk and to report any incident, accident or near miss</li> <li>• To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li> <li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
--	---

#### **Further Information for Post holder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

**Person Specification**

<b>Post Title</b>	<b>Ward Manager</b>
<b>Band</b>	<b>7</b>
<b>Division</b>	<b>Bolton</b>
<b>Location / Base</b>	<b>Bolton Mental Health Unit</b>
<b>Responsible to</b>	<b>Matron / Operational Manager</b>
<b>Accountable to</b>	<b>Assistant Director</b>
<p><b>Job Summary/Purpose</b></p> <p>The post holder will provide effective leadership and operational management to the ward ensuring the provision of high quality nursing care to all service users on the ward / department over a 24 hour period.</p> <p>To promote and maintain excellence in nursing practice. To be responsible for leading the work of the care team and the co-ordination of effective utilization and resources within the defined area.</p> <p>The post holder will be accountable to service users / patients, and operate within the Trust's framework of policies and guidelines.</p> <p>To support the Matron with the management of the clinical area.</p> <p>This role includes participation in the local on call manager rota covering out of hours periods overnight, at weekends and bank holidays.</p>	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		

<p>Attained diploma/ first- degree education.</p> <p>Must be registered with NMC, (Sub part 1).</p>	<p>Additional post-basic qualifications.</p> <p>Supervisory or Management qualifications</p>	<p>AP</p> <p>IN</p>
<p><b>Knowledge and Experience</b> - to be able to complete the duties as laid out on the Job Description</p>		
<p>The post holder should have:</p> <p>Demonstrable Band 6 experience. Experience of working for Inpatient Services</p> <p>Knowledge of issues impacting on the delivery of safe and effective single sex accommodation.</p> <p>Experience of managing staff performance and disciplinary issues efficiently.</p> <p>Experience of maintaining quality standards in one's own sphere of responsibility.</p> <p>Experience of commitment to service user and carer involvement.</p> <p>Awareness of Key Performance Indicators to support the achievement of local and national targets including PLACE, CQC, Infection Prevention.</p> <p>Awareness of policies and procedures in relation to confidentiality, information sharing and safeguarding.</p>	<p>Management experience within an inpatient setting</p>	<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>

Experience of managing bed base, reducing delays to discharge and removing internal waits.		AP, IN
		AP, IN
<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should be:</p> <p>Able to undertake and lead in the assessment, planning, implementation and evaluation of care.</p> <p>Able to undertake collaborated work within the MDT with patients, carers and other agencies.</p> <p>Able to exercise leadership.</p> <p>Able to partake in service improvement, appraisals, professional development and offer supervision to others.</p> <p>Able to inspire and motivate.</p> <p>Able to manage resources effectively and efficiently.</p> <p>Able to apply Mental Health Act 1983 in accordance with the Code of Practice and</p>	<p>Able to teach in the work place</p> <p>Able to show a knowledge of the physical healthcare needs of the client group.</p>	<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>



<p>adherence to Care Programming Approach.</p> <p>Able to apply specific management skills, for examples in quality, risk and change management.</p> <p>Able to step in to lead in the absence of the Operational Manager.</p>	<p>Able to show the process of change management.</p> <p>Able to undertake and lead on investigations and complete reports.</p>	<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>
<p><b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description</p>		
<p>Demonstrates a high degree of integrity and honesty. Previous criminal records must be disclosed.</p> <p>Has a commitment and positive attitude towards working with complex mental health needs</p> <p>Demonstrates a commitment to ongoing personal development.</p>		<p>IN, OA</p> <p>AP, IN</p> <p>AP, IN</p>

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.