# JOB DESCRIPTION

## 1. Job Details

| | |
|---|---|
| Job title | Deputy Ward Leader |
| Job grade | Band 6 |
| Hours | 37.5 |
| Reports to | Ward Sister |
| Division | Medicine |
| Department/Area | Ward 51 |
| Location | Sherwood Forest Hospitals NHS Foundation Trust |

## 2. Job Purpose

'The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.'

The post holder will act as Deputy to the Ward Sister and will be required to:
- Act as the Deputy to the Ward Sister, regularly taking charge of the ward and ensuring that the standards and quality of care given to patients, together with the environment in which care is delivered, are maintained at a high standard.
- Be an effective leader and role model and will be expected to provide regular direct clinical care and use experience to support the implementation of both clinical and non-clinical governance.
- Work flexibly as a member of the ward team and in support of the Ward Sister to ensure standards are being maintained, evaluated, and where necessary improved.
- Utilises and integrates evidence into practice.

## 3. Role of the Department

We are looking for a highly skilled and motivated practitioner with excellent leadership qualities to join our team. Relevant experience and knowledge is essential, along with an interest in teaching and developing junior staff. We have a 24 bedded ward to meet the needs of our most vulnerable patients.

## 4. Organisational Chart

Deputy Director of Nursing Services
|
Head of Nursing
|

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                        Matron
                          |
                     Ward Leader
                          |
                  Deputy Ward Leader
                          |
                   Registered Nurse
              ┌───────────┴───────────┐
        Student Nurses            Health Care
                                 Support Workers
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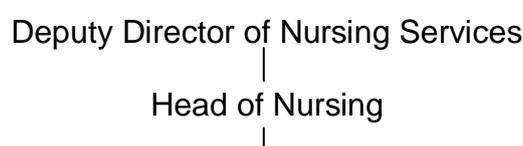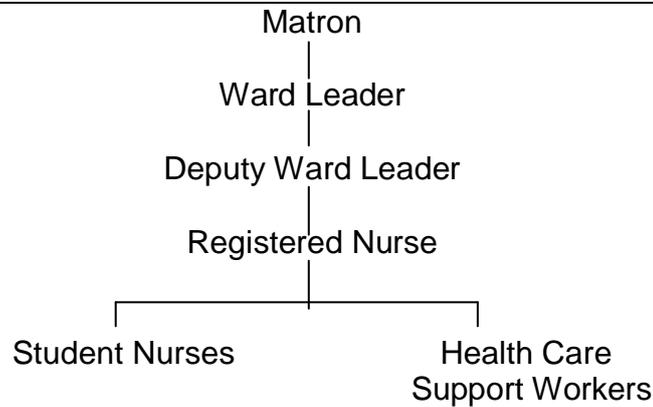
## 5. Key Result Areas

- Ensure high quality, evidence-based care is offered to patients and, in collaboration with the Ward Sister, identify the common issues which affect the quality of care, devising clear action plans to address any shortcomings ensuring agreed action is undertaken.
- In collaboration with the Ward Sister, ensure that the patient has a satisfactory experience by evaluating patient processes and redesigning the pathway of care.
- During regular clinical sessions, act as a role model and teacher, working alongside other staff including visiting all patients in the ward in the absence of the Ward Sister.
- Work with the Ward Sister to identify hazards relating to clinical and non-clinical risks and undertake identified risk assessments. Ensure that junior staff also see this as important by maintaining a culture which will support the delivery of both clinical and non-clinical governance within the ward or department. Develop action plans accordingly in order to provide a safe environment for the delivery of high quality patient care.
- Ensure that all nursing documentation is regularly and appropriately reviewed and updated with changes implemented.

## 6. Physical and Mental Skills

- The post holder will communicate complex and sensitive patient information to colleagues, patients, and relatives where tact, persuasion, diplomacy, and empathetic skills are required when discussing information of a clinical nature.
- Participate in a communication strategy which enables effective, two-way communication between the clinical area and the division.
- Be able to demonstrate clear lines of communication within a defined clinical area which result in clear responsibilities being identified within the multi-professional team.
- Provide an authoritative and credible source of knowledge and specialist clinical advice and support to the team. Assisting in the establishment, motivation and development of the clinical team with a clear focus and direction.
- Be a visible point of contact for patients, visitors, relatives and staff acting as a resource for problems and needs to able to clearly present the patient's view to others.
- Analytical and judgemental skills are required for assessing and evaluating complex patient conditions and ensuring appropriate action is taken. Co-ordinates the delivery of care within the clinical area, making adjustments and reprioritising as necessary.
- Evaluates and implements individual care programmes, and undertakes patient discharge planning involving other agencies as required.
- Organises own time and that of other staff.

- Support the Ward Sister in ensuring the development and on-going management of work rosters that provide appropriate safe staff cover in line with the Safer Staffing Standard Operating Procedure.
- Highly developed physical skills are required to undertake clinical workload including venepuncture, intravenous injections, catheterisation, and removal of sutures as required.

## 7. Responsibilities of the Post Holder

- The post holder will contribute to policy and practice changes, and implement policies to staff within own work area.
- Encourage staff to be involved in service changes and developments using processes defined within the division.
- Support the Ward Sister in managing the ward budget, to ensure effective use of resources and a balanced budget at the end of each year.
- Responsible for maintaining stock and ordering through procurement. Handles patient valuables on a regular basis.
- Ensure all staff in the defined clinical area are competent in the use of equipment and have access to appropriate training.
- Encourage ward staff to be involved in the management of resources, by effective use of clinical and non-clinical supplies and understanding of financial issues.
- Responsible for the day to day management of a group of staff, this can include meaningful appraisals, recruitment and selection, undertaking first level disciplinary and grievance issues, work allocation and checking, and ensuring appropriate training is delivered to staff.
- Undertake a Training Needs Analysis within the defined clinical area, linked to the performance management process and collate the results on an annual basis to inform the training plan for the area, delivering suitable induction and preceptorship programmes for newly qualified staff.
- Involvement in a programme for performance management that ensures all staff within the clinical area are assessed annually which includes ensuring that all staff have a Personal Development Plan.
- Identify opportunities for staff to access appropriate education and training programmes, and other relevant learning opportunities such as shadowing, mentoring and action learning, ensuring equity and fairness of access.
- Encourage a culture of learning where students receive quality clinical placements supported by mentorship, teaching and support from Registered Nurses and act as a mentor/sign off mentor. Be a major contributor in maintaining an environment conducive to learning and development.
- Ensure that all staff within the ward undertakes the required mandatory training including back care and handling, cardiopulmonary resuscitation and fire.
- Ensure clinical supervision within the clinical area is actively supported and staff encouraged to avail themselves of it.
- Participate in the recruitment and selection process for staff in collaboration with the Ward Sister as appropriate.
- Ensure that, where appropriate, information is maintained and kept in an appropriate place and that accurate records are maintained and stored in accordance with Trust and National policy.
- Produce timely, accurate written / electronic records and documents.
- Co-operate with and participate in research in order to improve patient care. Develop a culture that ensures the contribution to research and the use of evidence to support innovation and practice at ward level. Lead and direct the implementation of relevant

research based practice.

- Support the Ward Sister in ensuring clinical audit takes place in line with the Trust's requirements to improve practice.
- Improve and maintain standards of essential (basic) nursing care by working with the Ward Sister and using tools such as clinical benchmarking.
- Develop and maintain a professional portfolio to ensure that there is evidence for revalidation is completed and submitted in a timely manner, in accordance with NMC guidelines.
- The post holder is responsible for the maintenance of their NMC registration.

## 8. Freedom to Act

- The post holder will work within Trust policies and procedures, clearly defined codes of practice, and professional guidelines.

## 9. Physical, Mental and Emotional Effort Required

- There will be a frequent requirement to exert moderate physical effort when manoeuvring patients.
- Frequent concentration is required when assessing patient conditions, checking documentation, and when calculating drug dosages. The post holder may be required to respond to frequently changing patient and ward staffing issues.
- There is a frequent need to deal with distressed patients and relative, and the consequences of terminal illness.

## 10. Outline of Working Conditions

- The post holder will work with unpleasant clinical working conditions and be exposed to patient's body fluids on a frequent basis.
- The post holder will be exposed to potentially violent and threatening situations.
- Fulfil Trust health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances.

# Sherwood Forest Hospitals NHS Trust

## Person Specification

### Post of Deputy Ward Leader

| Attribute | Essential | Desirable | How Identified |
|---|---|---|---|
| Knowledge Requirements | Must be able to demonstrate attitudes and behaviours consistent with the Trust expectations. Flexible and adaptable. Caring. Enthusiastic and well motivated. Confidence. Demonstrate effective written and verbal communication skills. Demonstrable basic IT skills. Demonstrate an ability to assess, plan, deliver, prioritise and evaluate patient care. Able to respond to problem situations and to ensure that effective interventions are put in place. Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations. Able to contribute to the development of implementation and monitoring of local objectives and action plans. Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation. Competent and capable of using medical equipment. Able to undertake patient / non patient handling manoeuvres. | Audit or research within the clinical area. Providing staff with feedback on their individual performance and use of the knowledge and skills framework. Demonstrate an ability to supervise and support others. Demonstrate effective resource management. Demonstrate knowledge of current issues related to NHS policies. Evidence of negotiation and influencing skills. Demonstrate evidence of providing formal teaching sessions. Demonstration of team working and ability to work within a team. | **Application Form References Interview** |

| Qualifications-Academic/ Craft/ Professional | First Level Registered Nurse, with NMC registration.<br>Suitable teaching qualification / Mentoring Course. | Diploma or degree in health / nursing related studies.<br>Continuing professional development / reflective profile<br>Completion of all local competency packages or has undertaken Working in New Ways Packages relevant to role and specialty.<br>Formal leadership and management training. | **Application Form**<br>**References**<br>**Interview**<br>**Profile** |
|---|---|---|---|
| Further Training | Mandatory training and updates.<br>Relevant post basic study e.g. specialist pathway.<br>Evidence of moving and handling training. | Attendance at conferences / study days.<br>QI / Sherwood6 Change Management Training | **Application Form**<br>**References**<br>**Interview /**<br>**Tests**<br>**Profile** |
| Experience | Significant post registration experience, including some experience within specialty.<br>Significant experience at band 5.<br>Supervision of non registered staff, pre registration and post basic students.<br>Evidence of ability to mentor.<br>Ability to manage the clinical area or ward efficiently and effectively.<br>Demonstrate an understanding of the deputy sister / charge nurse role. | Research training / experience.<br>Recent or current experience within the specialty.<br>Demonstrate an involvement in link nurse, or project work.<br>Evidence of formal teaching experience.<br>Experience of leading a team.<br>Demonstrate leadership skills and ability to effectively lead a team, prioritise workload of self and others, and effective time management skills.<br>Successful implementation and management of a nursing change process.<br>Understanding of the role of advocacy. | |
| Contractual Requirements | Enhanced DBS clearance.<br>NMC registration and revalidation | | |

**Job Description Agreement**

Job Holder's Signature ………………………………………………………… Date ……………

Line Manager's Signature ………………………………………………………… Date ………..…….

General Statements

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

'All employees have an individual responsibility to ensure all information both manually and electronically achieves and maintains the highest possible data quality standards by adhering to the Trust's Data Quality Strategy and Policy. Poor quality information impacts directly upon patient care, safety and the Trust's performance indicators and finances.'

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

**The NHS Constitution**

The NHS Constitution brings together in one place, what staff, patients and the public can expect from the NHS. It sets out the principles and values of the NHS and explains a number of rights, pledges and responsibilities for staff and patients alike.

The key document to read is the NHS Constitution. This is accompanied by The Handbook to the NHS Constitution which gives more detail of each of the rights, pledges, responsibilities, expectations and values. There is also a useful guide which gives more background information and explains the parts of the Constitution that are relevant to you.

**The promises the NHS makes to you**

The NHS also makes certain pledges to you, which it is committed to achieving. These go above and beyond your legal rights and are a commitment to provide high-quality services.

**What the NHS needs from you in return**

The NHS is a vital resource and we can all help it work effectively, and ensure resources are used responsibly. The NHS Constitution explains the ways in which you can do this, including:

• Recognising that you can make a significant contribution to your own, your family's good health & wellbeing, and taking some personal responsibility for it
• Registering with a GP practice
• Following courses of treatment you've agreed to
• Always treating NHS staff and other patients with respect
• Keeping GP and hospital appointments – or if you have to cancel, doing so in good time
• Giving feedback – both positive and negative – about treatment you've received

# FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Title of Post :

| NHS KSF DIMENSIONS | Needed for post? | Level for post | | | | |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | Notes |
| **CORE DIMENSIONS** -relates to all NHS posts | | | | | | |
| 1 Communication | | | | | | |
| 2 Personal and people development | | | | | | |
| 3 Health, safety and security | | | | | | |
| 4 Service improvement | | | | | | |
| 5 Quality | | | | | | |
| 6 Equality and diversity | | | | | | |
| **SPECIFIC DIMENSIONS** | | | | | | |
| **HEALTH AND WELLBEING** | | | | | | |
| HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing | | | | | | |
| HWB2 Assessment and care planning to meet people's health and welling needs | | | | | | |
| HWB3 Protection of health and wellbeing | | | | | | |
| HWB4 Enablement to address health and wellbeing needs | | | | | | |
| HWB5 Provision of care to meet health and wellbeing needs | | | | | | |
| HWB6 Assessment and treatment planning | | | | | | |
| HWB7 Interventions and treatments | | | | | | |
| HWB8 Biomedical investigation and intervention | | | | | | |
| HWB9 Equipment and devices to | | | | | | |

| meet health and wellbeing needs | | | | | | |
|---|---|---|---|---|---|---|
| HWB10 Products to meet health and wellbeing needs | | | | | | |

| NHS KSF DIMENSIONS | Needed for post? | Level for post | | | | |
|---|---|---|---|---|---|---|
| | | **1** | **2** | **3** | **4** | **Notes** |
| **ESTATES AND FACILITIES** | | | | | | |
| EF1 Systems, vehicles and equipment | | | | | | |
| EF2 Environments and buildings | | | | | | |
| EF3 Transport and logistics | | | | | | |
| **INFORMATION AND KNOWLEDGE** | | | | | | |
| IK1 Information processing | | | | | | |
| IK2 Information collection and analysis | | | | | | |
| IK3 Knowledge and information resources | | | | | | |
| **GENERAL** | | | | | | |
| G1 Learning and development | | | | | | |
| G2 Development and innovation | | | | | | |
| G3 Procurement and commissioning | | | | | | |
| G4 Financial Management | | | | | | |
| G5 Services and project management | | | | | | |
| G6 People management | | | | | | |
| G7 Capacity and capability | | | | | | |
| G8 Public relations and marketing | | | | | | |