**DEPUTY WARD MANAGER JOB DESCRIPTION**

**Job Title:** Deputy Ward Manager

**Location:** Cygnet Hospital Maidstone

**Hours:** 38.5hrs

**Reports to:** Ward Manager

**Accountable to:** Hospital Manager

**Job Summary:**

In close collaboration with the Ward Manager, the Deputy Ward Manager’s key responsibilities will include supporting in areas such as compliance, contract requirements, occupancy/referrals, management supervision/appraisals, CQC/QAM- action plans, quality intervention projects and quality network visits.

As part of the nursing matrix numbers the Deputy Ward Manager will take a lead on areas of operational management and will be the named deputy in the ward manager’s absence.

**Key Responsibilities:**

1. Maintain a professional and high standard of patient care.
2. Adhering to all Cygnet Health Care policies, procedures and local policies.
3. Ability to work a range of shifts and to work 09:00-17:00 Monday to Friday when deputising for the Ward Manager.
4. Ensure effective processes are in place regarding the following: compliance, induction, training, probation, performance management, supervisions and appraisals.
5. Creation and management of rotas, ensuring there is a good balance of skill/gender mix/permanent to non-permanent staff and ward matrixes are adhered to according to HPPD.
6. To lead on regulatory requirements such as CQC/QAM and Quality Network.

**Main tasks – Professional:**

1. Provide suggestions, proposals and recommendations to the Clinical Manager and Ward Manager aimed at the continued development of the ward.
2. Contribute and participate in planned visits to the ward by professional visitors.
3. Manage attendance of the nursing team including annual leave and sickness in accordance with Cygnet Healthcare Policies and procedures and local protocols.
4. To ensure completion of clinical and administrative documents in accordance with Cygnet Health Care procedures.

**Main tasks – Management:**

1. In accordance with policy, assist the Ward Manager in investigating complaints, which may refer directly to nurses and/or the practice of nursing.
2. Devise rotas to ensure that staffing levels are adequate to meet the needs of the ward and that staff are appropriately qualified to carry out the duties required of them. The rotas must remain within budget whilst allocating annual leave and covering other absences as required.
3. Monitoring of per patient day figures (PPD), as well as ensuring that staff timesheets are submitted to the accounts department by the cut-off date.

**Main Tasks – Health and Safety:**

1. Ensure completion of mandatory training for all nursing staff and help support the Ward Manager to take appropriate steps with any noncompliance.
2. Report any incidents/accidents to the Ward Manager, take remedial action and record the event on the appropriate accident/incident form, including statements from those concerned if appropriate, identify ways to avoid a repeat and document these appropriately

**Main Tasks – Education/Staff Development:**

1. Assess the training needs, organise, monitor and evaluate the training of nursing staff.
2. Develop personal development plans for nursing staff using their performance appraisal.
3. Promote Cygnet Maidstone, this could include supporting nursing students and attending careers fairs.
4. Support in interviews, recruitment and retention days

**Please note:**

The post-holder and the Ward Manager will review this job description with guidance from the Clinical Manager and Hospital Manager. This will form part of the process of Annual Performance Appraisal.

This document is a guide to the duties of the post-holder and not an inflexible exhaustive specification. It is subject to review and may be altered by mutual agreement in light of future developments.

**Job Holder**

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Name Signature Date

**Manager**

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Name Signature Date