

## JOB DESCRIPTION

<b>Job Title:</b> Deputy Ward manager	
<b>Reports to (post title):</b> Ward manager	
<b>Evaluated Banding</b> 6	
<p><b>Role Purpose:</b></p> <p>To function as a key member of the ward management team assisting the Ward Manager to manage operational and clinical day to day activity of a ward requirements.</p> <p>To actively support the Ward Manager in fulfilling all the Key Result Areas and responsibilities associated with their Clinical/Management role, deputising for the ward manager in their absence.</p> <p>To support in the running of a twenty-four hour responsibility for the delivery of all ward services including all clinical and security issues</p> <p>To demonstrate active clinical and managerial leadership skills within the team, providing education and supervision to junior staff members and other professionals to ensure that the highest standards of care are delivered to patients in their care.</p> <p>Practices which foster and develop multi-disciplinary working will be implemented in all aspects of clinical practice.</p>	
<p><b>Role Context:</b></p> <p>Will require a registered nurse with current registration with the Nursing and Midwifery Council (NMC) to assist the ward manager to lead and co-ordinate all aspects of clinical nursing care to patients within a Secure forensic setting.</p> <p>The post holder will support the nursing team to deliver high standards of care utilising excellent leadership skills and clinical expertise and ensure that the security requirement of a Secure setting are met.</p>	
<p><b>Trust Values</b></p> <p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;"><b>Trust Honesty Respect Compassion Teamwork</b></p>	
Key Accountabilities	Performance Measures
<p><b>Working Practice</b> <b>Management Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist the ward manager in the day-to-day operational and clinical management of the ward team</li> <li>Ensure the environment is clean, pleasant,</li> </ul>	<p>Best practice is identified, promoted and shared with others</p> <p>Trust Policy and Procedures adhered</p>

<p>comfortable, and suitable for its use at all times, taking action as appropriate to ensure high standards are maintained. Adhering to infection prevention and control and PEAT requirements.</p> <ul style="list-style-type: none"> <li>• Assist in the management of human resources, by preparing a duty roster which are compliant with the Trust's safe staffing policy and national best practice guidance in roster management., Planning annual leave, study leave, mandatory courses to meet the needs of staff and safe delivery of the service 365 days per year and to monitor sickness and absence in accordance with the policy. This is to ensure that the clinical area is adequately and appropriately resourced at all times in order to meet the changing demands of the service.</li> <li>• To attend staffing meetings deputising for the ward manager</li> <li>• Contribute to the development of the service by participating in forums /steering groups/ /meetings as required</li> <li>• Work collaboratively with the multidisciplinary team, acting as a role model for good practise; this includes liaising with associated professionals and other agencies, and offering support and guidance to the clinical team as necessary to ensure that service users care plans are person centred, developed in collaboration with the service user under evaluated and documented. monitor the standards of care plans ensuring they are relevant and up to date.</li> <li>• Ensure effective communication with service users, relatives, visitors, and staff. Facilitate ward meaningful day activities, identify and plant care for individuals.</li> <li>• Provide care that is delivered in accordance with the least restrictive principles at all times.</li> <li>• Where restrictive interventions are used, contribute to the review of incidents and sharing learning.</li> <li>• Ensure care provided is reviewed regularly to maintain therapeutic relationships.</li> <li>• Implement and ensure effective use of the Mental Health Act and Mental Capacity Act where necessary. Represent nursing teams and provide reports for managers hearings and Mental Health Act tribunals</li> <li>• Supervise and monitor the use of supplies and equipment ensuring supplies are adequate and</li> </ul>	<p>Systems are in place to ensure clinical supervision is provided and this data is accurate and in line with service targets</p> <p>Lessons from complaints and incident reports are disseminated and improvements made to practice</p> <p>Mandatory training service targets are achieved. Effective induction and supervision of other staff</p> <p>Health and Safety and risk management processes are effective</p> <p>Roster evidence</p>
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<p>used appropriately. Assist in their maintenance of financial records as necessary</p> <ul style="list-style-type: none"> <li>• Be an active and positive professional role model to all staff within the working environment.</li> <li>• Participate in development of junior staff, including students.</li> <li>• Have an awareness of own development and training needs.</li> <li>• Maintain a learning environment. Assisting in the induction of new staff.</li> <li>• Participate in performance appraisals.</li> <li>• Attend mandatory training courses.</li> <li>• Participate in and promote the benefits of clinical and managerial supervision, providing structured and regular meetings with identified staff.</li> <li>• Participate in preceptorship programmes and the teaching and assessing of nursing students, and the mentorship of unqualified staff including associate practitioners.</li> <li>• Undertake the role of a shift coordinator and unit nurse, ensuring that resources are used effectively, monitor duty rotas to ensure that staffing is adequate, monitoring and responding to deviations from the approved roster and the changing clinical picture and in relation to the ward requirements and that if staff required redeployed as necessary within the hospital,</li> <li>• Undertake other link roles for specified areas as required, including infection control, health and safety, PALs liaison and student placements</li> <li>• Take a lead and support colleagues in interventions relating to the management of violence and aggression, including de-escalation techniques and these are physical intervention (MVA)</li> <li>• Participate in the selection and recruitment of new staff as required undertake investigations in accordance with the complaint's procedure.</li> <li>• Ensure staff are aware of the trust fire procedure</li> <li>• Ability to work flexibly over a 24 hour period in order to meet the operational requirements of hospital</li> <li>• Undertake any additional duties deemed appropriate to this role</li> <li>• Ensure all staff have appropriate handovers</li> <li>• Communicate policies and procedures within</li> </ul>	<p>Evidence of awareness and completion of relevant assessments. Individual care plans which are specific to areas of need and are evidence based. Quality service provision is reported by service users and carers</p> <p>Appropriate professional and agreed criteria are met. Clinical Governance systems maintained</p> <p>Practice is monitored through regular supervision process</p>
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<p>the service and externally to ensure effective understanding and implementation</p> <p><b>Clinical Work Practice:</b> To implement and evaluate safe, creative and effective treatment plans in collaboration with the patient's diverse needs and in line with least restrictive practice, ensuring all interventions are evidence based and designed to reduce stress and anxiety, manage risk and aid recovery.</p> <p>To maintain accurate, timely and relevant clinical records both written and computerised. To maintain the safe custody of healthcare records.</p> <p>Responsible for the team and individual application for safe monitoring, management and administration of medication as required by Trust policy.</p> <p>To apply the principles of infection prevention and control and to comply with Trust policy, procedure and guidance for the team.</p> <p>To obtain and interpret Physical Healthcare observations (NEWS2) acting upon results without delay when the score indicates and supporting the nursing staff around complex cases.</p> <p>Demonstrate and be responsible for the safe application of relevant, up-to-date legislation (including the Mental Health Act, Mental Capacity Act and Deprivation of Liberty etc) within a specified area.</p> <p>To be responsible for the team and individual application of safeguarding responsibilities for children and vulnerable adults in line with Trust policy, procedure and guidance, including making timely child and adult safeguarding referrals as required.</p> <p>To undertake any other duties that would be a reasonable expectation of the role</p>	<p>Trust Policy and procedures are followed</p> <p>Safe practice is delivered</p> <p>Mental Health Act, Mental Capacity Act and Deprivation of Liberty Standards, Guidance and legislation is adhered to</p> <p>Child and Adult Safeguarding Policy, guidance and legal frameworks are adhered to</p>
<b>Dimensions</b>	
<p>Supports the Ward Manager in the management and leadership of the ward.</p> <p>Deputises for the Ward Manager in their absence.</p> <p>Provides senior nurse support to the other in-patient wards supporting junior staff across the hospital.</p>	

<p>Takes on a clinical specialism link role within the Trust.</p> <p>Is active in supporting learning and development within the ward with junior staff and students.</p> <p>Provides clinical guidance and support to the ward team.</p> <p>Is proactive in service development within the ward, hospital, and wider Trust</p>
<b>Safeguarding</b>
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support</p>
<b>Disclosure and Barring Services</b>
<p>Where this post meets the definition of 'Regulated activity' as defined in Safeguarding Groups &amp; Freedoms of Protections, the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate</p>
<b>Infection Control</b>
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role</p>
<b>Equality &amp; Diversity</b>
<p>All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation</p>
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>
<p>The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.</p>
<b>Data Quality Statement</b>
<p>All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.</p>

<b>Communication</b>
<p>Provides and receives highly complex, sensitive and contentious information, provides persuasive, diplomacy, negotiation and reassurance skills to help overcome significant barriers in communication. Uses effective verbal and non-verbal communication methods where appropriate.</p> <p>To communicate regularly with both patients and staff about issues relating to care or organisational development which will affect them.</p> <p>To be able to use information technology effectively to promote effective working within relevant legislation and Trust policies, including the production of complex and comprehensive reports.</p> <p>To lead, or support investigations using root cause analysis methods (i.e., complaints, SUI's, complex clinical matters).</p> <p>Communication with clinical and non-clinical departments</p> <p>To liaise with external agencies following untoward incidents (i.e., social care, police or coroner's).</p> <p>To communicate effectively with senior Managers and on call managers when undertaking Unit Nurse responsibilities</p>
<b>Knowledge, Training and Experience</b>
<p>Professional Qualification (Mental Health / Learning Disabilities) plus further specialist knowledge/post registration experience to diploma level equivalent in Mental Health / Learning Disabilities or other formal training.</p> <p>Maintains current registration with the NMC and adheres to the NMC Code. Demonstrates Continuing Professional Development within their specialism.</p> <p>Demonstrate an understanding of physiological healthcare and have the ability to take appropriate action. i.e. signposting for diabetes, epilepsy.</p> <p>Management and Leadership qualification / experience</p> <p>Advanced knowledge of the principals of medication management and concordance</p> <p>To demonstrate continued professional development to maintain professional registration Ability to demonstrate leadership skills and qualities.</p> <p>Experience of education of others</p> <p>Knowledge/accreditation in assessing students in clinical practice</p> <p>Advanced knowledge of the Care Programme Approach, Mental health Act, Mental Capacity Act, Deprivation of Liberty and Safeguarding etc.</p>
<b>Analytical and Judgement Skills</b>
<p>Judgements involving complex facts or situations, which require the analysis, interpretation, and</p>

comparison of a range of options.

Demonstrate an ability to carry out a comprehensive assessment of health, wellbeing, and social care needs.

To lead and support investigations using root cause analysis methods (i.e., complaints, SUI's, complex clinical matters).

To modify evaluate and audit the care package or where appropriate refer to external agencies.

Knowledge of how medication, diet and external factors can impact on patient care.

### **Planning and Organisational Skills**

Plans and organises complex activities that require the formulation or adjustment of plans, including staff rotas.

There is a requirement for the post holder to ensure the services are delivered to an agreed standard of quality and to liaise with other clinical and non-clinical departments regarding the level of service provided.

To assist the ward manager to ensure that the service area is effectively co-ordinated utilising all service resources and environments. This will involve the responsibility of effective staffing within the service area, ensuring appropriate the skill mix is in place and maintained following safe systems of work (Health, Safety and Welfare at Work).

To ensure effective safe admission, discharge and patient throughput ensuring the smooth effective running of the service area.

Will ensure adequate staff development is in place aligned with PAD's and CPD requirements

Ability to work on own initiative; carry out, monitor and audit new / comprehensive assessments.  
Ability to manage own time by prioritising workload.

### **Physical Skills**

There is a requirement for the post holder to use physical skills obtained through practice, examples of this includes breakaway / restraint.

Frequent requirement for moderate physical effort for several short periods during a shift i.e., may need to manoeuvre patients

### **Responsibility for Patient/Client Care**

The post holder will be accountable for the delivery of patient & client care across the service area.

Oversee specialist programmes of care/care packages.

To monitor and evaluate safe creative and effective specialist treatment plans in collaboration with the patient's diverse needs, their carers and other professionals.



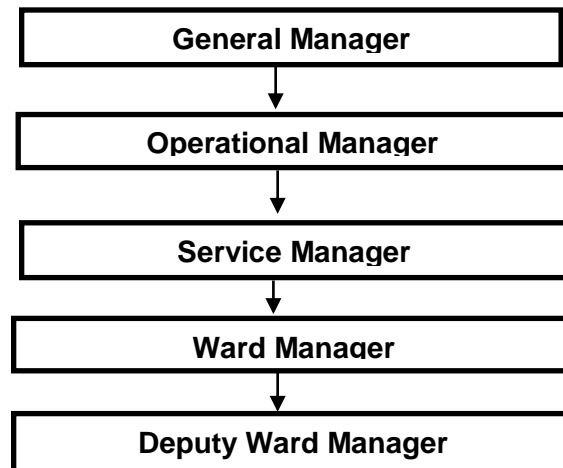
Overseeing of safe admission and discharge of a group of patients
Compliance of appropriate legislation
<b>Responsibility for Policy/Service Development</b>
<p>Implements policies and procedures or changes to working practices for own work area.</p> <p>Participates in the development and implementation of evidence based effective practices in the service including NICE guidance.</p> <p>The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures, and practices of Nottinghamshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents.</p>
<b>Responsibility for Financial and Physical Resources</b>
<p>Handle or process cash, cheques and patients valuables as appropriate and where required</p> <p>Manage resources and equipment; maintain stock control; order supplies when necessary; order continence products and other supplies;</p> <p>Authorised signatory; sign agency /bank time sheets, authorise overtime for nursing and support staff, travel claims up to £1000</p>
<b>Responsibility for HR</b>
<p>Will support the ward manager to maintain professional standards of the ward, including responsibility for supporting recruitment, selection, retention, appraisals, and identification of in-house training and development of their staff.</p> <p>Regularly responsible for the day to day operational management and clinical/managerial supervision of ward staff and supervision of students</p> <p>Provide mentorship, preceptorship, supervision and support of students/newly registered staff.</p>
<b>Responsibility for Information Resources</b>
<p>To be able to use information technology effectively to promote effective working within relevant legislation including the production of complex and comprehensive reports.</p> <p>Will be responsible for the updating and auditing patient's healthcare records.</p>
<b>Responsibility for Research and Development</b>
Undertake surveys/audits as necessary to own work
<b>Freedom to Act</b>
The post holder will have the freedom to act within the realms of Trust policy, procedure and codes of professional conduct. The post holder will establish the way these should be interpreted



<p>The post holder will assist in the management of the ward area; and will work within a set of fined parameters. Accountable for own professional actions</p> <p>The post holder will interpret how these are applied in the ward area</p>
<b>Physical Effort</b>
<p>There is a requirement for the post holder to use physical skills obtained through practice, examples of this includes breakaway / restraint.</p> <p>Frequent requirement for moderate physical effort for several short periods during a shift.i.e. may need to manoeuvre patients</p>
<b>Mental Effort</b>
<p>Frequent concentration where the work pattern is unpredictable. Frequent requirement to undertake environmental observations and risk assessments of patients.</p> <p>Concentration required for checking documents and recording information</p>
<b>Emotional Effort</b>
<p>Frequent exposure to distressing or highly emotional circumstances, occasionally highly distressing due to the backgrounds and presentation of the patient group involved and the potential unpredictable nature of their behaviour.</p>
<b>Working Conditions</b>
<ul style="list-style-type: none"> <li>Secure mental health environment that cares for mentally disorder offenders who are assessed as posing a danger to themselves and/or the public. This involves being the subject of searching and security procedures, responsibility for keys and working in a restrictive, locked environment.</li> </ul> <p>This includes:</p> <ul style="list-style-type: none"> <li>Geographical isolation of the hospital</li> <li>Victorian buildings</li> <li>Locks, fences and bars</li> <li>Inadequate ventilation and temperature control</li> <li>Constant observation of staff and patients</li> <li>Risk of patient assault – verbal and physical</li> <li>Exposure to aggressive behaviour patients and carers</li> <li>Security procedures – searches, patient movement restrictions</li> <li>Being alert to emergency security procedures</li> <li>Knowledge and adherence to organisational security policies and procedures</li> <li>Demonstrate an understanding of the need to integrate security requirements within therapeutic activities in the provision of care rehabilitation for patients.</li> <li>Effectively use hospital radio communication equipment as required.</li> </ul> <ul style="list-style-type: none"> <li>Frequent exposure to highly unpleasant working conditions, such as bodily fluids, verbal and</li> </ul>

physical abuse and threats

### Organisation Chart



### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



### Signatures

After reviewing the questionnaire please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF – Deputy Ward Manager

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</li> </ul> <p><b>Trust Honesty Respect Compassion Teamwork</b></p> <ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</li> </ul>	2			Interview
Physical Requirements	<ul style="list-style-type: none"> <li>Has the physical ability to perform the full range of duties</li> </ul>	2			Application form and Interview
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> <li>Registered Mental Health NMC registration in date</li> </ul>	2	<ul style="list-style-type: none"> <li>Demonstrate continued professional development to maintain professional registration</li> </ul>	2	

Experience	<ul style="list-style-type: none"> <li>Post registration experience as a Registered Nurse</li> </ul>	2	<ul style="list-style-type: none"> <li>The ability to deal with and resolve conflict</li> <li>Experience of working effectively within a MDT</li> </ul>	2	Application form and Interview
Training	<ul style="list-style-type: none"> <li>Willingness to undertake new clinical practices, education and training to enhance service delivery</li> </ul>	2			Interview
Knowledge	<ul style="list-style-type: none"> <li>Knowledge and understanding of current legislation and understanding of clinical risk assessments</li> <li></li> <li>Knowledge of the nursing 6 c's</li> </ul>	2	<ul style="list-style-type: none"> <li>Awareness of national and local issues impacting of nursing care</li> <li>Knowledge of management theories</li> </ul>	2	Application form and Interview
Skills	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Good communicator with both verbal and written text</li> <li>Diplomatic, caring &amp; Sympathetic</li> <li>Ability to be flexible and handle conflict issues</li> <li>Good skills in assessment intervention and evaluation of patients nursing care</li> <li>Clinical supervision skills</li> <li>Organisational skills to manage own workload</li> <li>Basic keyboard and computer skills</li> </ul>	2	<ul style="list-style-type: none"> <li>Ability to engage with and develop a rapport with the client group</li> <li>High level of emotional intelligence</li> </ul>	2	Application form and Interview
Contractual Requirements	<ul style="list-style-type: none"> <li>24hr 7 days week including bank holidays</li> <li>Requirements flexible rostering basis</li> <li>Annual leave as per Trust policy</li> </ul>	2			

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**