

ADULT MENTAL HEALTH

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Deputy Ward Manager - Rehabilitation and Recovery Services

BAND: Band 6

REPORTS TO: Ward Manager

BASE: The Post holder is based at Hazelwood, St. Michael's Hospital. This is a 6 bedded Rehabilitation Unit for those with Challenging Behaviours.

JOB SUMMARY

The post holder will assist the Ward Manager in the management of the work of the ward and its staff. He/She will help in setting standards for the quality of care. Whilst in charge of the ward the post holder will be responsible for the assessment of care needs and the development and implementation of care programmes. In the absence of the Ward Manager whilst taking leave of any sort the post holder will take over continuing responsibility for the ward. He/She will take responsibility for supervision of more than one ward i.e. 'Bleep Holding.'

ORGANISATIONAL CHART

Modern Matron.> Unit Manager> Deputy Manager (**BAND 6**) > Staff Nurse (Band 5) > Band 2 HCA and STR Worker



Respect



Excellence



Integrity



Collaboration



Compassion

MAIN RESPONSIBILITIES OF THE POST

Organisational Values:



The post holder will:

1. Assess care needs; facilitate the development, implementation and evaluation of programmes of care, taking into account the physical, psychological and sociological needs of the individual.
2. Assist the Ward Manager in setting achievable, realistic standards within their area of responsibility in accordance with the Trust's "Quality Strategy".
3. Supervise members of the nursing team.
4. Comply at all times with the N.M.C Professional Code of Conduct
5. Prepare and receive reports.
6. Adhere to the 'custody, checking and administration' of drugs policy with in the framework of the N.M.C. "Administration of drug guidelines" and "Trust administration of drugs policy".
7. Be an active member of the multi-disciplinary team.
8. Assist the Ward Manager in liaising with Rehab Services Manager and Lead Nurse on patient's condition and programmes of care.
9. Carry out nursing procedures in accordance with the Trust's procedure documents.
10. Keep abreast of development and changes and participate in research.
11. Assist in facilitation the satisfactory return of patients to the community and with the multi-disciplinary team plan a comprehensive after-care plan. He/She will have involvement in the processes of:
 - care programme approach
 - care management
 - using the mental health act and mental capacity act
 - liaison with other teams and agencies



12. Maintain an atmosphere conducive to recovery and maintain a friendly professional relationship with patients, relatives and carers.
13. Maintain a safe environment.
14. Advise patients and staff on the promotion of health and the prevention of illness.
15. Facilitate the training of learner nurses and co-operate with the College of Nursing to provide an environment which encourages learning in accordance to ENB requirements.

MANAGEMENT OF STAFF

The post holder will:

1. Assist the Ward Manager in planning within available resources the deployment of staff to ensure a high standard of care.
2. Take the initiative during their period of duty in re-scheduling ward staff when sickness and absence of rostered staff occurs. This action will be in conjunction with the Ward Manager.
3. Assist the Ward Manager in monitoring staff sickness and absenteeism, taking effective measure within the Trust's personal policies to minimize absence.
4. Contribute to the induction of newly appointed staff.
5. Carry out appraisal with members of the ward staff and assist the Ward Manager in ensuring that all members of the ward staff undertake appraisal.
6. Assist the Ward Manager to identify training needs of all staff in relation to their grades and development within the framework of the organization.
7. Assist the Ward Manager to review staff training needs to ensure appropriate skills mix in order to maintain a high standard of care at all times.
8. Assist the Ward Manager to ensure that all staff (including those currently on nights) actively take part in team briefing, and receive all information intended for all staff.

WARD MANAGEMENT

The post holder will:

1. Act up for the Ward Manager as required.
2. Assist the Ward Manager to analyze the workload of the hospital and in co-operation with colleagues deploy correct grades of staff accordingly, when acting for Ward Manager: i.e. "Bleep Holding."
3. Ensure the admissions, discharges and after-care policies are observed.
4. Assist the Ward Manager to monitor the standard of the environment and its furnishings and report deficit to appropriated departments.



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5. Assist in maintaining ward supplies at the required level.
6. Assist in maintaining all equipment in working order at all times.
7. Ensure appropriated liaison is maintained with other hospitals, voluntary agencies and the private sector.
8. Attend meetings called by the Ward Manager or Rehab Services Manager as required, changing times of duty if necessary to be available.
9. Assist the Ward Manager to ensure necessary manpower and patient data is returned to the appropriate departments.
10. Follow the Trust's Standing Financial Instructions and the Trust's Policies in respect of patient's property and money.
11. Assist the Ward Manager to ensure that legal requirements of the Mental Health Act 1983 are met in all its applications.
12. Assist the Ward Manager to monitor and review ward budgets.
13. Ensure that the implementation of the Data Protection Act is applied to the Mental Health Trust and observance of the policy in relation to confidentiality.
14. Ensure that the Health and Safety Policies and Procedures are adhered to at all times.
15. Assist Ward Manager to set up and participate in Clinical Supervision as per Trust Policy.
16. To assist Ward Manager in implementation of Recovery Model.
17. To teach and support junior staff in use of Therapeutic Interventions used to aid patients recovery.

Communication

Contribute to the induction of newly appointed staff.

Post holder will communicate effectively with the multi-disciplinary team, patients and family.

Post holder will liaise with outside agencies, i.e. community teams, outreach, Gp, Dentist, housing

Post holder will communicate sensitive information i.e., patient information according to trust policy, and ward procedure and effectively take message's and record when necessary.

Post Holder will maintain a positive attitude to His/Her work and motivate other's by example.

Post Holder will have acquired through experience and learning, effective methods of communication that is evidence based.

Analytical and Judgmental Skills / Freedom to Act

Comply at all times with the N.M.C Professional Code of Conduct

Assist the Ward Manager to ensure that legal requirements of the Mental Health Act 1983 are met in all its applications.



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Post Holder will respond to incidents effectively and be able to make decisions that facilitate safe practice methods according to trust policy
Post Holder will have to make decisions that are pre-team discussed and at times makes decisive decisions that ensure the safety of the environment, team, and patients.
Post Holder will have vast experience and knowledge and be RMN/RNLD trained.
Post Holder will be accountable to the manager at will be advised and seek advise as to promote best practice.

Planning and Organisational Skills

Assist the Ward Manager in setting achievable, realistic standards within their area of responsibility in accordance with the Trust's "Quality Strategy".
Carry out nursing procedures in accordance with the Trust's procedure documents.
Assist the Ward Manager to analyze the workload of the hospital and in co-operation with colleagues deploy correct grades of staff accordingly, when acting for Ward Manager: i.e. "Bleep Holding."
Ensure the admissions, discharges and after-care policies are observed.
Attend meetings called by the Ward Manager or Rehab Services Manager as required, changing times of duty if necessary to be available.
Assist the Ward Manager to ensure necessary manpower and patient data is returned to the appropriate departments.

Physical Skills

Post holder will have some ability to the use of computer and be willing attend courses that increase his knowledge of computer use.

Post holder will be willing to use MAPA effectively on the ward and be trained to do so with the support of the team.

Responsibility for Patients / Clients

Prepare and receive reports.
Adhere to the 'custody, checking and administration' of drugs policy with in the framework of the N.M.C. "Administration of drug guidelines" and "Trust administration of drugs policy".
Assist in facilitation the satisfactory return of patients to the community and with the multi-disciplinary team plan a comprehensive after-care plan. He/She will have involvement in the processes of:

- care programme approach
- care management
- Supervision register

Maintain an atmosphere conducive to recovery and maintain a friendly professional relationship with patients, relatives and carers.



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Advise patients and staff on the promotion of health and the prevention illness.

What type of contact does the post holder have with patients/clients?
What is the nature of the care provided e.g. personal care, implementing care packages, developing care packages/specialist care packages?
Will the post holder provide advice or specialist advice regarding care of clients?

Policy and Service Responsibilities

Be an active member of the multi-disciplinary team.
Assist the Ward Manager in liaising with Rehab Services Manager and Lead Nurse on patient's condition and programmes of care.
Keep abreast of development and changes and participate in research.
Facilitate the training of learner nurses and co-operate with the College of Nursing to provide an environment which encourages learning in accordance to ENB requirements.
Ensure appropriate liaison is maintained with other hospitals, voluntary agencies and the private sector.
Ensure that the implementation of the Data Protection Act is applied to the Mental Health Trust and observance of the policy in relation to confidentiality.
Ensure that the Health and Safety Policies and Procedures are adhered to at all times.
To assist Ward Manager in implementation of Recovery Model.

Responsibility for Physical and Financial Resources

Maintain a safe environment.
Assist the Ward Manager to monitor the standard of the environment and its furnishings and report deficit to appropriate departments.
Assist in maintaining ward supplies at the required level.
Assist in maintaining all equipment in working order at all times.
Follow the Trust's Standing Financial Instructions and the Trust's Policies in respect of patient's property and money.
Assist the Ward Manager to monitor and review ward budgets.

Responsibility for Staff

Supervise members of the nursing team.
Carry out appraisal with members of the ward staff and assist the Ward Manager in ensuring that all members of the ward staff undertake appraisal.
Assist the Ward Manager to identify training needs of all staff in relation to their grades and development within the framework of the organization.
Assist the Ward Manager to review staff training needs to ensure appropriate skills mix in order to maintain a high standard of care at all times.



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Assist the Ward Manager to ensure that all staff (including those currently on nights) actively take part in team briefing, and receive all information intended for all staff.

Act up for the Ward Manager as required.

Assist Ward Manager to set up and participate in Clinical Supervision as per Trust Policy.

To teach and support junior staff in use of Therapeutic Interventions used to aid patients recovery.

Responsibility for Information

Assess care needs; facilitate the development, implementation and evaluation of programmes of care, taking into account the physical, psychological and sociological needs of the individual.

Assist in facilitation the satisfactory return of patients to the community and with the multi-disciplinary team plan a comprehensive after-care plan. He/She will have involvement in the processes of:

- care programme approach
- care management
- the mental health act and mental capacity act

Assist the Ward Manager in planning within available resources the deployment of staff to ensure a high standard of care.

Take the initiative during their period of duty in re-scheduling ward staff when sickness and absence of rostered staff occurs. This action will be in conjunction with the Ward Manager.

Assist the Ward Manager in monitoring staff sickness and absenteeism, taking effective measure within the Trust's personal policies to minimize absence.

Research and Development

Post holder will be responsible to ensure safe and up-to date practice is maintained accordingly under the scope of clinical governance. Post holder will thus carry out audits and research corresponding to governmental policy that ensures that best practice is maintained and carried out on the ward.

Physical Effort

- The Post holder is required to do the following: frequency stated between low-High.
 - Sitting, standing, walking/**high**
 - Sitting in a restricted position/**medium**
 - Running/**medium**
 - Repetitive movements/**medium (computer work)**
 - Pushing/pulling trolleys or similar/**low**
 - Lifting equipment either with or without mechanical aids/**low**



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Mental Effort

- Post holder is required to do the following:
 - Checking documents/**High**
 - Analysing statistics or carrying out calculations/**high (medications)**
 - Carrying out assessments/**high**
 - Preparing reports/**high**
 - Carrying out non-clinical fault finding/**medium**

Emotional Effort

- Post Holder is required to carry out the following:
 - Giving unwelcome news to patients/clients/carers/staff/**medium**
 - Processing (e.g. typing) news of highly distressing events/**medium**
 - Providing a service for angry or distressed patients/clients/**high**
 - Providing care or therapy to emotionally demanding patients/carers/**high**
 - Communicating life changing events to patients/clients/**high**
 - Working with people with challenging behaviour/**high**

Working Conditions

- The post holder is required to do the following work in and is exposed to any of the following:
 - Driving/**low**
 - Unpleasant smells/**low**
 - Dust/dirt/**low**
 - Bodily fluids/**low**
 - Dangerous chemicals/**low**
 - Verbal aggression/**medium**
 - Physical aggression/**medium**
 - Risk of physical aggression/**medium**

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.



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2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.



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Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Postholder's Signature:

Date:

Postholder's Name

Managers Signature:

Date:

Manager's Name:



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Person Specification

JOB TITLE: Deputy Ward Manager - Rehabilitation and Recovery Services

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust's Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	RMN/RNLD Evidence of formal post registration basic qualifications Mentoring and Assessing 998 Qualification or equivalent experience	A/I	3
KNOWLEDGE & SKILLS	Good verbal and written communication skills Understanding of current nursing and health care initiatives Understanding of the concept of a 'Quality' service Good evidence based	A/I I I I	3 2 2 2



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	understanding of Rehabilitation care Knowledge and Development of Recovery Model	I	3
EXPERIENCE	Significant post qualification experience Rehabilitation Experience Previously worked at Band 5 or above Leadership skills and Experience	A I A A/I	3 2 3 3
PERSONAL ATTRIBUTES <i>(not covered by values)</i>	Flexible and imaginative approach to work Ability to supervise and lead a team Tactful and diplomatic Willingness to develop by undertaking training as appropriate	I I I I	2 2 2 1
OTHER <i>(Please specify)</i>			



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