

Job Description

Section 1 Post Details

Job Title: **Deputy Ward Manager**

Payband: **Band 6 (AFC)**

Section 2 Post Details

Division: **Acute Care**

Department: **Clinical Decisions Unit (CDU)/Hotline**

Accountable to: **Divisional Director**

Reports to: **Ward Manager**

Job Summary

The Network Services Directorate delivers outpatient Systemic Anti-Cancer Treatments (SACT) and supportive therapies for both solid tumours and haemato oncology malignancies across a six day service and in a number of areas, to include:

- CCC Liverpool
- CCC Aintree
- CCC Southport
- CCC Wirral
- CCC Chester
- CCC Halton
- CCC Private Unit Wirral
- CCC Private Unit Liverpool
- Clatterbridge in the Community .

A permanent base location will be allocated however the post holder may be required to cross cover in all of the areas, depending on the needs of the service – all travel expenses will be reimbursed. This also means that hours of working may change to fit the needs of the service to ensure there is management cover at all times.

The post holder will be responsibility to support senior colleagues, and take charge of the ward in the absence of the Ward Manager.

In the absence of the Ward Manager, the post holder will be responsible for the overall Management of the department. This post holder will provide clinical leadership to support the delivery of evidence based patient centered care. They will take responsibility for the Quality Management of their designated areas with a specific emphasis on Infection Control and Patient Safety.

Job Description

The post holder will be responsible for safely assessing, evaluating and administering treatments to patients who require outpatient SACT and supportive therapies.

The post holder will supervise junior staff and participate in the teaching and assessing of pre and post registration students.

Job Description

SECTION 3 KEY RESPONSIBILITIES

1. Key Responsibilities

Principal Duties and Responsibilities

1. Responsibility to ensure all nursing care is carried out as determined by the treatment plan.
 2. Responsibility to ensure SACT treatment assessments are regularly updated reflecting evidence based practice.
 3. Responsibility to provide accurate information to patients and relatives regarding treatment and side effects.
 4. Responsibility to ensure that all patient information is collected and documented accurately and in real time, during a span of duty.
 5. Responsibility to work as an autonomous practitioner as well as part of a team.
 6. Responsibility to provide accurate reports both verbally and electronically.
 7. Responsibility to ensure that all nursing policies, procedures and protocols within the clinical environment are adhered to.
 8. Responsibility for the safe handling and administration of all SACT, supportive treatments and blood products according to Trust policy.
 9. Responsibility to work across the Directorate to ensure safe staffing levels.
 10. Responsibility to ensure that all radiation guidelines are adhered to.
 11. Responsibility to ensure compliance with all Infection, Prevention and Control policies are strictly adhered to.
 12. Responsibility to make treatment and or deferral decisions based on the patients SACT assessment, Trust protocol, patient presentation and blood results.
 13. Responsibility to escalate any patient safety issues to include safeguarding concerns to the relevant teams.
 14. Responsibility to inform the appropriate medical teams regarding a change in a patient's treatment pathway
- Responsibility to independently assess a patient. Responsibility to recognise and work within the limits of your competencies. Act as an expert practitioner within the appropriate speciality, participating in direct patient care and demonstrating an advanced level of practice and knowledge. Participate in audits and implement change, based on audited outcomes. Participate in the recruitment, selection and appraisals of junior staff.

Job Description

2. Communication	Communication <ol style="list-style-type: none">1. Communicate in a sensitive and factual manner to guide patients and carers through their treatment pathway. To deal with empathy with progressive disease, failure of treatment and preparation for the terminal stages of illness.2. Report incidents and concerns in an open and honest manner.3. Communicate confidently as part of the Multidisciplinary team.4. Communicate respectfully to colleagues and patients.5. Respect confidentiality at all times, particularly with regard to sensitive personal data.6. Maintain accurate and legible documentation.
3. Special Working Conditions	Special Working Conditions <ol style="list-style-type: none">1. On a daily basis are exposed to cytotoxic drugs.2. Responsibility to ensure that the appropriate personal protective equipment (PPE) is worn in line with Trust policy.3. On a daily basis support patients and relatives who are being treated for cancer.4. On a regular basis care for patients and their families who have received bad news and are having difficulty coping with their condition.5. On a daily basis be exposed to blood or other bodily fluids.6. On a daily basis are exposed to unpleasant odours.7. On a daily basis use a Visual Display Unit (VDU).8. There may be times when you may be exposed to difficult situations and aggressive behaviour. The Trust has a zero tolerance policy in place.
4. Education and Development	Education and Development <ol style="list-style-type: none">1. Employees will be entitled to an annual Appraisal and progression should be based on suitable work performance.2. Be aware of own learning needs and limitations from the appraisal process.3. With guidance, be able to reflect on own experience and identify own learning needs, actively seeking to meet those needs through the appraisal process.4. Participate in clinical supervision to facilitate reflective practice and thus improve standards of care and own professional accountability and responsibility.

Job Description

	<ul style="list-style-type: none">5. Support all staff across the directorate in order to encourage best practice and provide specialist support and mentorship.6. Be personally accountable and responsible for maintaining mandatory and statutory training compliance.7. Must be willing to complete the university accredited Clinical Examination and Clinical Diagnostics.
5. Professional Accountability and Responsibility	<p>Professional Accountability and Responsibility</p> <ul style="list-style-type: none">1. Responsibility to be professionally and legally accountable for all work undertaken.2. Be accountable for your decisions to delegate tasks and duties to other people.3. Responsible for maintaining your own professional registration.4. Responsibility to keep mandatory and statutory training compliance in date.5. Responsibility to adhere to the Nursing and Midwifery Council (NMC) professional standards of practice and behaviors for nurses, midwives and nursing associates.6. Professional responsibility and accountability to display the Trusts core values and behaviors at all times.
6. Leadership	<p>Supervisory and Managerial Responsibilities</p> <ul style="list-style-type: none">1. Deputise for the Ward Manager in the management and organization of the unit.2. Responsibility for the supervision of junior staff and students.3. Support the Ward Manager to maximize the best use of clinical resources, implementing best practice.4. Responsibility to support the education and development of all staff including students.5. Support the Ward Manager with the monitoring of performance of staff ensuring that learning needs are identified through personal development and PADR.6. Responsibility to participate in education and training programmes.7. Responsibility to keep the Ward Manager informed of any changes to capacity.8. Responsibility to report all incidents via the CCC Datix reporting system.9. Responsibility to support all members of the team with all aspects of their role.

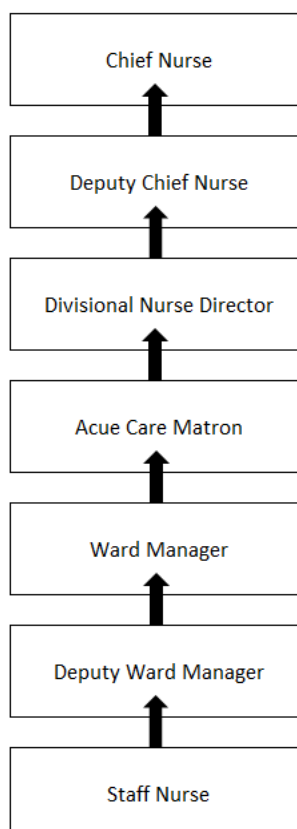
Job Description

10. Takes delegated responsibility for ensuring the maintenance of high standards of nursing care.

11. Responsibility to take an active role in Clinical Governance issues within the area of responsibility.

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical key responsibilities of the post. It may be reviewed from time to time to ensure that it relates to the job as then being performed, or to incorporate required changes. This process will be conducted in consultation with the post holder in line with the Trust Job Evaluation Policy and Process.

Departmental Organisation Chart



Job Description

SECTION 4 PERSON SPECIFICATION

	Essential	Desirable
Qualifications:	<p>First level Registered Nurse</p> <p>Professional Registration with Regulatory body</p> <p>First level Degree in Healthcare or relevant subject</p> <p>NMC approved mentor course/or equivalent Intermediate Life Support Qualification</p> <p>Leadership Qualification / Experience or working towards</p> <p>Working towards or willing to undertake Clinical exam and MP modules at level 7</p>	<p>Chemotherapy Course</p> <p>Advanced Life Support</p> <p>Advanced Communication Qualification</p> <p>MSc modules in Advanced Nursing Practice or working towards</p> <p>Non-Medical prescribing qualification with portfolio supporting attainment of competency</p>
Knowledge and Expertise:	<p>Knowledge of national standards of, policies and working knowledge of clinical governance</p>	<p>Knowledge of clinical practice and oncology treatments include treatment side-effects</p>

Job Title:
Job Evaluation Reference Number:

Version Number:
Date of Issue:

Job Description

	Understanding of evidence based practice and ability to critically appraise and implement research findings into practice	
Experience:	<p>Relevant post Registration experience, which should include a variety of specialities such as Oncology, Acute care, Emergency medicine, General Medicine</p> <p>Experience of managing a variety of medical problems including acutely unwell patients</p>	<p>Experience of participation in research and audit</p> <p>Minimum of 5 year post registration experience, 2 of which will be Band 6 or above</p>
Key Skills and Attributes:	<p>Able to work without supervision and use initiative</p> <p>Ability to supervise, motivate, inspire and support teams within area of practice</p> <p>Excellent leadership and communication skills with an ability to deal with distressing and conflicting situations</p> <p>Excellent organisational skills and have an ability to manage own workload,</p>	<p>Evidence of extended practice skills including venepuncture, cannulation CVAD/TVASD care, male catheterisation within scope of practice.</p> <p>ECG recording and interpretation Ability to create and support the learning environment</p> <p>Ability to compile concise and accurate reports verbally, written and via electronic patient records</p>

Job Description

	<p>prioritise and work under pressure within changeable deadlines.</p> <p>Able to work in, and promote, good partnerships within the multi-disciplinary teams and across trusts</p> <p>Be motivated and dynamic and have a desire to develop the role further</p> <p>IT skills</p>	
Work Related Circumstances	<p>Required to carry out manual handling</p> <p>Able to develop and maintain positive working relationships</p> <p>Flexibility with rotational shift pattern to provide an effective service to clinicians and patients</p> <p>Travel independently across the Trusts sites</p> <p>Work flexibly in accordance to service needs</p> <p>Able to demonstrate the Trust core values and behaviours in day to day approach to work</p>	<p>Ability to utilise PowerPoint, word and excel.</p>

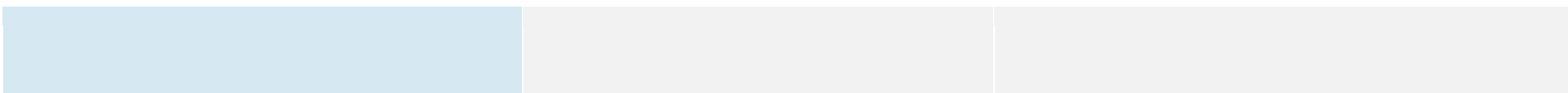
Job Title:

Job Evaluation Reference Number:

Version Number:

Date of Issue:

Job Description



Job Title:
Job Evaluation Reference Number:

Version Number:
Date of Issue:

SECTION 4

1. Trust Mission & Values

The Trust's values support our mission to drive improved outcomes and experience through our unique network of specialist cancer care across Cheshire and Merseyside.

Our Values represent who we are and what we believe in. They define how we act to deliver the best possible care for our patients and shape The Clatterbridge Cancer Centre as a great place to work.

Our values are;

We are:

- Kind
- Empowered
- Responsible
- Inclusive

2. Health and Safety

The Trust will take reasonably practical steps to ensure your health, safety and wellbeing at work. You must familiarise yourself with Trust health and safety policies. It is your legal duty to take care for your own health and safety as well as that of others.

3. Infection Control

All employees are expected to follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique and to be aware of and follow all Trust infection control guidelines and procedures relevant to their work.

4. Equality and Diversity

All employees must demonstrate a positive attitude to the Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and will treat patients, colleagues and members of the public with dignity and respect.

5. Competency of Health Professionals

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in continuing professional development.

6. Partnership

To work in partnership to achieve Trust objectives and promote a culture of working together through good communications, openness and honesty.

7. Safeguarding

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection. You must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts child protection and safeguarding procedures.

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the DBS. All staff required to have a DBS disclosure for their post will undergo a check every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

8. Mandatory Training

Mandatory training relates to information and/or training regarding the management of general and specific risk. All staff are required to attend mandatory training which is relevant to their role as identified in the Trust's risk management mandatory training matrix.

9. Data Protection, Information Security and Confidentiality

There are several Trust policies relating to data protection, information security and a Code of Conduct for the handling of person identifiable information. All staff must protect the Trust's information, information assets, systems and infrastructure. During the course of your employment you may have access to, see or hear information of a confidential nature. You are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should only be disclosed to authorised people in accordance with NHS confidentiality guidelines (Caldicott) and the Data Protection Act 2018, unless explicit written consent is given by the person identified or where information sharing protocols exist. Any failure to comply with this term of your employment will be treated as an act of misconduct under the Trust Disciplinary Policy. Staff must maintain their knowledge of the principles of data protection and information security.

10. Code of Conduct

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's Disciplinary Policy) up to and including dismissal. In addition, managers are required to carry out their duties in a manner which complies with the code of conduct for NHS Managers Directions 2002.

11. Research Governance

Research and development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

12. Smoking

The Trust is a smoke free site and therefore smoking is not permitted anywhere on the Trust site (this includes electronic smoking devices). Employees are not permitted to leave the Trust site to smoke during their contractual hours except during localised agreed breaks. If staff smoke off site, uniforms and any Trust identification must be fully covered to ensure that they cannot be recognised as Trust staff.

13. Travel Requirements

In line with business needs and requirements of the post you must be able to demonstrate potential travel requirements.

14. On-call

The post may require you to participate in an on-call rota. In these circumstances your line manager will inform you of the pattern and regularity of this commitment and reimbursement will be in line with Trust terms and conditions.

Additional Information for Job Matching Process

Please submit this form with your Job Evaluation Form, Job Description and Person Specification in order to assist the panel in successfully matching your post.

Physical Skills:	There is a need for manual dexterity and accuracy in performing clinical skills, procedures and tasks (operating medical devices etc). A high level of clinical skill will be required including advanced procedures such as acquiring blood samples for Arterial Blood Gases. This should be carried out safely under supervision until appropriately competent
Physical Effort:	Moderate physical effort in caring for patients within the clinical environment predominantly within the inpatient wards Need for manual dexterity and accuracy in performing clinical tasks (operating medical devices etc)
Mental Effort:	To be able to maintain concentration for frequent periods of time. The role involves a high level of unpredictability related to the unplanned nature of acute oncology work. The post holder must be able to prioritise workload and may face frequent interruptions. The ability to develop policies, guidelines and care pathways requires the ability to concentrate for extended periods of time.
Emotional Effort:	To have regular direct exposure to distressing or emotional circumstances where patients/carers/colleagues are very distressed. This includes assessing very unwell patients and supporting patients, families and other health professionals during times of great distress (disease progression, life threatening complications etc)
Working Conditions:	Exposure to unpleasant conditions within the clinical environment. Manage conflict and potential verbal aggression. Work on a VDU