

## Job Description

<b>Job title</b>	Deputy Ward Manager/Charge Nurse	<b>Job family</b>	Healthcare
<b>Reporting to</b>	Ward Manager	<b>Job code</b>	
<b>Location</b>		<b>Evaluation Date</b>	1 February 2017

### Job Purpose

The role of the Deputy Ward Manager is to provide senior nursing leadership to the ward nursing team in support of the Ward Manager. They will have a degree of clinical experience and leadership that provides expertise and confidence to the nursing team and ward overall. They will have defined delegated responsibilities from the Ward Manager; have 1 day a week protected time for their deputy Ward Manager duties and have supervisory responsibilities for an agreed group of staff

### Responsibilities

- Works as Senior Nurse in a Ward or equivalent area ensuring a safe and therapeutic environment for patients, their families and visitors
- Applies relevant policies and statutory requirements within the ward and hospital framework of governance and communicates requirements to the wider team.
- Ensures that risk is assessed and managed across the immediate and wider working environment and that statutory requirements are met.
- Respects and applies the requirements of equality and diversity, promoting and role modelling these across the team.
- Identifies deficits in skill mix and safe staffing levels and acts to address these.
- Supervises a defined group of team members and contributes to their overall CPD, mandatory training and appraisal process recognising the skills required across the team. This will also include addressing any performance issues that are below the expected standard.
- Acts as a role model to promote a culture of learning development, inquiry and a team vision.
- Implements, monitors and evaluates therapeutic interventions within an overall care programme, enabling people with mental health and or learning disability needs to develop coping strategies.
- Actively supports and contributes to effective Multi Disciplinary Working
- Engages in collaborative problem solving, supporting and encouraging clients to take ownership of issues, identify problems and to develop solutions to them based on their own needs and preferences.
- Contributes to the process of collaboratively assessing and acting on risks of harm, danger and abuse.
- Is named nurse for a small group of patients, acting as Associate nurse for colleagues when on duty, and is a regular shift leader.
- Provides Clinical Supervision to a group of defined nursing staff
- Undertakes Lead roles for the ward, as agreed with the Ward manager
- Deputises for the Ward manager as required
- Adheres to all National, Company and local standards, policies and procedures

### Knowledge / Education / Skills

- First level Registered Nurse
- Trained Mentor
- Clinical Supervision experience essential, training desirable
- Evidence of Continued Professional Development and intent to maintain and develop Continued professional development and leadership
- Good computer skills

## Experience

- Experience in Mental Health or Learning Disability services
- At least 3 years, or equivalent experience post-registration

## Communication

The post holder is required to have effective written, verbal and non-verbal communication skills, with an ability to adapt their style as appropriate to the environment they are communicating in; they should use Email as required, but not as an alternative to more traditional forms of communication, unless clear needs exist, with colleagues e.g. leaving a message for a member of staff by email as they are off duty

## Responsibility

### **Leadership**

The post-holder is one of the senior nurses in the Ward and hospital. Within that is the requirement to demonstrate visible, positive leadership amongst the nursing team, and wider team of clinical and non-clinical colleagues

### **Budgets & Equipment**

The post-holder is responsible for the safe, effective and efficient use of staffing and ward resources when on duty, alerting the Ward Manager or Director of Clinical Services of any variance to the resources allocated to the ward, be that human, environmental or financial

### **Information**

Shared responsibility for the confidentiality, security and accuracy of patient records, data and information. Ensuring good quality patient documentation, which meets the Regulatory guidelines and statutory requirements.

## Working Environment

The post-holder will be required to work a regular shift pattern over a 7 day period, and this will include supernumery time of 20% of their contracted hours to undertake their deputy role, as delegated by the Ward Manager

## Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> <li>Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>Actively seeks to develop the potential of every service user and staff member</li> </ul>
Being a Family	<ul style="list-style-type: none"> <li>Celebrates success and supports colleagues through difficult times</li> <li>Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>Is honest and respectful in all interactions with colleagues and customers</li> <li>Demonstrates emotional control</li> <li>Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>Promotes the company in a positive way at all times</li> <li>Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>Always puts service quality first</li> <li>Shares and encourages innovation</li> <li>Keeps on top of new developments in the sector</li> </ul>