

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Ward Manager
Reports to:	Deputy Matron / Matron
Accountable to:	Matron
Band:	7
Unit/Department:	Ward 14 Elective Orthopaedics
Location:	Bradford Teaching Hospitals NHS Foundation Trust.

2. JOB PURPOSE

The post holder will have responsibility for delivering excellent nursing care to patients. The post holder will demonstrate clinical expertise to positively influence clinical pathways and existing roles within a supportive framework of management education and research. The post holder will provide nursing leadership to the elective orthopaedic inpatient ward.

3. JOB DIMENSIONS

Operational and nursing responsibility for:

- Inpatient ward- Ward 14

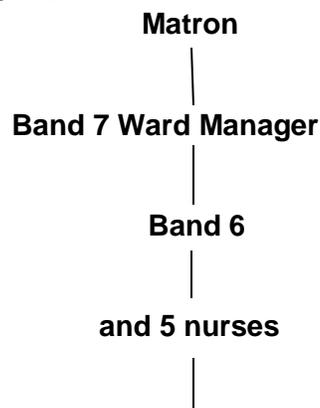
Staff management/supervisory responsibilities for registered nurses and support staff on the ward

Budget management responsibility for:

- Ward 14

The jobholder will be expected to work with the minimum of supervision and co-ordinate his / her activities in order to ensure that an efficient service is provided.

4. ORGANISATIONAL CHART



Band 2 HCA's/Ward clerk

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See attached Person Specification.

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Clinical Quality and Safety

- 6.1.1 Has responsibility for the assessment, planning, implementation and evaluation of nursing care based on the needs of the patient and their carers/relatives.
- 6.1.2 Develops and implements models of evidence based nursing care which contribute to the quality of patient experience.
- 6.1.3 Continuously develops clinical and management skills and knowledge within the clinical specialty.
- 6.1.4 To administer and care for patients who require elective orthopaedic surgery or be willing to train in this element of care.
- 6.1.5 Accountable for clinical and professional decision making for the area of responsibility including provision of advice to junior staff in clinical decision making.
- 6.1.6 To be a professional role model for junior staff, demonstrating clinical skills competently, be a knowledgeable, critical thinking practitioner, demonstrating a polite, compassionate attitude towards patients and their families.
- 6.1.7 Review and audit of nursing pathways and interventions.
- 6.1.8 Ensures there is a system in place for the dissemination and understanding of Foundation Trust policy within areas of responsibility. Ensure the process is monitored and evaluated.
- 6.1.9 Encourage the involvement of patients and public in accordance with the directorate and trust strategy to influence service delivery.
- 6.1.10 Deals effectively and sensitively with patient issues collaborating with the PALS service. Follows the Trust Policy on handling complaints where necessary.
- 6.1.11 Practices within the professional regulations set by the Nursing and Midwifery Council.
- 6.1.12 Ensure effective multi disciplinary communication within areas of responsibility to deliver excellent care.
- 6.1.13 Ensures the efficient delivery of a high standards of care through performance monitoring and management.
- 6.1.14 Responsible for achieving infection control and patient safety standards in area of responsibility.

- 6.1.15 Ensure all staff are supported in the reporting of risk incident and SUIs.
- 6.1.16 Undertake risk assessments for their area to identify and manage risk, escalate any unacceptable risk for inclusion on the directorate/trust risk register.
- 6.1.17 Responsibility for assessment and maintenance of equipment used on ward/department, ensuring all staff are trained and safe to use equipment.
- 6.1.18 Ensure health and safety regulations are met at all times, in relation to staff, patients, visitors and staff.
- 6.1.19 Works within national policy frameworks relevant to the patient group and specialty area i.e. Child Protection, Vulnerable Adults, and Mental Capacity Act.
- 6.1.20 Ensure staff provide information to allow patients to make informed choice and involve them in all decision making.

Service Development / Improvement

- 6.2.1 Take responsibility for leading the implementation of service improvements within area of responsibility.
- 6.2.2 Take responsibility for the development and implementation of protocols and policies relating to areas of responsibility as appropriate.
- 6.2.3 Provides contextual information to support the development of business cases.
- 6.2.4 Leads service development, identifies and promotes the need for change. Motivates the clinical team to embrace change and manages the change implementation process.
- 6.2.5 Develops clinical policies, protocols and clinical pathways and evaluates the patient outcomes.

Activity, Income and Expenditure

- 6.3.1 Monitors ward expenditure (pay and non pay) in line with the agreed budget.
- 6.3.2 Identifies ways of making efficiencies to contribute the directorate CIP.
- 6.3.3 Responsibility for procurement within own area and maintaining predefined budget position.
- 6.3.4 Actively promotes the effective and economic management of resources available within the area of budgetary responsibility.
- 6.3.5 Develop, implement and evaluates new initiatives.

Management and Leadership

- 6.4.1 Line Management responsibility for Ward 14.
- 6.4.2 Jointly agree quantitative and qualitative objectives (in line with directorate strategic objectives) for staff within lines of responsibility and demonstrate that 75% of staff have had an annual KSF appraisal and personal development plan.
- 6.4.3 To ensure all staff within areas of responsibility have completed mandatory training in line with the Foundation Trust policy.

- 6.4.4 Deployment of staff to ensure correct skill mix and effective use of resources.
- 6.4.5 Develop & implement local workforce plans to deliver the needs of the service.
- 6.4.6 To be responsible for recruitment, retention and succession planning of individuals within areas of responsibility.
- 6.4.7 Ensure staff within areas of responsibility are actively engaged and contribute to the clinical governance agenda.
- 6.4.8 Contribute towards directorate/specialty-wide programmes of work.
- 6.4.9 Leads the team in promoting infection control, environmental and patient safety/ risk management.
- 6.4.10 Discretion to make decisions regarding patient care within clinical/professional guidelines and as part of a multi-disciplinary team.
- 6.4.11 Takes individual responsibility and recognises corporate responsibility for leading the clinical team in NHS agendas
- 6.4.12 Establishes clear, positive and credible leadership within the clinical team, promotes and supports the maintenance of a cohesive multi-disciplinary and multi-organisational team.
- 6.4.13 Takes charge of the ward/department, leading and co-ordinating the clinical teams and ensuring adherence to all standards and policies.
- 6.4.14 Undertakes and directs clinical supervision and acts as a supervisor of others.

Education and Development

- 6.5.1 Be a role model for all staff by demonstrating self education to improve one's knowledge and improve practice.
- 6.5.2 Create and sustain a learning culture by questioning practice and expect staff and students to challenge and change practice in light of best evidence. Provide support for change through a system of clinical supervision.
- 6.5.3 Ensure an effective and timely system for appraisal and mandatory training to meet staff's learning needs.
- 6.5.4 Support staff to attend training and education events as identified in 3 and in line with the education budget.
- 6.5.5 In liaison with the Practice Learning Facilitator, ensure an appropriate number of mentors and sign off mentors to support pre – registration students and action improvements resulting from the regular educational audits.
- 6.5.6 Identify and support students in difficulty and liaise with University representatives as indicated.
- 6.5.7 In liaison with other members of the multidisciplinary team, share educational resources/teaching programmes.

Research

- 6.6.1 Responsible for the implementation of evidence based nursing care.
- 6.6.2 Undertake relevant literature searches pertinent to patient care.
- 6.6.3 Initiate and coordinate clinical audit, including setting and evaluating standards of care
- 6.6.4 Promote, encourage and participate in research, audit and studies related to the area of practice.
- 6.6.5 Share good practice, through publication, presentation and other forums such as ward meetings.
- 6.6.6 Contribute to the R&D development plan within ward/specialty with other members of the multi disciplinary team

Professional Registration

To ensure that continuing professional development is achieved in line with the Registering Body's requirements ensuring your registration is maintained.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

Infection Prevention and Control

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding Children and Adults

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

7. COMMUNICATION & WORKING RELATIONSHIPS

The jobholder should have excellent communication skills. The role involves communicating amongst members of the multi-professional team. Is able to work across professional boundaries within the Trust.

8. SPECIAL WORKING CONDITIONS

This is a job outline only. It is expected that the post will develop as the jobholder progresses and other duties as appropriate to the grade of the post will evolve.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

9. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____

Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1. Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2. Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate.

Contribution rates can be found at

www.nhsbsa.nhs.uk/member-hub/cost-being-scheme

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

3. Annual Leave

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5

years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

- 4. Health Screening** The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions** The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence** Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS’s children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.