

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Rheolwr y Ward
Band Cyflog	7
Oriau Gwaith a Natur y Cytundeb	37.5hrs - Parhaol
Uwch Adran/Cyfarwyddiaeth	Unscheduled Care
Adran	Care of the Elderly
Lleoliad	Ward 2, Ysbyty Glan Clwyd

TREFNIADAU'R SEFYDLIAD:

Yn atebol yn rheolaethol i:	Metron/ Uwch Reolwr Adran
Yn adrodd i: Enw'r Rheolwr Llinell	Metron/ Uwch Reolwr Adran
Yn gyfrifol yn broffesiynol i:	Pennaeth Nyrsio/Uwch Reolwr Nyrsio
Ychwanegwch ddatganiad sefydliadol ar werthoedd ac	

DISGRIFIAD SWYDD

PWRPAS Y SWYDD

1. Mae deilydd y swydd yn gyfrifol am reolaeth a darpariaeth gofal nyrsio 24 awr yn y maes clinigol dynodedig.
2. Bydd deilydd y swydd yn arbenigwr wrth asesu holl feysydd gofal nyrsio, eu cynllunio a'u gweithredu ac am ddarparu arweinyddiaeth glinigol ar gyfer y gwasanaeth.
3. Mae deilydd y swydd yn gyfrifol am sicrhau bod gofal o'r radd flaenaf yn seiliedig ar dystiolaeth glinigol yn cael ei gyflawni a'i fonitro'n gyson.
4. Bydd deilydd y swydd yn gyfrifol am sicrhau bod Addewid Urddas y Bwrdd Iechyd yn cael ei weithredu yn y maes cyfrifoldeb bob amser, bod aelodau o staff yn trin cleifion, teuluoedd a chydweithwyr gydag urddas a pharch.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Arweinyddiaeth

- Darparu adnodd gweladwy a hygyrch mewn sefyllfa glinigol i staff, cleifion a'u teuluoedd ar y ward.
- Arwain drwy esiampl.
- Herio arferion traddodiadol ac annog datrys problemau arloesol ymysg staff sy'n canolbwyntio ar ganlyniadau.
- Arwain ar archwiliadau sefydliadol ar gyfer y gwasanaeth a chymryd cyfrifoldeb am weithredu'r holl feysydd a ddynodwyd ar gyfer eu gwella.
- Gweithio mewn partneriaeth â'r Fetron wrth ddarparu agenda rheoli haint ehangach.
- Dan arweiniad y Fetron sicrhau bod arfer nyrsio diogel, o safon uchel ac sy'n seiliedig ar dystiolaeth yn cael ei ddarparu a bod canlyniadau yn arwain at well arfer.
- Arwain ar fentrau'r gwasanaeth a sicrhau bod yr holl feysydd a ddynodwyd ar gyfer eu gwella yn cael eu gweithredu, eu monitro a'u cynnal.
- Bod yn ddeilydd blîp/cymryd rhan yn y rota ddyletswyddau fel bo'n briodol i'r arbenigedd.

Rheoli

- Yn gyfrifol am reolaeth weithredol y maes clinigol ar sail 24 awr a sicrhau rheolaeth linell holl aelodau staff o fewn y maes.
- Cymryd cyfrifoldeb cyffredinol dros gynhyrchu a chwblhau'r rhestrau lle bo'n briodol gan sicrhau bod cymysgedd sgil briodol o fewn y maes gwasanaeth dynodedig.
- Sicrhau bod y rhestr ddyletswyddau yn bodloni anghenion y gwasanaeth ac yn cael ei gymeradwyo o fewn amserlenni angenrheidiol yn unol â'r polisi Rhestr Ddyletswyddau. Monitro rhestrau KPI, sicrhau cadw tî rheolaidd rhestrau, adolygu'n wythnosol a bod sifftiau'n cael eu rheoli yn brydlon.
- Monitro prif ddangosyddion perfformiad y rhestr ddyletswyddau a

gweithredu i ymdrin neu uwch gyfeirio'n briodol i'r Fetron os y tu allan i reolaeth ar unwaith.

- Yn gyfrifol am gyflwyno data'n rheolaidd i'r Rhestr Iechyd Gofal Diogel (fel arfer 3 gwaith y diwrnod) er mwyn rheoli lefelau staffio nyrsio ar sail fesul sifft gan gymryd i ystyriaeth aciwtedd cleifion.
- Sicrhau eich bod yn gwybod am bolisiâu staffio ac arweiniad statudol yn ymwneud â'r maes gwaith ac atebolrwydd proffesiynol yn ymwneud â staffio.
- Asesu'r amgylchedd clinigol a lefelau staffio'n barhaus a gwerthuso'r Metron/Pennaeth Nyrsio yn ffurfiol am y sefyllfa.
- Sicrhau bod yr holl gamau rhesymol yn cael eu cymryd i gynnal y lefelau staff nyrsio ac uwch gyfeirio unrhyw bryderon.
- Sicrhau lle bydd lefelau staffio nyrsio yn bodloni'r meini prawf ar gyfer torcyfraith mawr yn cael eu hadrodd arnynt fel digwyddiad datix.
- Adolygu, cofnodi ac adrodd ar bob achlysur lle bydd nifer y nyrsys a ddefnyddir yn amrywio oddi ar y rhestr ddyletswyddau a drefnir.
- Cynnal archwiliadau craffu dwywaith y flwyddyn (neu'n amlach os bydd angen) o fewn eich maes ac yn gyfrifol am ddilysu a chadarnhau cywirdeb a chyflawnder y data craffu a gasglwyd.
- Sicrhau bod dewisiadau ar gael am y lefelau staffio nyrsio i'r Pennaeth Nyrsio/Uwch nyrs/ Cyfarwyddwr Nyrsio pan gyfrifir y lefel staffio nyrsio ar gyfer eu ward.
- Gweithredu fel llofnodwr ar gyfer staff dros dro megis gweithwyr banc a gweithwyr asiantaeth.
- Sicrhau bod staff yn cael eu goruchwyllo o ddydd i ddydd, eu dyrannu a'u cydlynu gyda chydabyddiaeth o gymysgedd sgil a gallu.
- Dynodi materion perfformio gwael, adrodd arnynt a mynd i'r afael â nhw. • Tawelu ymddygiad heriol ymysg staff sy'n gweithio ar y ward, a gweithredu fel enghraifft i sicrhau bod pob sefyllfa anodd posibl yn cael ei rheoli mewn modd sensitif.
- Cymryd rhan a chwblhau gweithrediadau sy'n codi o gyfarfodydd dal i fyny wythnosol gan sicrhau bod amcanion gwasanaeth yn cael eu datblygu a'u cyflawni.

Rheoli adnoddau dynol

- Cymryd rhan yn y broses recriwtio a dethol staff, gan gadw at safonau cydraddoldeb ac anableddau a chydweithio'n agos â'r Metron, Gweithlu a Datblygiad Sefydliadol.
- Cynnal cyfarfodydd rheoli salwch llinell gyntaf yn unol â Pholisiâu Absenoldeb Salwch y Bwrdd Iechyd.
- Sicrhau bod staff sy'n adrodd ar absenoldeb salwch yn cael eu cyfeirio at CARE yn unol â chanllawiau BIPBC.
- Sicrhau bod gwyliau blynyddol yn cael ei reoli'n unol â pholisi Gwyliau'r Bwrdd Iechyd, a chyflawni'r arweiniad e-restr o leiaf 11% a mwyafrif o 16% o lwfans.
- Sicrhau bod cofnodion presenoldeb staff/personol yn gyfredol
- Dynodi a rheoli materion a nodwyd sy'n ymwneud â pherfformiad staff yn briodol.

- Cynnal ymchwiliadau rheoli dan oruchwyliaeth uniongyrchol yr Arweinydd Proffesiynol y Gwasanaeth.
- Sicrhau drwyr restrau bod lefelau staffio a chymysgedd sgiliau'n sicrhau'r cymhwysedd gofynnol i ddarparu gwasanaethau'n ddiogel o fewn y gyllideb y cytunwyd arni, a bod cydymffurfiaeth ag EWTD. Sicrhau bod amserlenni o fewn KPI a gytunwyd yn unol â'r calendr a bod gweithredu cywiro'n cael ei wneud i fynd i'r afael ag unrhyw amserlenni y tu allan i KPI a gytunwyd heb resymwaith cyfiawnadwy.

Cyfathrebu

- Datblygu perthnasau cynhyrchiol gyda'r holl grwpiau staff ac unigolion o fewn y tîm amlbroffesiwn.
- Arwain agwedd agored a'i gefnogi gan sicrhau bod sianeli cyfathrebu yn eu lle i annog dysgu ac arloesed ac annog rhannu er budd cleifion a staff.
- Cyfathrebu'n sensitif ac effeithiol gydag ystod eang o bobl mewn modd sy'n hyrwyddo perthnasau gwaith cadarnhaol, gan ddylanwadu ar eraill o fewn y tîm i weithredu mewn modd tebyg.
- Cyfathrebu ac archwilio'n effeithiol sefyllfaoedd heriol sy'n ymwneud â gofal staff/cleifion gan ddefnyddio sgiliau rhyngbersonol priodol e.e. trafod, darbwyllo, tawelu meddwl a chydymdeimlo. • Cynhyrchu adroddiadau ysgrifenedig sy'n ymwneud â materion rheoli e.e. materion diogelu, perfformiad gwael a materion disgyblu.
- Adnabod, cyfathrebu a gwobrwyo cyflawniadau'r tîm ac unigolion yn y tîm

Cyllid

- Yn gyfrifol am adnoddau ariannol a chorfforol y ward ac ar y cyd â'r Metron/ Arweinydd Proffesiynol y gwasanaeth a rheoli'r gyllideb.
- Cymryd cyfrifoldeb cyffredinol dros archebu cyfarpar a stoc ar gyfer y ward.
- Gweithio gyda'r Metron/ Arweinydd Proffesiynol Gwasanaeth i hyrwyddo gwelliannau cost i wneud y mwyaf o effeithiolrwydd ac effeithlonrwydd.
- Mynychu cyfarfodydd cyllideb bob yn ail fis.

Ansawdd a Llywodraethu Clinigol

- Sicrhau bod amgylchedd y ward yn ddiogel, yn lân ac yn daclus a gweithredu'n briodol i a chymryd camau gweithredu neu adfer priodol os bydd cyfaddawdu ar ansawdd a diogelwch.
- Adolygu'r dangosfwrdd niwed a sicrhau bod camau gweithredu'n cael eu cytuno i fynd i'r afael â'r taflwybr y tu allan i'r paramedrau y cytunwyd arnynt, neu uwch gyfeirio lle maent y tu allan i reolaeth leol.
- Cymryd rhan mewn achrediad Ward am faes eich hun gan sicrhau bod gweithrediadau'n cael eu rhoi yn eu lle a'u monitro o ganlyniad.
- Sicrhau bod arfer clinigol ar sail tystiolaeth, gan sicrhau bod arfer gorau yn cael ei gynnal gan ddefnyddio'r archwiliad perthnasol a offer monitro penodol i'r maes arbenigol, neu a gytunwyd yn lleol neu'n genedlaethol fel achub 1000+ o fywydau.

- Rhoi gwybod am bob digwyddiad a damwain drwy systemau rheoli risg BIPBC.
- Ymgymryd â swyddogaeth a chyfrifoldeb arweiniol dros ymchwilio a monitro digwyddiadau clinigol ar unwaith o fewn y lleoliad dynodedig, sicrhau bod gwersi'n cael eu dysgu a'u nodi a'u defnyddio i newid arferion clinigol.
- Cadw at bolisi "codi pryderon" y Bwrdd Iechyd ac ymgymryd â rôl arweiniol a chyfrifoldeb am ymchwiliadau ar unwaith a monitro cwynion.
- Gweithio mewn partneriaeth â'r Metron/ Arweinydd Proffesiynol y gwasanaeth i ddynodi tueddiadau sy'n codi yn yr ardal glinigol a datblygu cynlluniau gweithredu ar gyfer dysgu fel bod angen.
- Dynodi materion sy'n ymwneud â risg a'u rheoli yn unol â Strategaeth Risg y Bwrdd Iechyd, deddfwriaeth Iechyd a Diogelwch, Cod Ymddygiad Proffesiynol NMC a pholisïau a chanllawiau y Bwrdd Iechyd Lleol, gan sicrhau bod yr holl argymhellion yn cael eu rhoi ar waith o ganlyniad i hyn.
- Arwain mewn archwiliadau gwasanaeth a datblygu a gweithredu'r cynllun gweithredu.
- Arwain ar ddechrau gweithgareddau ymgysylltiad y cyhoedd a chleifion yn y maes gwasanaeth, gan arwain at welliant mewn gwasanaeth.
- Cynorthwyo gyda datblygiad Dogfennau Rheoli Ysgrifenedig, canllawiau a llwybrau gofal clinigol ar draws y gwasanaeth yn unol â chyfarwyddyd Metron/ Arweinydd Proffesiynol y Gwasanaethau a hyrwyddo egwyddorion Cydraddoldeb ac Amrywiaeth.

Cyfrifoldebau proffesiynol

- Sicrhau bod yr holl nyrsys yn y meysydd cyfrifoldeb yn cadw at Reolau, Safonau ac Arweiniad yr NMC a sicrhau bod system leol yn ei le ar gyfer monitro dyddiad dod i ben yr NMC i sicrhau eu bod yn cynnal y gofynion i barhau'n ymarferydd ar y gofrestr NMC.
- Cyfrannu at ddatblygu a gweithredu gwasanaeth a Strategaeth y Bwrdd Iechyd ar gyfer Nyrsio a Bydwreigiaeth fel bo angen gan y Metron/ Arweinydd Proffesiynol y Gwasanaeth
- Cysylltu ag Arweinydd Proffesiynol y Gwasanaeth pan fydd arfer nyrs unigol yn achosi pryder.

Datblygiad, Addysg a Hyfforddiant Staff

Gwybodaeth a sgiliau Personol

- Yn gyfrifol am sicrhau eich datblygiad proffesiynol parhaus eich hun.
- Yn gyfrifol am gadw ar y blaen â gwasanaethau nyrsio.
- Dynodi anghenion datblygiad proffesiynol unigolyn mewn adolygiadau perfformiad i sicrhau arweinyddiaeth effeithiol a sgiliau rheoli i lywio gwasanaethau nyrsio i gyflawni'r lefelau uchaf o ddarpariaeth gwasanaeth.
- Edrych yn fanwl ar arferion arwain a rheoli gyda chyfoedion a mentoriaid
- Sicrhau bod cydymffurfiaeth staff â hyfforddiant gorfodol a'r broses PADR blynyddol yn ei le.

- Sicrhau bod unrhyw sgiliau neu alluedd sydd eu hangen i gynnal y rôl yn cael eu hadolygu yn y diweddariad blynyddol.

Sgiliau a gwybodaeth staff

- Sicrhau bod yr holl staff newydd yn cael rhaglen gynefino a mentor penodol yn unol â pholisi cynefino BIPBC.
- Dynodi staff sy'n ymgymryd â mentoriaeth a phreceptoriaeth o ran yr holl ddysgwyr ac aelodau newydd o staff, eu cefnogi a'u cynghori.
- Ymddwyn fel mentor/ goruchwyliwr/ aseswr, gan sicrhau bod staff sy'n ymgymryd â'r rôl yn parhau i fodloni'r gofynion i aros ar gofrestr mentoriaid/aseswyr y Bwrdd Iechyd drwy gwblhau adolygiad teirblwydd yn foddhaol ac yn unol â'r safonau addysg NMC sydd gerllaw.
- Cydweithio â darparwyr addysg i gefnogi anghenion myfyrwyr sydd ar leoliadau clinigol.
- Sicrhau amgylchedd ddysgu briodol sy'n arwain at fodloni anghenion yr holl ddysgwyr a staff gan hysbysu Metron / Arweinydd Proffesiynol y Gwasanaeth am broblemau adnoddau a all effeithio ar hyn.
- Sicrhau bod yr holl staff o fewn maes cyfrifoldeb yn derbyn adolygiad perfformiad unigol blynyddol ac yn derbyn cefnogaeth i fodloni amcanion.
- Yn gyfrifol am hwyluso presenoldeb staff mewn hyfforddiant gorfodol gan weithio ar y cyd ag Arweinydd Datblygiad y gwasanaeth.

Rhyddid i weithredu

- Fel rheolwr ward bydd disgwyl i ddeilydd y swydd wneud penderfyniadau annibynnol yn ddyddiol i sicrhau bod gwasanaeth diogel ac effeithiol yn cael ei ddarparu ar y ward.
- Bydd deilydd y swydd yn gyfrifol am sicrhau lefelau staffio diogel a'r gymysgedd sgiliau yn y lleoliad clinigol a dirprwyo'r gwaith priodol i aelodau staff.
- Mae gan ddeilydd y swydd, dan oruchwyliaeth Metron/ Arweinydd Proffesiynol y Gwasanaethau, y rhyddid i sicrhau bod gwasanaethau o fewn y maes yn cyflawni eu hamcanion drwy gynllunio, perfformiad, gweithlu a rheoli gwybodaeth.

Clinigol

- Cynnal holl alluoedd clinigol nyrsio perthnasol
- Bydd disgwyl i ddeilydd y swydd weithio'n glinigol i ddangos safonau uchel o ymarfer nyrsio, gan ddarparu arbenigedd clinigol a chynghor ar y ward.

JOB DESCRIPTION

JOB DETAILS:

Job Title	Ward Manager
Pay Band	7
Hours of Work and Nature of Contract	37.5 hrs - Permanent
Division/Directorate	Unscheduled Care
Department	Care of the Elderly
Base	Ward 2, Ysbyty Glan Clwyd

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Matron/Senior Department Manager
Reports to: Name Line Manager	Matron/Senior Department Manager
Professionally Responsible to:	Head of Nursing/Senior Nurse Manager

Add organisational statement on values and behaviours

JOB DESCRIPTION

JOB PURPOSE

1. The post holder is responsible for the 24 hour management and provision of nursing care within the designated clinical area.
2. The post holder will be an expert in the assessment, planning and implementation of all areas of nursing care and provide clinical leadership within the service.
3. The post holder is responsible for ensuring that high standards of clinical evidence based care are continuously achieved and monitored.
4. The post holder is responsible for ensuring that the Health Board Dignity Pledge is implemented within their area of responsibility and that at all times, members of staff treat patients, families and colleagues with dignity and respect.

DUTIES AND RESPONSIBILITIES

Leadership

- Provide a visible and accessible resource in clinical settings to staff, patients and their families within the ward(s) environment.
- Lead by example.
- Challenge traditional practices and encourage innovative problem solving amongst staff that focuses on results.
- To lead on key organisational audits for the service and take responsibility for implementing in all areas identified for improvement.
- To work in partnership with the Matron in the delivery of the wider infection control agenda.
- Under the direction of the Matron ensure the delivery of high quality, safe, evidence-based nursing practice and ensuring that outcomes result in improved practice.
- Lead on the service initiatives and ensure that all identified areas for improvement are implemented, monitored and sustained.
- Participate in bleep holder/duty rota relevant to speciality

Management

- Responsible for the operational management of the clinical area on a 24 hour basis and to ensure line management of all staff members within this area.
- To take overall responsibility for the production and completion of the roster where appropriate, ensuring appropriate skill mix within designated service area.
- Ensure roster meets service need and is approved within required deadlines in line with Roster policy. Monitor roster KPIs, ensure regular
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housekeeping of roster, reviewed weekly, and shifts locked down in a timely manner.

Monitor roster key performance indicators and take action to address, or escalate accordingly to matron if outside of immediate control

- Responsible for regular data submission to the *SafeCare* Healthroster (typically 3 times a day) in order to manage nurse staffing levels on a shift by shift basis taking into account patient acuity.
- Ensure knowledge of staffing policies and statutory guidance relating to area of work and professional accountability relating to staffing
- Continuously assess the clinical environment and staffing levels and keep the Matron/Head of nursing formally appraised of the situation.
- Ensure that all “reasonable steps” are undertaken to maintain the nurse staffing level and escalate any concerns
- Ensure that on occasions when the nurse staffing level meet the criteria for a major breach that these occasions are reported as a datix incident.
- Review, record and report every occasion when the number of nurses deployed varies from the planned roster.
- Undertake the bi-annual acuity audits (or more frequently if required) within their area and is responsible for validating and confirming the accuracy and completeness of the acuity data collected
- Make available opinions about the nurse staffing levels to the Head of Nursing/Senior Nurse/Director of Nursing when nurse staffing level for their ward is being calculated.
- Acts as a signatory for temporary staffing such as bank workers and agency workers.
- To ensure day to day supervision, allocation and coordination of staff with appropriate recognition of skill mix and ability.
- Identify, investigate, report and address poor performance issues.
- To diffuse challenging behaviour amongst staff working in the ward area and act as a role model to ensure that all potentially difficult situations are managed in a sensitive manner.
- To participate and complete actions arising from weekly catch up meetings to ensure service objectives are developed and achieved.

Human resource management

- To participate in the recruitment and selection of staff adhering to equality and disability standards and close liaison with Matron and Workforce and OD.
- To conduct first line sickness management meetings in accordance with the Health Board Sickness Absence Policies.
- To ensure that staff reporting sickness absence are referred to CARE in accordance with the Health Board guidelines.
- To ensure that annual leave is managed in accordance with the Health Board Leave policy and achieves the e-rostering guidance of minimum 11% and maximum 16% allowance.
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- To ensure staff attendance/personal records are kept up to date.
- To identify and appropriately manage issues identified pertaining to staff performance.
- To undertake management investigations under the direct supervision of the Professional Service Lead.

Ensure through Rostering that staffing levels and skill mix deliver the required competence for safe service delivery within the agreed budget, and that EWTB compliance is delivered. Ensure that rosters are within agreed KPIs, approved in line with calendar and that corrective action taken to address any rosters outside of agreed KPIs without justifiable rationale.

Communication

- Develop productive relationships with all staff groups and individuals within the multi professional team.
- Leads and supports an open culture ensuring communication channels are in place where learning and innovation are encouraged and shared for the benefit of patients and staff.
- To communicate sensitively and effectively with a wide range of people in a manner that promotes positive working relationships influencing others within the team to act in a similar manner.
- To effectively communicate and explore challenging situations relating to staff/patients care using appropriate interpersonal skills e.g. negotiating, persuading, reassuring and empathising.
- To produce written reports pertaining to management issues e.g. safeguarding issues, poor performance and disciplinary issues.
- To recognise, communicate and reward the achievements of the team and the individuals of the team.

Finance

- Responsible for the financial and physical resources of the ward and in conjunction with the Matron Professional Service Lead manage and control the budget.
- To take overall responsibility for ordering of equipment and stock for the ward area.
- To work with the Matron /Professional Service Lead to promote cost improvement to enhance efficiency and effectiveness.
- To attend budget meetings on a bi-monthly basis.

Quality & Clinical Governance

- Ensure that the ward environment is safe, clean and tidy and take remedial or appropriate action where Quality and Safety is compromised.
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- Review harms dashboard and ensure actions agreed to address where trajectory outside of agreed parameters, or escalation whereby outside of local control.
- Participate in Ward accreditation for own area ensuring actions put in place and monitored as a result.
- To ensure clinical practice is evidence based, ensuring best practice is maintained using the relevant audit and monitoring tools specific to specialty area, or local or nationally agreed such as saving 1000+ lives
- To report all incidents and accidents via BCUHB Risk Management systems.

Takes lead role and responsibility for immediate investigation and monitoring of clinical incidents across the designated area, ensuring that lessons learnt are identified and used to change clinical practice.

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- Adheres to the Health Board “raising concerns” policy and takes the lead role and responsibility for immediate investigation and monitoring of complaints.
- Works in partnership with the Matron/Professional Service Lead to identify trends that occur in the clinical area and develop action plans of learning as required.
- Identify and manage risk issues in accordance with the Health Boards Risk Strategy, Health and Safety legislation, NMC Code of Professional Conduct and Local Health Board policies and guidelines, ensuring that all recommendations are implemented in the ward area.
- Takes the lead in service audit and the development and implementation of the action plan.
- Takes the lead in instigating patient and public involvement activities in the service area leading to service improvement.
- To assist in the development of Written Control Documents, guidelines and clinical care pathways, across the service as directed by the Matron /Professional Services Lead promoting the principles of Equality and Diversity.

Professional responsibilities

- Ensures all nurses in the areas of responsibility abide by their NMC Rules, Standards and Guidance and ensure local system in place for monitoring of NMC expiry to ensure they maintain the requirements to remain an active practitioner on the NMC register
- Contributes as required by the Matron/Professional Service Lead to the development and implementation of the service and Health Boards Strategy for Nursing and Midwifery.
- Liaise with the Professional Service Lead where an individual nurse` practice is causing concern.

Staff Development Education & Training

Personal Knowledge and skills

- Responsible for ensuring own continuing professional development.
- Responsible for keeping up to date and well informed about nursing services.
- Identifies professional development needs at individual performance review to ensure effective leadership and management skills to guide nursing services to achieve optimal levels of service delivery.
- Reflect on leadership and management practice with peers and mentors
- Ensure staff compliance with mandatory training and annual PADR process in place.
- Ensure any skills or competencies required to maintain role are reviewed in annual update.

Staff knowledge and skills

- Ensure all new staff have an induction programme and a named preceptor in accordance with BCUHB Induction policy.

- Identify support and advice staff who undertake mentorship and preceptorship of all learners and new staff.
- Act as mentor/supervisor/assessor, ensuring that staff who undertake this role continue to meet the requirements to remain on the health board mentor/assessor register by satisfactorily completing a triennial review and in line with the forthcoming NMC education standards.
- Liaison with Education Providers to support students needs on clinical placements.
- To ensure appropriate learning environment conducive to meeting the needs of all learners and staff alerting the Matron Professional Service Lead to resources issues that may affect this.
- Ensures all staff within area of responsibility have an annual individual performance review and are supported to meet identified objectives.
- Responsible for facilitating the attendance of staff at Mandatory training working in collaboration with the service Development Lead.

Freedom to Act

- As ward manager the post holder will be expected to make autonomous decisions on a daily basis to ensure the delivery of safe and effective care within the ward area.
- The post holder will be responsible for ensuring safe staffing levels and skill mix in the clinical area and the appropriate delegation of work to staff members.
- The post holder under the supervision of the Matron/Professional Service Lead has the freedom to ensure that services within the area achieve their objectives through planning, performance, workforce and information management.

Clinical

- To maintain all relevant nursing clinical competencies.
- The post holder will be expected to work clinically to demonstrate high standards of nursing practice and provide clinical expertise and advice within the ward area.

<u>GENERAL REQUIREMENTS</u>

Include those relevant to the post requirements;

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

➤ **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

➤ **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

➤ **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

➤ **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

➤ **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

➤ **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

➤	DBS Disclosure Check: In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate. If the post holder does not require a DBS Disclosure Check, delete as appropriate.
➤	Safeguarding Children and Adults at Risk: The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
➤	Infection Control: The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
➤	No Smoking: To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Betsi Cadwaladr University Health Board

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Ward Manager

Department / Ward:

Division/ Directorate / Department:

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency

- Daily = standing/walking for most of the day. Involves walking to and from other departments
- Daily = required to use fine manual dexterity to manipulate objects such as forceps, suture and staple removers, provide interventions in wound and catheter care and removal of vaginal packs.
- Daily = required to give direct patient care.
- Daily = venepuncture
- Daily = required to kneel, bend, stretch during the interventions required to give direct patient care
- Daily = preparation and use of technical equipment
- Weekly = use of hoists

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments.

Nature & Frequency:

- Daily = required to make changes to off duty and record on e-roster
- Monthly = production of off duty via e-roster
- Monthly= collating numbers of adverse events and recording on spread sheet

- Monthly collation and reporting of key performance indicators e.g. Nursing metrics
- Daily – updating safety cross data
- Daily = Use of patient administration system
- Monthly = Chairs ward Meetings
- Monthly = attendance at service team meeting
- Monthly = checking of time sheets for payroll
- Daily = ensuring correct staffing levels
- Daily = Required to use technical equipment such as infusion devices, blood pressure machines, pulse oximeters, thermometers, bladder scanner, pressure relieving beds, oxygen and suction apparatus, blood glucose monitoring.
- Daily = Undertakes nursing diagnosis and assessment of emergency admissions
- Annual = Carries out staff PDR`s

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

- Daily = required to liaise with Matron , Clinical Site facilitator and management team re: bed capacity and acuity
- Daily = workload unpredictable and frequent interruptions to work schedules
- Daily = required to deal with anxious distressed patients
- Daily = required to deal with patients who given bad news about themselves or relatives with respect to life limiting illnesses/cancer diagnosis
- Caring for the anxious patients
- Weekly = Caring for the dying patient and their families who are in distress and pain and require constant support
- Daily = emotional support to fellow colleagues experiencing personal and professional problems
- Daily = required to prioritise care
- Daily = dealing with staffing issues and ensuring minimum staffing numbers maintained
- Monthly = giving unwelcome news to staff in the event of complaints, performance issues

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

- Daily exposure to unpleasant odours from faeces, urine, vomit, surgical wounds, contaminated dressings
- Daily basis required to deal directly with contaminated equipment and used soiled instruments.
- Daily basis is responsible for ensuring tissue samples, swabs and biopsies are appropriately packaged and transferred to the labs

- Daily basis can be required to obtain blood samples directly from patients and ensuring safe and timely transfer to lab
- Daily basis required to use personal computer to email and write reports/ action points, e-Rostering