

## JOB DESCRIPTION

**Job Title:** Deputy ward Manager and Positive Behavioural Support Implementation Lead

**Grade:** Band 6

**Hours:** 37.5

**Salary:** Agenda for Change

**Location:** The Kingswood Centre  
134 Honeypot Lane  
Kingsbury  
London  
NW9 9QY

In order to meet the needs of the Trust's service, you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

**Responsible to:** Ward Manager, Lead Psychologist

**Accountable to:** Modern Matron, Service manager and Deputy Director,

**Key Relationships:** Adult Community Learning Disabilities service , Social workers, Adult Mental Health Services, Psychology services, Adult Autism Assessment service colleagues

### Main purpose of job

#### 1. Positive Behaviour Support Leadership

- To contribute to the development, monitoring and evaluation of Positive Behaviour Support Plans in partnership with referred person and MDT .
- To ensure the effective implementation of Positive Behaviour Support plans while the person is an inpatient on the unit, ensuring all parties are working towards shared person centred goals, including skills developments and environmental changes that can improve the person's quality of life.
- To ensure that Positive Behavioural Support Plans focus on improvements in quality of life as both an intervention and an outcome

#### 2. Deputy Ward Manager

- To assist the unit manager in providing first line management in order to fulfil the operational objectives of the unit
- To assist the manager in providing clinical leadership to the nursing team
- To provided supervision to junior staff
- To assist the unit manager in ensuring that the operation of the unit is within existing policies and procedures

**Clinical Responsibilities:**

- To contribute to the assessment of the referred person's presentation, in collaboration with the MDT, including using the methods of Applied Behaviour Analysis and Positive Behaviour Support where appropriate
- To contribute to the development of comprehensive behaviour support plans and intervention plans in conjunction with the wider MDT
- To ensure the implementation and evaluation of these plans in conjunction with the referred person and their wider system.
- To train junior staff in implementing behaviour support plans, with a focus on improving the person's quality of life, and model the implementation of plans including skills development work
- To act as named nurse/care co-ordinator to appointed service users
- To assess the needs of service users and develop appropriate care programmes
- To ensure that nursing care plans reflect the direction agreed by the clinical team and that these reflect local and national agendas and policies such as Valuing People
- To ensure that care plans within the unit are regularly evaluated, including care plans done by junior staff, and to ensure that these are consistent with the hospital's clinical audit and clinical governance systems
- To monitor and ensure that all documentation with respect to the care of service users is appropriately carried out
- To carry out preadmission assessments as required. This may involve visiting potential service users in their own homes
- To take a leadership role in the discharge and resettlement of service users
- To provide outreach services as required. This will involve supporting service users and their families or relatives in their own homes
- To ensure that risk assessments are carried out and are up to date for all service users
- To be trained in and able to use Physical Interventions within the agreed policy and as laid down in the care plan following appropriate assessment
- To ensure that the administration of medicines within the unit is within NMC and other existing policies and procedures
- To ensure that own and junior's practice is within NMC guidelines and adheres to principles of Positive Behaviour Support
- To monitor and ensure that all legal requirements and good practice guidelines are adhered to with respect to service users detained under the Mental Health Act 1983
- To always act in a manner which ensures the nursing team pursues a cooperative approach to care delivery with the rest of the clinical team
- To provide professional leadership to all grades of junior staff
- To facilitate effective communication within the team
- To ensure that all clinical meetings take place
- To provide clinical supervision to allocated junior staff
- To mentor and support students who are on practice placements within the unit
- To keep self-up to date with own professional practice



- To produce written, verbal and statistical reports when required.

#### **Management responsibilities:**

- Operate as shift leader. Allocate duties and responsibilities to junior staff. Assist manager in day to day running of the unit.
- Act up for manager as and when required
- To offer flexible working arrangements, including providing cover for the other units when required.
- To ensure that all policies and procedures are implemented within the unit.
- To facilitate good communication within the team and the rest of the service.
- To assist the unit manager in personnel and financial functions as required.
- To participate in staff development reviews and provide managerial supervision as required.
- To promote a high standards of professionalism and integrity within the team and to be a role model to the nursing team.
- To assist the unit manager in ensuring that the Data Protection Act 1998 is adhered to.
- To assist the unit manager in ensuring that the Health and Safety at Work Act 1974 is adhered to within the unit.
- To ensure that Equal Opportunities Guidelines are adhered to with respect to both staff and service users.
- To assist the unit manager in ensuring that the unit operates within allocated resources
- To assist the unit manager in ensuring that regular staff meetings take place.
- To participate in job evaluations for junior staff.
- To participate in the recruitment and selection of staff.
- To contribute to policy development within the unit and the wider learning disability service as required.
- To be actively involved in the process of external audit and quality assurance and to work with the unit manager in ensuring that the service achieves and maintains positive outcomes
- To assist the unit manager in ensuring that a high standard of care is maintained at all times which meets all aspects of individual needs including their protection and rights, and the interests, privacy and dignity, safety and well-being, choice and opportunities for service users.
- To carry out any other duties as directed by the unit manager, service manager for which the post holder can competently carry out.
- To promote good knowledge and practice in the safe management of aggression.
- To promote and undertake to make readily available research, theoretical knowledge and practical expertise to ensure the highest standards of care.

#### **Teaching, training, and supervision**

- To receive regular clinical supervision in accordance with Trust guidelines with an appropriately qualified member of staff
- To develop skills and competencies that assist in the delivery of current duties.
- To maintain an active engagement with current developments in the fields of Positive Behaviour Support, Learning Disability, Autistic Spectrum Disorder, Challenging Behaviour and Mental Health
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- To provide teaching and training for staff in relation to Positive Behaviour Support and implementation of individual support plans



## **Management, recruitment, policy and service development**

- To contribute to the development, evaluation and monitoring of the service as required through the deployment of professional skills in research, service evaluation and audit.
- To contribute to the evaluation of Positive behavioural support within the ward as a part of the MDT

## **Research and service evaluation**

- To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members, including the use of outcome measures.
- To undertake appropriate research and provide research advice to other staff undertaking research within the context of the needs of the service as directed by the Professional Lead/Team Manager.
- To undertake audit and service evaluation, with colleagues within the service, to help develop service provision.

## **IT responsibilities (other than those used for research)**

- The post holder will input and maintain appropriate computer and manual clinical records and statistical data and provide this to the Service Manager/Clinical Lead when necessary.
- The post holder will engage in relevant computer and IT training as required.

## **General**

- To remain current with all mandatory / statutory training for the service.
- To adhere to local and Trust policies and procedures including Health & Safety, Lone Working, Sickness and Absence, and Annual Leave.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, as agreed by the post holder's service manager(s) and professional lead.
- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of accrediting body and Trust policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

## **To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Team Manager / Service Manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information, Safeguarding and SEND.



**Person Specification – Deputy Ward Manager and PBS Lead**

CRITERIA	ESSENTIAL Requirements necessary for safe and effective Performance in the job	DESIRABLE Where available, elements that would contribute to immediate performance in the job	SEE KEY *
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>- Registered Nurse – Learning Disability or Mental Health.</li> <li>-Physical Intervention training.</li> <li>-Evidence of Continuing Professional Development (CPD)</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Further training in functional analysis, applied behavioral analysis, autism or learning disability relevant to working with people whose behavior challenges others.</li> <li>-Mentor qualification / ENB 998 or equivalent/ Completed Mentorship Course.</li> <li>-Post graduate qualification related to learning disability, autism or positive behavior support</li> <li>-</li> </ul>	A/I
<b>Previous Experience</b>	<p>Significant experience of managing clinical practice at Band 5 or equivalent level.</p> <ul style="list-style-type: none"> <li>-Demonstrable experience of managing people.</li> <li>- Experience of implementing and monitoring standards of care.</li> <li>- Experience of providing clinical and managerial supervision.</li> <li>- Experience of working in a multi-cultural environment and knowledge of methods to develop culturally sensitive practice.</li> <li>- Experience of Clinical Governance including auditing.</li> <li>- Experience of inpatient services and working as part of a multidisciplinary team</li> <li>- Experience of providing supervision to staff &amp; mentoring students</li> <li>- Experience of working with people with learning disabilities and/or autism</li> <li>- Experience of working with people with complex emotional and behavioural difficulties</li> <li>- Experience of working within a positive behaviour support model</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with other client groups and of using a variety of models and approaches to care.</li> <li>- Experience of managing non-clinical staff and other professionals.</li> <li>- Experience of staff performance management.</li> <li>- Experience of development, assessment, application, and evaluation of behaviour support plans using Applied Behaviour Analysis/ Positive Behaviour Support in practice</li> </ul>	A/I

<b>Knowledge and Skills</b>	<p>Skills in developing and changing clinical practice.</p> <ul style="list-style-type: none"> <li>-Ability to present ideas with clarity and in a persuasive and influential style.</li> <li>-Ability to communicate effectively both verbally and in writing including IT literacy (MS Office) to a range of audiences, including people with learning disability/autistic people</li> <li>-Ability to negotiate and reach compromises in verbal discussions in a manner which inspires confidence and respect from others.</li> <li>-Ability to build and maintain high standards of professional links and communication channels with a variety of personnel and agencies.</li> <li>-Ability to enthuse others, co-ordinate and motivate a team.</li> <li>- Ability to manage own time effectively and to produce pieces of work on time and to a high standard.</li> <li>-Ability to delegate appropriately.</li> <li>-Ability to organise and plan ahead effectively.</li> <li>-Experience of undertaking risk assessments and managing risk.</li> <li>-Ability to build effective working relationships with staff across a wide range of professional and managerial groups <ul style="list-style-type: none"> <li>- Ability to work in a non-aversive person centred way</li> <li>- Effective teaching and training skills</li> </ul> </li> </ul>	<p>Ability to present complex information to various audiences.</p> <ul style="list-style-type: none"> <li>-Change management</li> <li>- Ability to support, manage and advise the team through difficult and challenging situations.</li> <li>-Ability to build and lead effectively, a large multi-skilled team. I</li> <li>-Ability to manage conflict effectively.</li> <li>- Knowledge of behavioral theory and skills in implementing behavioural support plans</li> </ul>	<b>A/I</b>
<b>Personal</b>	<ul style="list-style-type: none"> <li>-Able to build constructive relationships with warmth and empathy, using good communication skills.</li> <li>-Treats service users with respect and dignity at all times.</li> <li>-Enthusiastic, flexible and confident approach to working.</li> <li>-Able to prioritize own workload</li> <li>-Willingness and ability to learn new skills and adapt to change.</li> </ul>	<p>.</p>	<b>A/I</b>

Other	<p>Ability to manage change and work under pressure</p> <ul style="list-style-type: none"> <li>-Able to adhere to the Trust's Equal Opportunity policy.</li> <li>- Willing and able to give a full commitment to service aims and demands of the post.</li> <li>-Sensitive to colleagues and able to promote a positive and motivating environment.</li> <li>-Demonstrate flexibility of role to meet the needs of the service</li> <li>-To continue your professional development and participate in annual appraisal and the performance management process</li> <li>-Interest in enhancing service user engagement</li> <li>-</li> </ul>		
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