

## JOB DESCRIPTION

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| JOB TITLE:         | Deputy Ward Manager  |
| BAND:              | Band 6   |
| LOCATION:          | Dorset All Age Eating Disorders Service (DAEDS), Kimmeridge Court, Inpatient and Day Programme   |
| ACCOUNTABLE TO:    | Eating Disorders Service Manager   |
| LINE MANAGER:      | Ward Manager   |
| KEY RELATIONSHIPS: | DAEDS Community<br>Multi-Disciplinary Team<br>DHC Support Services<br>AED PC Provider Collaborative<br>Health and Social Care<br>Primary Care<br>Family and Carers   |
| HOURS OF WORK:     | This is a full-time post of 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service.  |
| JOB PURPOSE:       | To assist the Ward Manager in providing high standard care and treatment of patients.<br><br>To carry out day to day managerial/supervisory/clinical responsibilities, in conjunction with the Ward Manager. |

## MAIN DUTIES AND RESPONSIBILITIES

### 1. CLINICAL

- 1.1 To actively participate in the patient programme of care and treatment with other members of the multi-disciplinary team to provide skilled nursing care to a high standard.
- 1.2 To assist the Ward Manager nurse in ensuring that other nursing staff on the ward provide the agreed standards of care and treatment for patients.
- 1.3 To actively participating in ensuring that the patients' needs are assessed and identified, and that a multi-disciplinary Individual Treatment/Care Plan is produced and is carried out. The post holder is responsible for the nursing assessment of care needs and the development, implementation, and evaluation of their programmes of care without supervision.
- 1.4 To lead team(s) of nurses at Band 6 and below in providing patient care.
- 1.5 To advise the Ward Manager on the effects of all nursing interventions

- 1.6 To organise regular individual patient review meetings and ensuring that all treatment/care programmes achieve the goals and that targets are implemented.
- 1.7 To ensure good and effective communication and integration with the Community Mental Health Teams ensuring high standards of communication with patients, relatives, and staff.
- 1.8 To promote the Trust/Hospital philosophy of treatment care
- 1.9 To assist the Ward Manager in maintaining and developing the community role of the ward unit, particularly in respect of after-care of discharged patients.
- 1.10 To co-operate and communicating with other professionals and agencies in the interest of good patient care
- 1.11 To attend case conference/review meetings with other members of the multidisciplinary team to review patients' conditions and their progress in the programme of care and recovery.
- 1.12 To comply with the agreed Nursing Standards.
- 1.13 To discuss carer needs to all patients you are named nurse to, as appropriate, initially weekly and thereafter on agreed time basis
- 1.14 To ensure that ward and hospital areas remain clean and tidy, working closely with the Ward Manager to create a Therapeutic environment.

## **2. MANAGERIAL**

- 2.1 To take charge regularly of the unit in the absence of the Ward Manager.
- 2.2 To participate in induction and in-service training for nursing staff.
- 2.3 To substitute on behalf of the Ward Manager in their absence and for other nursing staff when necessary.

## **3. ADMINISTRATIVE**

- 3.1 To maintain accurate and up to date patient records.
- 3.2 To fully implement and comply with discharge procedures and standards including CPA/Care Management and involvement in audit.
- 3.3 To assist the Ward Manager in ensuring Trust/Hospital annual objectives, targets and standards are met.

## **4. HUMAN RESOURCES / WORKFORCE**

- 4.1 To assist the Ward Manager in running and evaluating all nursing care and training programmes, liaising with other disciplines and professions in directing effort to a high overall performance in all care and treatment.
- 4.2 To supervise the work of junior nursing staff, through regular supervision and completion of annual Personal Development Reviews.

- 4.3 To assist with the teaching and supervision of other nursing staff and trainee nurses including acting as mentor as appropriate.

## **5. FINANCE / RESOURCES**

- 5.1 To comply with standing Orders and Standing Financial Instructions.

## **6. POLICY & SERVICE DEVELOPMENT**

- 6.1 To ensure that the joint Trust and Social Services Policy on CPA is adhered to and to act as 'key worker' as appropriate.
- 6.2 To administer medication/complying with the nursing responsibilities under the Medicines Act (1969); the Misuse of Drugs Act (1971); the local Care of Drugs Policy and any other related Trust procedures.
- 6.3 To ensure compliance with the Mental Health Act (1983) including carrying out registered nurse holding powers as necessary.
- 6.4 To comply with the Hospital Admissions and Discharge policies.
- 6.5 To implement and monitoring all approved Trust Clinical Nurse policies and procedures.
- 6.6 To comply with the Catering and Cleaning standards, in particular, ensuring food hygiene practices and procedures are observed by all staff
- 6.7 To comply with Health & Safety at Work Act and instructing all other staff in their responsibility under this legislation
- 6.8 To comply with the Hospital Fire Procedure and instructing all other members of staff in their responsibility under this procedure
- 6.9 To comply with the Trust's policy in respect of patients' property.

## **7. INFORMATION / DATA RESPONSIBILITIES**

- 7.1 To complete local and regional statistical returns as required, including the electronic incident system, Ulysses.

## **8. ENVIRONMENTAL**

- 8.1 Following training, the post holder will be required to participate in the Prevention and Management of Violence and Aggression (PMVA) of patients.
- 8.2 The post holder may be required to process distressing information relating to service users, e.g. typing letters/reports relating to child abuse.

## PERSON SPECIFICATION

### DEPUTY WARD MANAGER, BAND 6, KIMMERIDGE COURT

| 1. Knowledge, skills and training |  | Essential | Desirable | Assessment method          |
|-----------------------------------|--|-----------|-----------|----------------------------|
| 1.1                               | Registered Nurse (Mental Health)   | Yes       |           | Certification              |
| 1.2                               | Mentorship in Practice Qualification   | Yes       |           | Certification              |
| 2. Job Specific Experience        |  | Essential | Desirable | Assessment method          |
| 2.1                               | Experience at Staff Nurse band 5 level for a substantial period.                                 | Yes       |           | Application form/interview |
| 2.2                               | Experience of receiving clinical supervision.  | Yes       |           | Application form/interview |
| 2.3                               | Multi-disciplinary networking.   | Yes       |           | Application form/interview |
| 2.4                               | Awareness multi-cultural issues within acute psychiatry.   |           | Yes       | Application form/interview |
| 2.5                               | Ability to integrate theory and practice to an enhanced level                                    | Yes       |           | Application form/interview |
| 2.6                               | Ability to articulate a problem solving approach to issues.                                      | Yes       |           | Application form/interview |
| 2.7                               | Ability to take charge of unit/ward on a regular basis. Deputise in the absence of Ward Manager. | Yes       |           | Application form/interview |
| 2.8                               | Ability to prioritise needs and resources.   | Yes       |           | Application form/interview |
| 2.9                               | Ability to set clear, appropriate boundaries   | Yes       |           | Application form/interview |
| 2.10                              | Ability to negotiate and delegate.   | Yes       |           | Application form/interview |
| 2.11                              | Ability to lead and work in multi-professional teams.  | Yes       |           | Application form/interview |
| 2.12                              | Ability to assess and manage therapeutic risks.  | Yes       |           | Application form/interview |
| 2.13                              | Excellent written and verbal skills.   | Yes       |           | Application form/interview |
| 2.14                              | Devising, implementing and evaluating care plans.  | Yes       |           | Application form/interview |
| 2.15                              | Presenting and communicating information.  | Yes       |           | Application form/interview |

| <b>3. Managerial/supervisory experience</b> |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
|---|--|------------------|------------------|--------------------------------|
| 3.1   | Experience in monitoring untrained staff and students  | Yes              |                  | Application form/interview     |
| 3.2   | Ability to supervise others' work.   | Yes              |                  | Application form/interview     |
| <b>4. Information Technology</b>            |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 4.1   | Basic IT skills, normally obtained through practice or practical training  | Yes              |                  | application form/certification |
| 4.2   | Experience of information systems.   |                  | Yes              | Application form/interview     |
| <b>5. Personal qualities/attributes</b>     |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 5.1   | Motivation and the ability to motivate others.   | Yes              |                  | Application form/interview     |
| 5.2   | Imagination and determination.   | Yes              |                  | Application form/interview     |
| 5.3   | Creative thinking  | Yes              |                  | Application form/interview     |
| 5.4   | Ability to identify own limitations and ask for advice   | Yes              |                  | Application form/interview     |
| 5.5   | Ability to work under pressure and meet deadlines.   | Yes              |                  | Application form/interview     |
| <b>6. Business travel</b>                   |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method</b>       |
| 6.1   | Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.                             |                  | Level 3          | Application form/interview     |
| <b>7. Additional requirements</b>           |  | <b>Essential</b> | <b>Desirable</b> |                                |
| 7.1   | Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively        | Yes              |                  | Application form/interview     |
| 7.2   | Satisfactory health check  | Yes              |                  | Application form/interview     |
| 7.3   | Ability to meet contractual requirements and participate in 24 hour care   | Yes              |                  | Application form/interview     |
| 7.4   | A level of fitness and ability to participate and complete PMVA, Breakaway training and Manual Handling (practice and theory). | Yes              |                  | Application form/interview     |

**\*Essential / desirable car user definitions Level 1 –**

**(Essential) post holder is required to: travel an average of more than 3,500 miles a year;**

**or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;**

**or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.**

**Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.**

**Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.**