

Job Description

Post Title	Deputy Ward Manager
Band	Band 6
Directorate	Manchester Older Adults InPatient
Location/Base	Cavendish Ward, Laureate House
Responsible to	Ward Manager
Accountable to	Senior Manager
Job Summary/Purpose 1. Based on Acute/Older People's Mental Health Services, reporting to the Ward Manager for operational issues. 2. The post holder will provide effective line management. 3. Providing effective clinical leadership you will be required to lead, teach, supervise and support junior colleagues. 4. The post holder will be required to keep up to date with evidence-based interventions within the acute inpatient setting and play a key role in the development of the services.	

Main Duties & Responsibilities

Heading	Duty/Responsibility
Professional	<ul style="list-style-type: none"> <input type="checkbox"/> Assess, plan and implement Care Programmes of patients on the ward. <input type="checkbox"/> Maintain custody of drugs and records, in accordance with national and local procedures. <input type="checkbox"/> Ensure that clinical procedures are carried out on the ward in accordance with Trust policy, also any extended role practices, as required. <input type="checkbox"/> Report to Ward Sister/Charge Nurse/Manager any staff with training deficiencies. <input type="checkbox"/> Assist the medical staff in patient treatments and participate in review, as required. <input type="checkbox"/> Ensure that the patients are treated in accordance with the Mental Health Act 1983, and other legal statutes affecting nursing practice. <input type="checkbox"/> Maintain personal contact with patients and deploy staff, when in charge of a shift, in a way as to ensure maximum patient contact. <input type="checkbox"/> Ensure that patient's relatives and visitors are dealt with and reported to effectively. <input type="checkbox"/> Ensure that all UKCC and PREP requirements are met.

	<ul style="list-style-type: none"> <input type="checkbox"/> To maintain up to date knowledge of current trends, practices and research in mental health nursing. <input type="checkbox"/> To participate in research and development. <input type="checkbox"/> To maintain and uphold professional standards within the service.
	<ul style="list-style-type: none"> <input type="checkbox"/> To act as clinical supervisor and mentor for learner nurses and junior staff. <input type="checkbox"/> To receive a regular clinical supervision. <input type="checkbox"/> To give presentations/talks and teach on Mental Health issues as requested. <input type="checkbox"/> Attend statutory training annually in line with Directorate policy. <input type="checkbox"/> Maintain and update a professional portfolio.
Management	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the policies of the department are adhered to with regard to the reception and discharge of patients. <input type="checkbox"/> Have regard for the provisions of the Health and Safety at Work Act, ensuring that this is adhered to and report defects to the Ward Sister/Charge Nurse/Manager. Ensure that a safe working environment is maintained during your duty. <input type="checkbox"/> Maintain ward stocks and equipment, in accordance with ward practice. <input type="checkbox"/> Maintain delegated responsibility for the overall cleanliness of the ward during a span of duty. <input type="checkbox"/> Deal with patient's property in accordance with agreed Trust Procedure. <input type="checkbox"/> Hold fire bleep and take messages for Senior Nurse as required. <input type="checkbox"/> Participate in appraisal/IPR. <input type="checkbox"/> To participate in the planning, development and improvement of the service. <input type="checkbox"/> As required audit policies and procedures within Mental Health field. <input type="checkbox"/> Keep abreast of national trends and policy developments in health care and health care research and service provision to inform developments within the Directorate and Trust. <input type="checkbox"/> To assist in the recruitment and induction of staff, as required. <input type="checkbox"/> Report accidents, complaints and untoward incidents in accordance with Trust Policy.
Clinical	<ul style="list-style-type: none"> <input type="checkbox"/> Assess, develop, implement and evaluate programmes of care, ensuring the involvement and agreement of the patient. <input type="checkbox"/> To ensure the patient is fully informed about and involved in the development, implementation and evaluation of their care plan. <input type="checkbox"/> To provide effective evidence based interventions. <input type="checkbox"/> To work collaborative with all disciplines and agencies involved. <input type="checkbox"/> To supervise, advise and guide junior staff, as required. <input type="checkbox"/> Actively promote meaningful user involvement.

	<input type="checkbox"/> Act in accordance with practice placement standards for learner nurses, cooperate with the practice placement manager in the evaluation and participate in educational audits. <input type="checkbox"/> To be accountable for delivery of nursing care within all areas of responsibility. <input type="checkbox"/> Undertake assessment, supervision and teaching of clinical and support/other staff, consistent with the requirements of their role and appropriate to their needs.
General	<input type="checkbox"/> Health and Safety All employees have a duty to take reasonable care to avoid injury to themselves or to others and to cooperate with the Trust in meeting its statutory requirements.
Confidentiality	<input type="checkbox"/> Confidentiality All information relating to patients and staff gained through your employment with this trust is confidential. Disclosures to any unauthorised person is a serious disciplinary offence. Any other general requirements as appropriate to the post and location. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.
Trust Mandatory Ongoing Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage	<input type="checkbox"/> To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. <input type="checkbox"/> To understand and comply with all Trust policies, procedures, protocols and guidelines. <input type="checkbox"/> To understand the Trusts Strategic Goals and how you can support them. <input type="checkbox"/> To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. <input type="checkbox"/> 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 <input type="checkbox"/> To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders. <input type="checkbox"/> To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role. <input type="checkbox"/> 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. <input type="checkbox"/> To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.

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| | <ul style="list-style-type: none"> ❑ 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. ❑ Take reasonable care of the health and safety of yourself and other persons ❑ To contribute to the control of risk and to report any incident, accident or near miss ❑ To protect service users, visitors and employees against the risk of acquiring health care associated infections. ❑ 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. |
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Further Information for Postholder(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

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.

Drawn up by: Ruth Walters
Designation: Ward Manager
Date: 22/01/2024