

Deputy Ward Manager – Band 6

Job Description

Post Title: Deputy Ward Manager

Department: Acute Urgent Care - Mental Health

Location: Bushey Fields hospital, Dudley, Wrekin ward

Directorate: Acute Adult Inpatient Services

Band: 6

Hours: 37.5

Contract Type: Permanent

Accountable to: Ward Manager

Responsible to: Operations Manager

Job Purpose

The post holder will, under the leadership of the Ward Manager be committed to raising standards and delivering a quality service, accept responsibility for ensuring the assessment of patients' needs is undertaken, for the planning/ implementation and reviewing of overall care for patients. The post is responsible for the day-to-day running of the unit; ensuring policies, procedures and protocols are implemented and ensuring a safe, clean working environment.

An exciting opportunity has arisen within the Adult Mental Health directorate, based in Dudley. The ward is supported by a dedicated multi-disciplinary team, with a kitchen, ADL Kitchen, Television lounge, activity room, dining room/day room, patient laundry room, staff room, place of safety/136 suite with great links with local charities, and housing services.



Applications are invited from those with relevant experience, to support our core values: honesty and transparency, integrity, empowerment, compassion and kindness, and dignity and respect.

You should be motivated and forward thinking in your approach and possess excellent communication and inter-personal skills. A degree of flexibility in approach is required along with a willingness to learn whilst working in a potentially challenging environment.

The post holder will be part of a multi-disciplinary team responsible for assessing, planning, implementing and evaluating the care afforded to service users under appropriate supervision.

We have a strong commitment to the personal and professional development of our staff, through support, individual appraisal, comprehensive preceptorship programme, mentorship and clinical supervision.

The Mental Health division of Black Country Healthcare NHS Foundation Trust is part of MERIT Vanguard, one of 4 Mental Health Trusts in the West Midlands working together to develop new ways of working to improve the way mental health services are provided. We are the only group of Mental Health Trusts working together this way. We want to focus on proactive early intervention and care, rather than reactive crisis management.

Main Duties/Responsibilities

- Works as a qualified member of the nursing team under the leadership of the Ward Manager.
- Ensures that the clinical environment is conducive to the well-being of patients, visitors and members of staff, and reports all situations that may be detrimental or potentially detrimental to the wellbeing of patients and visitors.
- Ensures assessments of patients determine their levels of need and that care planning accurately reflects the assessment results and is monitored for progress made.
- Ensure the co-operation and full involvement of patients and relatives in the individual's care, progress and support.
- Delegating and supervising the work of the team members as appropriate to their level of ability, including providing supervision and co-ordinating training.
- Responsible for the safe storage and safe administration of drugs. Exercises responsibility for the custody and maintenance of statutory records of drugs in accordance with the Trust policies and procedures.



- Responsible for own professional conduct with regard to confidentiality, and professional standards of care and ensures that these are being followed by all grades of staff.
- To participate in the programme of appraisal for self and others.
- To participate in the programme of Clinical Supervision for self and others.
- Reviews the effectiveness of nursing care provided, including ensuring Commission and home's own standards are met and initiate any further action that may be required.
- To provide on call duty cover as and when needed.

• **Administration**

- Reports/liaises with the Ward Manager on a frequent basis and as necessary.
- Is familiar with all Trust Policies and Procedures with regards to patient care, ensuring that these are compiled within the clinical environment. To work within the Policies, Procedures and constraints of the Mental Health Act 1983.
- Maintains all appropriate records and processes as required by the Trust or Ward Manager and ensures consistent standards of record keeping across the team.
- Responsible for ensuring that there is an adequate handover of information between team shifts relating to patient's needs, care levels, clinical activity, and addressing unit issues and service developments.
- Attends statutory training and Trust-wide meetings and develop patient, public involvement.
- To actively negotiate and network with multi-disciplinary teams and outside agencies, where relevant, in order to meet the comprehensive needs of patients.

• **FINANCE**

- The administration of procedures in line with Financial Procedures.
- To ensure financial transactions are conducted in accordance with Financial Procedures.

• **EDUCATIONAL**

- Ensure new staff receive induction orientation programmes.
- Teach and assess members of the nursing and support care team, giving support, advice and supervision as appropriate. Plan and schedule training opportunities for all staff grades.
- Take all opportunities to further knowledge and continue to develop professionally,
- Conveys professional information to colleagues.



- Takes every opportunity to promote mental health awareness and recovery approaches.
- To participate in the auditing and evaluation of quality standards and practice in the unit.
- To act as mentor and formal assessor to both learners and Health Care Support Workers as required.
- To perform any other duties as requested and within reason by the Ward Manager.

Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values.

Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.



No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.

Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, wellbeing and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account.



In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.



Post Holder's Signature:

Date:

