

## JOB DESCRIPTION

<b>JOB TITLE</b>	Ward Manager
<b>PAY BAND</b>	7
<b>DIVISION</b>	Medicine and Emergency Care
<b>DEPARTMENT</b>	Ward 7, Care of the Elderly
<b>LOCATION/BASE</b>	Leighton Hospital

### JOB PURPOSE

An experienced and competent health care professional who has continuous responsibility for the leadership and management of a ward. The post holder is responsible for achieving clinical excellence in the quality of care provided through the best use of the team, by allocating work appropriately, using resources effectively, developing and implementing policy and guidelines, and by controlling an agreed financial budget. The post holder will also work collaboratively and co-operatively with others to meet the needs of patients and their families and take an active part in contributing to the wider activities and strategic plans of the Trust.

### SERVICE DELIVERY

- Develop, implement and monitor systems and processes to ensure that patient needs are comprehensively assessed, appropriately planned, effectively implemented and evaluated according to changing health care needs and varying levels of complexity.
- Initiate, implement and monitor changes and improvements to practice in terms of patient flow, admission and discharge arrangements according to service plans and objectives, providing clinical leadership, expertise, advice and guidance
- Work collaboratively with the multidisciplinary team/agencies to ensure that patient needs are met, especially in relation to on-going care needs and discharge arrangements
- Ensure that patients, relatives/carers are involved in all aspects of care, to provide reassurance and support and assist their understanding and co-operation
- Ensure that the clinical area is safe for practice by ensuring that cleanliness is maintained, materials and equipment are ready for use, including clearing away afterwards, taking action to resolve problems
- Ensure that all staff are able to recognise and respond appropriately to urgent and emergency situations
- Collect, collate, and report information, ensuring that accurate patient records/documentation are maintained, taking action to solve problems

### GOVERNANCE

- Promote the individual needs of the patient, by acknowledging preferences, rights and choices, respecting privacy and dignity, and by promoting anti-discriminatory practice, including acting on inappropriate behaviour, alerting senior staff if patient care appears to be disrespectful or discriminatory
- Establish and maintain effective communication, maintaining confidentiality of information
- Continually monitor standards, by identifying risks, benchmarking, audit and research, preparing and implementing ward action plans to improve quality of care and services

- Initiate, implement and monitor systems and processes for ensuring the effective management of risk, accurate recording and reporting, and maintenance of all records and documentation
- Lead on the development and implementation of policies, procedures and guidelines related to own clinical area, and contribute the development of other policies
- Ensure compliance with Trust policies, procedures and clinical guidelines for self and others, alerting senior staff if practice appears to contravene policy, or if concerned about any aspect of patient care
- Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.

### **MANAGERIAL/LEADERSHIP**

- Lead on improvements in the quality of care and development of the ward from the patient's perspective, initiating change and improvements according to wider service plans and objectives
- Ensure that plans are in place to encourage patient and public involvement activities in the ward area leading to service improvements
- Demonstrate effective clinical leadership by prioritising patient care, allocating, supervising and evaluating the work of the ward team, including supervising work delegated to junior staff
- Plan, organise and manage the ward effectively and efficiently by identifying staffing/skill mix requirements now and in the future, recruiting staff, ensuring local induction, work based learning and education takes place, and by ensure plans are implemented for clinical supervision, performance management and staff appraisal
- Ensure the effective and efficient use of physical and financial resources, evaluating information to ensure staff rotas have the right numbers and skill mix of staff, equipment and supplies are available, the agreed financial budget is managed and controlled, and action to address issues is taken and any concerns are reported
- Promote, monitor and maintain a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns
- Ensure a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns.

### **EDUCATION/LEARNING**

- Comply with plans to improve knowledge/clinical practice within the team, including induction, mandatory training, appraisal, supervision and mentorship, work-based learning and assessment, taking action if plans are not met

- Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in appraisal, supervision, action learning and by maintaining a professional/personal portfolio of learning.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

**All staff at MCHFT have a responsibility to:**

- Maintain active registration status
- Always act in accordance with professional Codes of Conduct and guiding documents
- Where applicable, always act in accordance with the Code of Conduct for NHS Managers,
- Maintain up to date skills and knowledge
- Maintain an awareness of patient led service issues
- Maintain a professional/personal portfolio
- Adhere to all Trust policy, procedures and guidelines.
- Adhere to Trust standards of behaviour and expected performance
- Comply with Infection Prevention and Control (IP&C) policies and procedures as appropriate to their role and responsibilities in their individual work setting. Staff are required to be personally accountable for their actions and be responsible for their own compliance in relation to IP&C policies, protocols or advice.
- Ensure they work in accordance with local procedures and report any issues which they consider to be a risk to the health and safety of themselves and/or others.
- Act in accordance with the Trusts values and behaviours
- Where applicable to participate in and provide data on the efficacy of treatment and specialties

Mid Cheshire Hospitals NHS Foundation Trust is looking to ensure that we provide equity of services across seven days of the week. This post may be reviewed in line with this plan and in some cases an element of weekend working may be required.



**PERSON SPECIFICATION – JOB TITLE**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESS BY</b>
<b>QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• RGN</li> <li>• Diploma</li> <li>• Post registration qualification/evidence in relevant speciality</li> <li>• Detailed knowledge of professional accountability, and impact of NHS issues</li> <li>• Importance of equality, diversity and rights</li> <li>• Significant leadership and management skills</li> <li>• Examples of effective team working</li> <li>• Experience as a senior acute medical nurse</li> <li>• Teaching Qualification</li> <li>• Leadership qualification</li> </ul>	Degree  Evidence of post graduate level study  Evidence of practice	A & I A & I  A & I
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to handle complex and difficult situations competently with patients, carers staff, and external agencies</li> <li>• Ability to manage own workload, supervise work of others</li> <li>• Ability to develop systems and processes to monitor and improve patient care and services</li> <li>• Ability to chair meetings and lead discussions with senior staff and external agencies</li> <li>• Evidence of changes in practice using research and audit</li> <li>• Evidence of presenting factual information logically, verbally and in writing</li> <li>• Evidence of effective leadership and management</li> <li>• Evidence of production of policies, guidelines</li> <li>• IT skills/email</li> <li>• Clinical skills and knowledge to support the clinical team</li> <li>• Mentorship/teaching experience</li> <li>• Evidence of advanced interpersonal skills</li> <li>• Evidence of significant contribution to meetings outside the team</li> </ul>	Evidence of developing systems and processes  Evidence of using research findings to improve services	I  I
<b>VALUES</b>	<p>A commitment to quality and safety.            A recognition of the importance of showing respect, dignity and compassion to patients and colleagues.            A listening, learning and leading approach.            A commitment to work together to create the best outcomes.            Must demonstrate the Trust’s values around both raising concerns at work, and how to treat others who raise concerns.</p>		

<b>BEHAVIOURS</b>	Must be willing to act as a role model. Must be willing to take personal responsibility. Must have the courage to speak up. Must value and appreciate the worth of others.		
<b>PHYSICAL REQUIREMENTS</b> <i>(Reasonable adjustments will be made under the Disability Discrimination Act)</i>	Occupational Health cleared to perform the duties of the role.  Ability to perform a wide range of duties according to the Job Description.		

**KEY:** Application form = A Interview = I References = R Skills test = S