

BRYN HESKETH UNIT - COLWYN BAY

JOB DESCRIPTION

JOB DETAILS

Job Title:	Deputy Ward Manager
Grade:	Band 6
Hours of Work:	24 hours per week
Department:	Bryn Hesketh Ward
CPG:	Mental Health and Learning Disability Division
Base:	Bryn Hesketh Unit, Hesketh Road Colwyn Bay

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Matron OPMHS
Reporting to:	Ward Manager
Responsible for:	<ol style="list-style-type: none">1. Overseeing the day-to-day management and smooth running of the ward.2. Supervising all lower grades of nursing staff within the ward, including student nurses and other staff on placement within the department.3. In the absence of the Ward Manager, to supervise and offer day to day clinical and nurse management to the Ward.4. To Share with Ward Manager the responsibility for ensuring that all Mandatory training is up to date and to bring concerns to the attention of the Unit Manager.5. To share with the Ward Manager the responsibility of ensuring that all Personal Development Reviews and management supervision of lower grade staff are undertaken and to bring concerns to the attention of the Ward Manager.

JOB PURPOSE

The role of nurse at Band 6 is to assist the Ward Manager in delivering the day-to-day running of the service, including ensuring the ethos of the service is conducive to patient care. The post-holder will take charge of the day to day Clinical and Nurse Management of the ward and to offer clinical and managerial support to the Day Hospital in the absence of senior staff. The post holder will be expected to cover for the Ward Manager on an occasional basis, and to foster harmonious working relationships within the Multi disciplinary team.

In line with current research and best practise, you will be responsible for overseeing the assessment of care needs and the development, implementation and evaluation of programmes of care in a multi disciplinary setting, with minimal supervision.

Being a Keyworker to a group of patients you will be expected to carry out all relevant forms of care, which will involve caseload management of a number of clients, and caseload supervision of staff at

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lower grades.

The post holder will also supervise junior staff and be able to teach qualified and unqualified staff including basic and/or post basic students.

The Post holder will be expected to work flexibly within a 7-day / 24 hour service and be part of the duty nurse roster.

DUTIES AND RESPONSIBILITIES

Managerial / Leadership

- To take charge of the day to day running of the ward, and to collate and maintain statistical information and records as directed by the Ward Manager in relation to staff and patient activity.
- When deploying staff and allocating clinical teams to specific patients ensure that the competencies within the team are appropriate to the care required by that group of patients. Where there is an identified shortfall in expertise, either in individual staff or the staff as a whole, where possible remedy the deficiency by direct teaching or reporting the training need to the Ward Manager.
- To assist in the development of nursing and other local policies.
- To effectively and efficiently deploy staff and supervise their work, ensuring that their competencies are appropriate to the care required.
- To assist in the selection and recruitment of nursing staff including the development of adverts, job descriptions, person specifications and participating in interviews.
- To take responsibility to the professional well being of all staff, by being available and willing to discuss openly problems and dilemmas. Encourage all staff to develop to use their own initiative within the controlled situation and to contribute to the promotion so good relationships between colleagues within the team.
- To ensure that agreed standards are met, or initiating action where performance falls below agreed level.
- To monitor sickness absence of Nursing staff within the ward, and to undertake return to work interviews with staff.
- To monitor and evaluate health, safety and security of self and others and implement best practice in the clinical area.

Clinical responsibilities

- To manage and participate in the assessment, planning, implementation and evaluation of care plans for individuals and/or groups of patients/clients and work as a named Nurse within a multi disciplinary framework.
- To ensure that the care to be given is achieved in the most efficient and effective Manner, commensurate with sensitivity to patient needs.

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- To carry out duties with sensitivity to the needs of the patient/client/relative and ensure that all relevant and required information is made available to them and that relevant clinical and social information is given to the Ward Manager on his/her return to duty.
- To report changes in the patient/client's condition or behaviour to medical staff or other disciplines as appropriate within the parameters agreed with the Ward Manager.
- To prepare and present clinical reports as required.
- Ensure that patients and carers / relatives are involved in the planning and delivery of care.
- To liaise with the Multi-disciplinary team and other Keyworkers as necessary ensuring effective communication between all persons involved to ensure that patient needs are met, especially in relation to ongoing care needs and discharge arrangements.
- Recognise and respond appropriately to urgent and emergency situations.
- To participate in the duty nurse roster.

Education and Development

- Provide and promote learning environment for nursing staff.
- Maintain own expert skills and knowledge and contribute to the development of others.
- Under the direction of the Ward Manager, provide advice, guidance and education to other professionals/agencies within the post holder's own clinical area when it is appropriate to do so.
- To receive and give Clinical supervision and participate in personal review process, aiding in reflection and acting as mentor to student nurses and lower grade staff.
- Contribute to the monitoring of compliance of Nursing Staff with regard to Mandatory training and PREP requirements, maintaining records of training and development undertaken.
- Assist in the induction and training of newly appointed staff and liaise with other work areas to ensure that staff are appropriately prepared for work in these areas.

Clinical Governance

- To work within the agreed policies and procedures of Betsi Cadwaladr University Health Board and within the Professional Code of Conduct of the Nursing & Midwifery Council.
- Ensuring the agreed standards are met and making sure that priorities are agreed and understood by the care teams. Where acceptable standards of care cannot be achieved, either through shortage of time, equipment or manpower, this is

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brought to the attention of the Ward Manager.

- Assist in the management of risk, i.e. Risk assessments, reporting of incidents and near misses and ensure that all incidents are appropriately actioned to maximise the benefits to patient care.
- Ensure that all reasonable precautions for a safe and secure environment for self and others in accordance with Health & Safety legislation, reporting any areas of concern to the Ward Manager.
- Participate in the monitoring of standards and quality of nursing care through benchmarking, audit and the development and implementation of the action plan based on research or best practice.
- Promote people's equality, diversity and rights.

Personal Responsibilities

COMPETENCE

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Health Board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of the Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Health Board (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the health Board). You should consult your manager if you have any doubt as to the correct management of records with which you work.

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HEALTH AND SAFETY REQUIREMENTS

To comply with current Health & Safety Legislation, and to monitor and bring to the attention of the Unit Manager any concerns regarding breaches in Health & Safety within the department.

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

CONFIDENTIALITY

All employees of the Health Board are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.

The Management of the Mental Health & Learning Disabilities CPG reserve the right to relocate staff to meet service need and to meet changing demands placed on the service.

This job description is subject to change and is periodically reviewed in response to changing service needs. The Health Board therefore reserves the right to amend the above in consultation with the post holder.

Date Prepared: 03.04.2017

Agreed By:

Employee's Name and Signature:

Manager's Name and Signature:

Date:

Date:

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Person Specification

Job Title:

Deputy Ward M Grade: **Band 6**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">❖ First Level Registration – Registered Nurse (Mental Health).❖ Degree in Nursing Practice.	<ul style="list-style-type: none">❖ Other post registration qualifications relevant to the service provision and client group.	<i>Current registration / Certificates / Application form</i>
EXPERIENCE	<ul style="list-style-type: none">❖ <i>Has demonstrated an ability to work as Nurse in Charge and lead a team of less experienced / untrained staff for significant periods in the absence of the person having continuing responsibility.</i>❖ <i>Experience of working in the capacity of Mentor or Assessor.</i>❖ Experience of managing a caseload and of supervising the caseload of more junior staff.	<i>Experience of working within Older Persons Mental Health Services</i>	Application Form / Interview / References.
SKILLS	<ul style="list-style-type: none">❖ Can demonstrate effective interpersonal and liaison skills and communicate effectively with colleagues and client group.❖ Excellent organisational skills.❖ Ability to produce written reports.❖ Well developed clinical skills❖ Ability to be creative and deploy a positive approach to problem solving.	<ul style="list-style-type: none">❖ Has been actively involved in managing or leading change process within a department.	Application Form / Interview / References

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KNOWLEDGE	<ul style="list-style-type: none"> ❖ <i>Evidence of well developed clinical knowledge.</i> ❖ Can demonstrate exceptional knowledge and understanding of mental health issues affecting older people and is familiar with latest current and National Guidelines and best practice relating to individual nursing interventions / group interventions for the assessment and treatment of both Organic and Functional type illness. 	<ul style="list-style-type: none"> ❖ Other post registration qualifications relevant to the service provision and client group. ❖ Knowledge of standard setting and audit implementation. ❖ Knowledge of Clinical Governance processes. 	<p>Application Form / Interview / References.</p>
OTHER (Please Specify)	<ul style="list-style-type: none"> ❖ Is able to contribute to service and personal development through the PADR / KSF process. ❖ Is supportive of management initiatives and will contribute within a culture of change. ❖ Can work closely with colleagues to provide comprehensive, consistent care giving. ❖ Is prepared to be a team player. ❖ Holds a full clean driver licence and a willingness to drive the Unit Mini-bus following appropriate instruction. ❖ Is prepared to be flexible in relation to rostering and to work flexibly within a 7-day /24 hour service and to work as part of the duty nurse rota. 	<ul style="list-style-type: none"> ❖ Ability to communicate through the medium of Welsh Language. ❖ ECDL or evidence of Basic computer skills. 	<p>Application Form / Interview / References / Document Check</p>

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