

**Rotherham Doncaster and South Humber NHS Foundation Trust
Adult Mental Health**

JOB DESCRIPTION

JOB TITLE:	Deputy Ward Manager
GRADE:	Band 6
HOURS:	37.5
REPORTS TO:	Ward Manager
ACCOUNTABLE TO:	Modern Matron
BASE	Doncaster In-patient Rehabilitation and Recovery Service

1. Job Purpose

- 1.1. To inform & support the role of the ward manager, deputise in their absence, & perform delegated duties on their behalf.
- 1.2. To assist in providing professional, managerial & clinical leadership and ensure that the ward is able to provide a safe & secure environment for patients, staff & visitors at all times.
- 1.3. To be responsible for promoting & assuring robust risk assessment & management processes in partnership with the ward manager & wider MDT.
- 1.4. To support & work collaboratively with the entire MDT in order to meet the expectations of our commissioners.
- 1.5. To ensure everyone has their right to be treated with respect upheld. Also ensuring that their values and beliefs are maintained and they are treated in such a way that preserves their privacy and dignity.

2. Main Duties and Responsibilities

- The post holder will be responsible for the day to day management of the unit under the supervision of, & in partnership with, the ward manager.
- The post holder will develop & maintain effective working relationships with external agencies, ensuring that the service achieves & maintains effective & positive working relationships.

- The post holder will be responsible for developing & maintaining high standards of clinical care for all patients within the service, ensuring the physical, psychological and social needs of each patient are enabled to acceptable standards & informed by current evidence based practice.
- The post holder will be responsible for decision making in partnership with the ward manager, in response to environmental / situational changes affecting the inpatient environment, maintaining optimum staffing levels for the 24 hour period.
- The post holder will be responsible for ensuring that all qualified nurses are aware of, and comply with their professional code of conduct, reporting any issues to the Ward Manager immediately.
- The post holder will be responsible along with the ward manager, for ensuring that all staff work within the legal framework of the Mental Health Act and are aware of their professional responsibilities regarding the application of the Act.
- The post holder will be responsible for ensuring that all staff are fully conversant with, and adhere to Trust Policies and Procedures.
- The post holder will oversee and audit individual plans of care in conjunction with named nurses, patients, carers and members of the multi-disciplinary team as appropriate.
- The post holder will liaise with statutory and non- statutory agencies to achieve a high standard of recovery-focused service delivery.
- The post holder will facilitate an effective, comprehensive and consistent approach to the Care Programme Approach for patients & carers as appropriate.
- The post holder will collaborate with the MDT to ensure that high quality care is provided and that patients are cared for utilising the least restrictive clinical practice.
- The post holder will participate in the achievement of required quality assurance in partnership with the ward manager.

Education

- The post holder will actively participate in all aspects of managerial and clinical supervision and develop an annual professional development plan. They will also ensure that all nursing staff receive regular supervision and personal development reviews in accordance with relevant Trust policies, in partnership with the ward manager.
- The post holder will help to ensure an effective & safe learning environment for all learners, providing opportunities for the implementation and achievement of planned objectives and assessing competency.
- The post holder will maintain their own registration requirements in accordance with PREPP and NMC Regulations.
- The post holder must successfully undertake required PMVA & ILS training annually.
- The post holder will be responsible for ensuring that they complete all required mandatory training, along with all other members of the nursing team & take appropriate action where necessary, in conjunction with the ward manager. They will also actively contribute to the service training plan.
- The post holder is responsible for facilitating evidence based, recovery focused care within the nursing team.

Other

- The post holder will actively participate in any projects, audits or developments as required.
- The post holder will ensure that clinical practice remains recovery focused, evidence based & quantifiable using appropriate assessment tools & outcome measures.
- The post holder will ensure compliance with Health and Safety at work and COSHH Regulations along with the ward manager.
- The post holder will be involved in the investigation of any appropriate incidents or complaints relating to the ward and implement any actions arising from the outcome, in accordance with relevant policy and procedures, as directed by the ward manager.
- The post holder will assist with monitoring and co-ordinating the ordering of supplies and equipment.
- The post holder will be responsible for ensuring that all relevant incidents are recorded and managed using the Trust IR1 reporting system in conjunction with the Ward Manager.
- The post holder will assist new members of staff in induction and orientation to service areas.
- The post holder will demonstrate a high standard of practice and clinical expertise in rehabilitation & recovery services, providing an appropriate role model for all staff.

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

The post holder will comply with safety instructions and policies of Rotherham Doncaster & South Humber NHS Foundation Trust.

The post holder will use equipment and facilities provided by the Trust in a safe & proper manner.

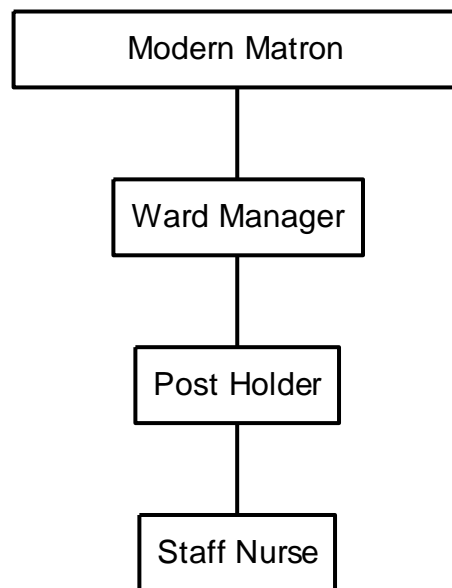
The post holder will refrain from the wilful misuse or interference with anything provided in the interest of health and safety and any action, which may endanger self or others.

The post holder will report all hazards and defects to the ward manager and modern matron as soon as possible.

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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Adult Mental Health**

PERSON SPECIFICATION

POST: Deputy Ward Manager
GRADE: Band 6

DEPARTMENT: Mental Health Inpatient Rehabilitation

FACTOR	ESSENTIAL	DESIRABLE
Training & Qualifications	<ul style="list-style-type: none"> • RMN (current NMC registration) • Mentor Preparation qualification or equivalent • Evidence of continued professional and personal development 	<ul style="list-style-type: none"> • Additional Specialist training relevant to those with mental health problems
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with people who experience serious on-going mental health problems • Experience of working in a multi-disciplinary team in a clinical leadership role • Experience of applying the tenet and principles of the Recovery Model in clinical practice • Experience of supporting and managing a team within clinical, managerial and safeguarding supervision 	<ul style="list-style-type: none"> • Experience of contributing to policy and procedure development and implementation • Experience of managing and supervising other staff
Relevant Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Demonstrable effective leadership skills • Proven ability in the application of PBS plans and attendant risk assessments, and care planning • Ability to work in a multidisciplinary team • Understanding of the 1983 Mental Health Act and Mental Capacity Act • Excellent knowledge and management of Physical Health Care needs. • Excellent time management skills and ability to prioritise • Ability to interpret research 	<ul style="list-style-type: none"> • Knowledge of change management • Skills in CBT or family work • Research and audit skills • Group facilitation skills • Report writing skills

	and apply to practice <ul style="list-style-type: none"> • Ability to supervise and motivate others. 	
	Knowledge around rehabilitation transformation within RDASH	
Physical Characteristics	Ability to participate in physical interventions (PMVA)	
Personal Attributes	<ul style="list-style-type: none"> • Effective Team Player • Effective leader • Exemplifies the fundamental values of the NHS/ RDASH vision and values 	