

Job Description

Job Title:	Ward Manager
Reports To:	Clinical Manager
Responsible to:	Hospital Director

Role Summary:

To be visible on the ward as the Ward Manger.

To provide support to the Clinical Manager in the delivery of safe, effective care and treatment and the day to day management of clinical/professional issues in designated clinical areas. Provide leadership, direction, support, facilitate reflective practice, de-briefs and supervision for the nursing team to ensure safe and sound practice is delivered. The Ward Manager will be required to ensure compliance with both professional and regulatory standards in accordance with any operational and strategic objectives.

Be accountable for delivering weekly reports, audit, audit action plans and staffing resources, developing skills, ensuring systems are in place for staff and patients / young people. Accountability for all documentation and audits, accuracy and timely delivery. The Ward Manager is responsible for ensuring that all policies, procedures and protocols are adhered to.

Main Responsibilities:

- Support the Line Manager in the management of the nursing service, delegating responsibility to the Team Leaders as appropriate whilst retaining overall accountability
- Ensure links with Contracts and Compliance, medical and nursing teams facilitate the efficient and effective assessment, admission and care pathways of patients / young people

- Ensure that budgetary and human resource management are addressed and variance accounted for according to acuity and budgets
- As directed, develop or review policies and procedures to meet professional, statutory and organisational requirements
- Ensure that all staff have up to date statutory and mandatory training and specialist training is provided where required
- Participate in on call arrangements for the Hospital and role of Ward Manager on site as scheduled
- Act as the clinical manager for the service in absence of line manager
- Contribute to decision making and strategy formulation.
- Provide weekly report on patient and staff activities in own area with KPIs
- Support and participate in all visits by regulatory / professional bodies

Clinical and professional

- Monitor all nursing care practices, procedures and treatments to ensure they reflect professional, national and local standards for the service
- Provide all clinical reports for individual patients / young people and external bodies; meet identified deadlines
- Ensure compliance with CQC; CQC notifications, CQUIN, relevant Quality Network standards (Secure or QNIC)
- Participate in review of incidents in order that lessons can be learned and information shared utilising root cause analysis principles
- Undertake clinical and security audits, ensuring action plans are implemented by target dates and advising Line Manager of outcomes
- Ensure all safeguarding requirements are met
- Ensure that Infection Control and Prevention standards are adhered to
- Ensure that medicines management is effective and that clinic rooms are maintained to a high standard

Staffing

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- Weekly staff meetings; recorded and minutes sent to the Clinical Manager
- Liaise with HR in relation to human resource planning, recruitment, retention; participation in the selection process for clinical staff
- Monitor ward staffing requirements and maintain budgetary control ensuring a robust rota management system is in place and maintained
- Undertake return to work interviews; and monitoring of sickness / absence trends
- Undertake annual appraisals and the development of performance plans
- Facilitate the provision of clinical supervision to clinical staff and ensure that own supervision requirements are met
- Ensure group supervision and reflective practice is in place
- Ensure identified training needs are met

Communication

- Ensure staff know the Cygnet 'values'
- Provide channels of communication through the Hospital through which nursing staff can contribute and receive information
- Communicate effectively, both in writing and verbally, ensuring that information is shared and lessons are learned from adverse events; more face-to-face communication
- Support the Line Manager in the implementation of service initiatives and organisational objectives
- Cascade information to the team through briefings, updates and teaching

Reports

- Complete the following reports
 - Report to the Clinical Manager weekly on staff and patients / young people's activities; meeting attendance and staffing
 - Liaison reports
 - CPA reports
 - MHRT reports
- Ensure that all reports / documentation by ward staff are completed accurately, fully and meet professional standards

Training

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- Maintain a professional knowledge and skills base using current research and evidence based approaches to care, acting as a resource to others
- Contribute to the hospital training plan
- Identify own and others training requirements
- Ensure own and ward staff statutory and mandatory training is in date

Health & Safety:

- Take reasonable care for the health and safety of self and others who may be affected by acts or omissions at work
- Cooperate with any requirements and adhere to statutory or other safety regulations
- Be familiar with all fire and similar regulations including evacuation procedures and act in accordance with them in any emergency situation
- Ensure that all working practices and procedures comply with statutory regulation, codes of practice and safety guidance in force
- Ensure that environmental risk assessments are developed and reviewed in order to identify and minimise actual or potential risks
- Ensure that all emergency equipment is checked
- Ensure staff comply with accident / incident and health & safety

Meetings

- Attend the following meetings
 - Community meetings - weekly
 - Staff meetings - weekly
 - HR meetings - weekly
 - Ward Manager meetings - monthly
 - Clinical Governance - monthly
 - Medication Management - monthly
 - Health & Safety – monthly
 - Infection Control – monthly
 - Risk & Safety – monthly
 - Audit Committee - monthly

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Clinical Manager that are within the competence of the post holder and compatible with the expectations of the role.

<p>Initiative</p>	<p>to deliver service objectives</p> <ul style="list-style-type: none"> • Building and maintaining excellent relationships with all key partners. • The ability to lead a successful team 	<p>relationships with all key partners</p>	
<p>Flexibility</p>	<ul style="list-style-type: none"> • Show the capacity to work alone, prioritising accordingly • The capacity to work flexibly to maintain the most appropriate level of service provision including out of hours • Able to adopt to changing needs and requirements • Able to adapt to changing needs and requirements. 		
<p>Influence</p>	<ul style="list-style-type: none"> • The ability to persuade others to follow an alternative viewpoint or course of action and to inspire confidence 		
<p>Organisation</p>	<ul style="list-style-type: none"> • The ability to identify and prioritise key tasks and delegate work load appropriately to achieve results 		
<p>Empathy</p>	<ul style="list-style-type: none"> • Empathetic and non-judgemental attitude to clients • Work with colleagues in a fair and empathetic manner being sensitive to individual circumstances 		
<p>Confidence</p>	<ul style="list-style-type: none"> • The ability to take decisions and deliver messages in a confident manner 		

Implementation	<ul style="list-style-type: none"> • Implementation of organisational policy in the work place • Leading in the implementation of policy, protocol and procedures 		
KNOWLEDGE Service Delivery	<ul style="list-style-type: none"> • Basic employment law in relation to managing performance/discipline and recruitment processes • Basic Health and Safety legislation • Required standards of clinical practice • Up to date knowledge of legislation and national guidance relevant to working with Adults and contract requirements 		CV/ Interview
SKILLS AND PERSONAL ATTRIBUTES Written and Verbal Communication Skills Numeracy Skills Team Working and Interpersonal Skills	<ul style="list-style-type: none"> • The ability to communicate clearly, confidently and effectively verbally and in writing • The ability to accurately compile numerical data for statistical analysis and to work to deadlines for the submission of information e.g reports • The ability to read and understand financial/statistical information • The ability to work productively in collaboration with others 	<ul style="list-style-type: none"> • Build and maintain excellent 	CV/ Interview

<p>Financial/Resource Management</p>	<ul style="list-style-type: none"> • Communicating messages to a team in a positive manner in order to maintain team morale and motivation 		
	<ul style="list-style-type: none"> • Maintaining accurate auditable documents • Knowledge of budget management including effective staff resourcing and rostering. 		
<p>Clinical Governance</p>	<ul style="list-style-type: none"> • Managing individual and group performance to comply with clinical governance systems • Actively promoting the sharing of best practice and new developments within the area of risk taking behaviours with teams 		
<p>Service Development and Liaison</p>	<ul style="list-style-type: none"> • Clinical/caseload experience appropriate to the service and contracts • Experience of liaising with Commissioners • Monitoring and delivering services through the team to meet internal and external standards and procedures • Managing contractual reporting, serious incident reporting, CQC notifications, and Safeguarding referrals. • Resolving issues within the workplace guided by organisation policy and practice 		
<p>Policy and</p>			