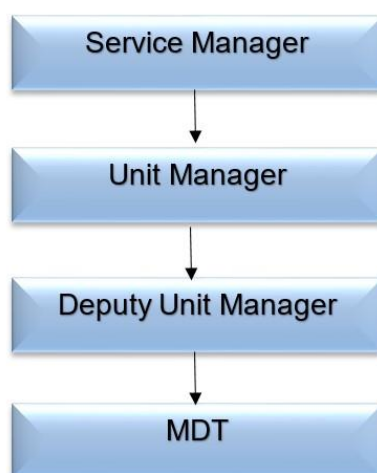


HR Use Only	
Job Ref:	Occ. Code
CHC_EC18	

JOB DESCRIPTION

JOB TITLE:	Deputy Unit Manager
PAY BAND:	Band 6
DIRECTORATE:	Specialist
TEAM/SERVICE:	Summers view Inpatient Rehabilitation Team
BASE:	Summers view
RESPONSIBLE TO:	Service Manager
ACCOUNTABLE TO:	Unit Manager
RESPONSIBLE FOR:	MDT

Organisational Chart (*Responsible to/Accountable to/Responsible for*)



Job Summary:

The role of the deputy unit manager is to provide support and assistance to the unit manager in ensuring the effective management and running of the service. This will include having specific responsibilities as delegated by the unit manager and will require the post holder to deputise for the unit manager as and when appropriate/required.

KEY DUTIES/RESPONSIBILITIES

Accountability and responsibility

- To act as a role model & clinical lead influencing and developing all aspects of clinical care within the area and implementing clinical governance plans.
- Co-ordinate care delivery, e.g. allocations of named nurse/name worker/care co-ordinator, ensuring continuity of care across shifts, staffing changes & absences etc.
- To demonstrate the application of appropriate procedures and standards.
- To assist in the general management of the clinical area, this may include specific duties such as responsibilities for completing duty rosters, maintaining staff records or updating supervising systems for monitoring resources (e.g. keys) as agreed with the unit manager.

Clinical

- To ensure that the principles and values of the organisation and of the units operational policy and philosophy are evident in everyday practice.
- To develop a culture in which the individual's rights of safety privacy and dignity are actively promoted and interactions are conducted with courtesy and respect.
- To establish professional relationships and networks beyond the immediate clinical team, developing and promoting interagency working, contributing to appropriate groups and forums. To actively seek to promote the clinical service both within the Trust and within the wider setting developing positive public relations and engendering confidence in the service.
- To take an active lead in developing standards of practice, ensuring that systems are in place for setting, communicating, implementing, evaluating and reviewing the same.
- Ensure that where possible activities are evidence based and in keeping with changes in the field of activity. Take a lead in initiating new ideas and communicating new evidence, ensure that changes in practice are fully implemented and maintained, act as a support and supervise other staff in implementing change.
- Ensure that effective communication systems that promote MDT working and ensure accuracy of communication are in place and adhered to.
- Lead and advise upon clinical nursing issues guiding practice and where necessary challenging inappropriate practice or attitudes. Represent the views of the nursing team within wider clinical team.
- Provide advise and support to junior staff both on an informal basis and through the roles of mentor, clinical supervisor and preceptor as appropriate.

- Ensure personal awareness and observe the NMC guidelines for professional practice in the pursuance of everyday activities. Act in a manner that inspires the confidence of others and promotes the credibility of the profession and the service.
- To have a knowledge and understanding of relevant policies and legislation and guidance and the impact that these have for clinical practice. To ensure that these are communicated and adhered to and to take appropriate action when this is not the case.
- Take responsibility for ensuring continued registration and for personal and professional development in accordance with NMC guidance (or other professional body), attending statutory and mandatory training and other pertinent training as agreed with the unit manager through the personal review process.

Professional

- Oversee the systems that ensure that environment and equipment is in good working order and that remedial action is taken promptly. Conduct necessary auditing & action planning of the same.
- Take a proactive approach to hazards that may compromise safe working practice or the safety of any individual, take appropriate immediate action to eradicate hazards or minimise their impact and ensure that reporting procedures are adhered to in respect of this.
- Working alongside the unit manager to ensure effective management of the team, dealing with internal conflict, providing support and supervision, arranging de-briefs. Ensuring that structures required for optimum team working are maintained e.g. communication systems, staff meetings.
- Deputising for the unit manager in chairing relevant meetings and forums and participating in organisation and planning of away days.
- Contribute to the area's clinical governance plans taking an active lead in implementing and managing specific projects and supporting other staff in undertaking their own actions. Promote discussion and involvement in clinical governance to all staff working in the area.
- Participate in the management of individual staff members, provide feedback on performance, when necessary take action on any immediate performance issues and/or report as necessary to the unit manager. To have responsibilities for planning and conducting personal reviews with an identified group of staff members.
- To have responsibility for specific management or administrative duties as agreed with the unit manager. This may include tasks such as compiling duty rosters, monitoring resources, collating statistical information, developing a training profile or managing staff absence.
- In the absence of the unit manager, determine the most effective solutions to problems, based upon resources, relevant guidance, knowledge of the clinical area and clinical priorities, seeking guidance from senior staff where necessary. Ensure that decisions are communicated within the team and acted upon.

Managerial

- Foster the culture of the clinical area as a learning environment. This is to be achieved through demonstration that informal and formal teaching sessions take place, that care certificate assessment for H.C.S.W's is achieved, and that relevant assessors are allocated to both student nurses and H.C.S.W's undertaking the care certificate. Develop and maintain links with the educational bodies overseeing training ensure that learning packages and programmes are implemented within the area.
- Contribute to the development of training plans for the area. Assist the unit manager in nominations for training events and organising and implementing local training opportunities recording attendance and identifying future areas of need.
- Undertake duties of a trainer either on a local level (i.e. within the clinical area) or trust level. The post holder should seek to develop a training role that is commensurate with their level of experience and standing within the organisation it should reflect an understanding of complex issues or translation of theory into practice rather than merely skills based.
- Ensure that team members have access to and use clinical supervision that encourages reflection on their practice, and which enhances the use of therapeutic relationships to promote recovery and well-being for service users.
- Support the staff appraisal process with support from the Unit manager. All staff are appraised at least annually and have PDP's that are developed in accordance with the vision of the service.

Quality Assurance

- Ensure the implementation of recommendations from National policy and guidance e.g. National Service Framework
- Foster a culture in which complaints are handled immediately by the person to who they are reported or referred to the individual most appropriately placed to resolve them. Supporting junior staff in fulfilling their own obligations in respect of this, intervening only when it is appropriate to do so. Assisting and participating in the investigation of complaints the communication of complaint outcomes and action planning to remedy any deficits identified as a result of this process.
- Promote a culture that values and encourages engagement and feedback from service users, carers and visitors. Ensuring that systems are in place that actively enable this and allow actions to be taken where necessary.

Clinical

- Develop and maintain the therapeutic milieu, ensuring that the service users experience a therapeutic day, that activity is appropriate to the needs of the service users and this is maintained consistently. Promote the role of the MDT in providing structure and contributing to the activity programme and support junior staff in developing their own role in relation to this.

- Promote positive and proactive engagement and intervention with service users and carers, act as a role model to junior staff in respect of this. Provide support to the named nurse in caring for service users who present particular challenges in respect of risk, levels of engagement or complex needs.
- Act as a resource to the clinical team in respect of specific clinical skills or knowledge relevant to the clinical area; ensure that these skills are applied in practice. Support junior staff in developing their skills and knowledge in this respect; provide education, training and supervision as appropriate.
- Ensure that nursing tasks are prioritised effectively with due regard to risk factors and clinical need.
- Support the unit manager in co-ordination of the clinical workload of the team providing support, supervision and guidance of junior staff where necessary. Ensure effective management of admissions/referrals and discharges including appropriate liaison and communication with other departments and agencies, establish and monitor the system of allocating service users to staff members. The post holder may assume specific responsibilities in relation to the above as delegated by the unit manager.

GENERIC CLAUSES

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

Infection Control:

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about service users and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

Raising Concerns

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to service users and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

Disclosure & Barring Service (DBS)

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE
SIGNATURE:

DATE:

Person Specification

	Essential	Desirable	Method of assessment

Qualifications	<p>Valid registration with professional body</p> <p>Evidence of CPD relevant to the clinical area</p> <p>NVQ Assessor/Practise Assessor or working towards it</p> <p>Valid PREP folder</p>	<p>Registered RMN</p> <p>Clinical Supervisor</p> <p>Trained in "Safety Intervention" or equivalent</p> <p>First Aid trained</p> <p>CPR trained</p>	<p>Application form / interview</p>
Experience	<p>Previous experience in band 5 role</p> <p>Demonstrate the ability to coordinate all aspects of care needs and be able to carry out tasks without direct supervision</p> <p>Demonstrate to other staff procedures and practices</p> <p>Generally able to fulfil the role of a senior clinician in clinical area</p> <p>Lead and direct teams, delegation skills</p> <p>Problem solving</p> <p>Promote and practice multidisciplinary care management and interagency working</p> <p>Ability to adhere to and carry out all Directorate and NMC policies and procedures and follow guidelines</p>	<p>Has experience relevant to post applied for</p> <p>Demonstrate the ability to implement all aspects of the Mental Health Act, care co-ordination, discharge etc</p>	<p>Application form / interview</p>
Knowledge and skills	<p>Ability to set, monitor and maintain standards</p> <p>Excellent written and verbal communication skills</p>	<p>Ability to act as counsellor, educator, advocate and mentor to service users, students etc</p> <p>Formulate student/NVQ learning profiles and induction packs</p>	<p>Application form / interview</p>

	<p>Induction of staff with knowledge and confidence to the clinical area</p> <p>Confidence and evidence of teaching members of a team</p> <p>Works using initiative</p> <p>Handling complaints</p> <p>Handling staff disciplinary and grievance issues</p> <p>Proven leadership skills</p> <p>Ability to communicate and implement all aspects of care</p> <p>Work independently and within a team</p> <p>Delegation skills</p> <p>Assertiveness skills</p> <p>Co-ordination skills</p> <p>Ability to constructively challenge</p> <p>Group and individual working</p> <p>Ability to manage change</p> <p>Has an awareness of requirements for Health and Safety and other legislation relevant to Mental Health including risk assessment and management, COSHH, Food Hygiene etc</p> <p>Knowledge of Mental Health Act and related legislation, including Human Rights</p>	<p>Take action under the Trust Grievance and Disciplinary policy as necessary Experience with budgetary and resource management</p>	
--	--	---	--

Other	Computer literacy with respect to internet access, email and word processing		Application form / interview
-------	--	--	------------------------------