

OUTLINE JOB DESCRIPTION

Job Title: Deputy Ward Manager

Grade: Band 6

Reporting to: Ward Manager

Accountable to: Clinical Nurse Manager

Location: Acute Services

Job Purpose

To assist the manager in the provision of clinical leadership and to be a clinical role model to the team. To act on behalf of and deputise as directed by the manager in their absence and provide quality evidence based nursing advice support and care for service users with mental health needs and their carers within a multidisciplinary setting.

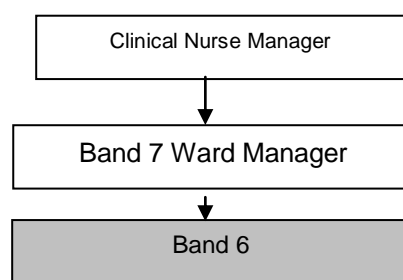
Job Summary

The post holder will be responsible for:

- *The facilitation, promotion and supervision of education, clinical practices and audit.*
- *The management of the clinical area in the absence of the manager.*
- *Overseeing the assessment, planning, implementation and evaluation of nursing care within agreed parameters, and have a working knowledge of local, national policies and legislation which govern current service provision.*
- *Identifying and contributing to others training needs.*
- *Ensuring the promotion of issues of equality diversity and rights in accordance with good practice and legislation.*
- *Ensuring effective communication pathways exist.*

Organisational Chart

Department organisation chart, which identifies where the vacancy is and reporting relationships



Key Communications and Working Relationships

Internal: Multi-disciplinary Team, Service Users, Carers, Support Services Staff

External: General Practitioners, Department of Social Security, Statutory Services and Voluntary Sector Agencies, Nursing Agencies/Bank Staff.

Principal Duties and Responsibilities

CLINICAL.

- *To be responsible for the assessment, planning implementation and evaluation of the evidence based care required, including health promotion for a named service user/group.*
- *Responsible for participating in the setting of quality standards, including the monitoring and reviewing in line with current clinical guidance practice and policy.*
- *Responsible for ensuring the postholder understands and meets their professional role and responsibilities under the Care Programme Approach and current child protection legislation.*
- *Responsible for ensuring that the requirements of the Mental Health Act 1983 are observed, adhered to and implemented.*
- *Responsible for the promotion of carer and service user involvement within the service and for its provision.*
- *Responsible for establishing therapeutic relationships with service users, and the implementation of evidence based therapeutic interventions with appropriate boundaries in accordance with Nursing and Midwifery Councils professional code of conduct.*

PROFESSIONAL.

- *Responsible for participation in the Trust appraisal process, identifying own/others mandatory, professional, personal development and training needs.*
- *Responsible for the safe custody and administration of medicines.*
- *To participate and contribute appropriately in research, service modernisation, clinical governance and the National Service Framework.*
- *To respect and value the different therapeutic approaches within the multi-disciplinary team but ensure that the agreed philosophy approach is adopted and followed.*
- *Responsible for ensuring confidentiality is maintained at all times in accordance with the data protection act, trust policy and good practice.*
- *Responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies.*
- *Participate in joint working with appropriate experts/agencies.*

EDUCATION.

- *Responsible for the provision of formal and informal training of pre/post registration students, staff members, carers and service users.*
- *Responsible for the provision of staff induction, mentorship, appraisal and clinical*

supervision to professional colleagues as appropriate.

ORGANISATIONAL.

- *The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.*
- *The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.*
- *Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures.*

COMMUNICATION.

- *The post holder is responsible for ensuring accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.*
- *The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current nursing care plans, progress, mental state and psychosocial factors in line with best practice.*
- *The post holder is responsible for ensuring that they clearly communicate with clients and carers, actively listen to establish an understanding of the needs of the service user and their carers.*

MANAGERIAL.

- *Responsible for the effective utilisation of nursing/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager.*
- *To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.*
- *To work with the Clinical Manager and other deputy to ensure satisfactory day-to-day management of the clinical area.*
- *To take charge of the clinical area in the absence of the unit manager assuming their responsibilities.*

GENERAL

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. all staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Training education and development

All staff are required to participate in any necessary training and development, to keep up to date with the requirements of the job.

Research Governance.

Research and Development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.