**Job Description and Person Specification**

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| 1. **Job Details**
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| **Job Title** | Ward Manager (RMN) |
| **Accountable to** | Clinical Manager |

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| 1. **Job summary**
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| To undertake a range of clinical duties which contributes to the provision of high quality care for our service users? In addition to managerial activities of Ward Manager.  |

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| 1. **Main duties and responsibilities**
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| **1.** | To provide the highest standard of nursing care, therapeutically based on a named / team nursing approach and to ensure junior staff do the same. |
| **2.** | To coordinate clinical aspects of the clinic and to ensure a sound co-operation between the clinical departments in the interests of delivering an excellent service to patients. |
| **3.** | To be conversant with and implement all relevant policies, procedures and regulations, whether clinical or administrative or representing interface between the two areas. Where appropriate this will entail ensuring compliance by others of such policies, procedures and regulations.  |
| **4.** | To ensure that company policies and procedures are adhered to. To update local documentation in consultation with other colleagues in accordance with company guidelines, NMC guidelines, legislation and current research. |
| **5.** | To support staff in delivering a high standard of care through regular appraisals, training and development of evidence / research based practice. |
| **6.** | To participate in the manager’s on-call system outside of normal working hours. |
| **7.** | The breach of professional Code of Professional Practice is regarded as a disciplinary offence. |
| **8.** | To maintain in confidence all medical records, correspondence and information pertaining to the clinic and it’s patients according to the NMC guidelines for record keeping, the NMC Code of Professional Conduct and Cygnet Health Care’s policies and procedures. |
| **9** | To promote constructive relationships with all colleagues, including Consultants and others not permanently based at the clinic. |
| **10.** | To observe the statutory legal requirements as laid down in the 1983 Mental Health Act, the Code of Practice, the Health and Safety at Work Act 1974 and other relevant legislation.  |
| **11.** | To ensure all standards of nursing practice as a minimum meet the expectations laid down in the NMC Code of Practice. |
| **12.** | To ‘act up’ as required by the Clinical Manager during their absence.  |
| **13.** | To have overall responsibility for the safety of the Ward environment. |
| **14.** | To ensure that nursing care / management plans are based on agreed team assessment of individual need, written to a high standard and evaluated regularly. |
| **15.** | To provide clinical leadership by sound decision making based on clear and fair judgment. |
| **16.** | To facilitate, where appropriate, discussion and understanding of patients’ needs and progress and nursing procedures between relatives and clinical staff. To facilitate appropriate visiting arrangements for relatives, Consultants and appropriate others. |
| **17.** | To coordinate nursing activity over a 24 hour period – i.e. adequate roistering, including grade and skill mix provision.  |
| **18.** | To promote continuous quality improvements through the setting of standards, monitoring and evaluating practice through the use of audit. |
| **19.** | To take the lead in clinical audit, taking a key role in completion of the audit process and attend clinical audit meetings.  |
| **20.** | To implement performance appraisals for identified staff and play a full role in monitoring, reporting and recording performance and conduct of staff. |
| **21.** | To assist in the induction of new staff to the Ward and their duties. To familiarise new staff and existing staff with relevant policies and procedures. |
| **22.** | To take appropriate action to promote good staff discipline through effective staff management and where necessary, the use of company disciplinary procedure. |
| **23.** | To ensure all relevant equipment is in good working order through regular checks. To ensure security of the Ward and Hospital premises. |
| **24.** | To represent the Hospital at relevant meetings, both internal and external, promoting a positive image for Cygnet Health Care. |
| **25.** | To be a key person for referral handling. |
| **26.** | To assist the clinical manager to formulate, coordinate and deliver responses to all complaints of a clinical nature. |
| **27.** | To liaise with relevant other individuals, officers and authorities as appropriate. |
| **28.** | To assist the Clinical Manager with marketing of the service e.g. co-hosting events. |
| **29.** | To ensure continuity of support and supervision for students based in the Ward area. |
| **30.** | To remain up-to-date with new theoretical and clinical practice. |
| **31.** | To provide both informal and formal teaching sessions for junior staff and students. |
| **32.** | To be a ‘self starter’ in all matters which pertain to personal development? |
| **33.** | To supervise all clinical staff in terms of personal development and continuing education. To report agreed needs with the clinical manager for implementation. |
| **34.** | Ensure you attend all statutory and mandatory training. |
| **35.** | Ensure your annual appraisals takes place in a timely fashion. |
| **36.** | To ensure that your staff attend all statutory and mandatory training. |

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| 1. **Person specification**
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| This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.  |
| **Requirements** | **Essential and desirable criteria** | **Method supporting assessment** |
| E | D |
| **Education and qualifications** |
| RMN Registered nurse with the NMC, without cautions or restrictions | Y |  | Application Form / Interview |
| **Experience** |
| Experience of managing a multi-disciplinary team / environment | Y |  | Application Form / Interview |
| Experience of accessing alternative care pathways | Y |  | Application Form / Interview |
| Experience in working within a Mental Health setting | Y |  | Application Form / Interview |
| Experience of mentoring students and Healthcare Support Workers | Y |  | Application Form / Interview |
| **Skills, knowledge and abilities** |
| Excellent interpersonal skills with ability to communicate at all levels | Y |  | Application Form / Interview |
| Decision making capability, both when working alone or working as part of a multi-disciplinary team | Y |  | Application Form / Interview |
| Commitment to giving high quality care  | Y |  | Application Form / Interview |
| Able to produce timely, accurate and legible records relating to patient care. | Y |  | Application Form / Interview |
| **Motivation** |
| Demonstrate acceptable level of attendance over previous 12 months | Y |  | Application Form / Interview |
| Smart and professional appearance | Y |  | Application Form / Interview |
| Displays an ability and willingness to be flexible to meet the needs of our service users and hospital requirements | Y |  | Application Form / Interview |

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| This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Cygnet Health Care. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework. |
| Your Name: | Your Signature: | Date: |