

Job Description

Job title:	Charge Nurse [Deputy Ward Manager]
Directorate:	Operational Services – relevant care group
Department:	Relevant department
Responsible to:	Ward Manager
Accountable to:	Matron
Pay band:	6
Hours of Work:	Flexible working on a 24 hour rota
Contract:	Agenda for Change
On call requirement:	No
Disclosure required:	Enhanced DBS
Professional Registration:	Yes - Nursing and Midwifery Council

Job outline:

The post holder will assess, plan and implement care, and provide specialist nursing advice and carry out specialist nursing procedures in the agreed care group. They will provide clinical and managerial leadership to junior staff, providing supervision to junior staff and students. They will assist the Ward Manager in ensuring the effective running of the ward.

Scope & Authority

The post holder will work as part of a multi disciplinary team acting as care co-ordinator for a defined number of service users. They will:

- Undertake assessments of individuals with complex mental health presentations, including those service users presenting with higher levels of risk. To develop in collaboration with the service user their care plan and their recovery plan.
- Offer specialist nursing assessment and advice where required.
- Provide clinical and managerial leadership on the ward.
- Assess and manage on going risks as identified during the assessment, ensuring that this is done in collaboration with the service user and carers. To regularly review risk factors and make changes to the management of them as necessary.
- Provide supervision of junior staff and trainees where appropriate.
- To regularly take charge of the clinical environment over a span of duty.

Key Result Areas:

Clinical practice, including own professional development

- To communicate effectively with service users, family and carers; demonstrating an ability to be adaptable in the way they provide information which is sensitive to their ethnic and cultural background and ensures that they are understood.
- To initiate and develop ways of working that reflects the gender specific needs of service users.
- To provide clinical leadership to the team, being knowledgeable about and where appropriate lead decisions about the care of all of the patients admitted to the ward.
- To act as primary nurse for service users within the inpatient setting.
- To work within the CPA framework, taking a proactive approach consistent with clinical and service need.
- To carry out detailed assessment and risk assessment of the service users needs through the utilisation of a range of assessment and interviewing techniques and gathering of information from a wide range of sources.
- To develop care plans in conjunction with the multi-disciplinary team that are based around the service users individual need, that is recovery focused and builds on their strengths and are outcome based.
- Plan and implement interventions with the service user that is responsive to the service user's needs that are applied in a stepped approach which will lead to a therapeutic outcome.
- Monitor, evaluate and modify treatment in conjunction with the multi-disciplinary team in order to measure progress and ensure effectiveness of the intervention.
- To have the ability to deal with service users and their relatives in times of distress.
- Liaise with and work alongside other teams and professionals to ensure the effective discharge of the service user from the inpatient setting.
- To administer and monitor medication prescribed to individual service users, providing information and advice as required and complying with Trust and Nursing and Midwifery Council Policy on the administration of medication.
- Inform the Ward Manager and other appropriate senior managers when circumstances threaten the health and safety of patients or staff; or threaten the reputation or assets of the Trust.
- Work with the Ward Manager and other members of the multidisciplinary team to establish an effective therapeutic environment in which care can be delivered.
- Ensure that they maintain an up to date knowledge of mental health legislation and code of practice, and the Mental Capacity Act both to inform their practice but also to ensure that other members of the ward team are executing their responsibilities within the legal framework.
- Assist the Ward Manager in the effective running of the ward in accordance with Trust and local policies and procedures.
- Promote effective communication between junior staff, the Ward Manager, other members of the multi-disciplinary team and senior managers within the Trust.
- Inform the Ward Manager when the conduct or performance of any member of staff allegedly falls below the standards expected of staff within the Trust.
- Regularly act as the nurse in charge of the ward.
- Participate in the staff recruitment process as and when required.
- To deputise for the Ward Manager as and when required.

- To act as unit co-ordinator out of hours, on a rota basis, as per operational policy.
- To ensure that an up to date knowledge of developments related to the care group is maintained.
- To administer medication within NMC guidelines and the Trusts Medicines Code.
- To work in partnership with other agencies to gain the best person centred outcomes for the individual.

Practice Development, including professional development of others

- To act as a role model within the team continually promoting a high standard of care for all patients admitted to the ward, which is effective and responsive to the needs of service users.
- Contribute to the development of the ward and service, implementing policies and proposing changes to existing policies and procedures.
- Work with the Ward Manager to introduce and support the use of up to date evidence based practice, skills and practice which are evidence based.
- To implement policies and procedures relevant to their area.
- Ensure that they are up-to-date with both de-escalation and PMVA techniques appropriate to the ward environment.
- Provide regular supervision for junior staff in line with the Trust Supervision policy.
- Engage in their own personal management and clinical supervision as per Trust policy.
- Participate in the structure for professional development and staff appraisal.
- Assist the Ward Manager in the induction programme for new staff which will enable staff to feel welcomed and equipped to take on their new roles within the ward environment.
- Contribute to the maintenance and development of the Trust nursing strategy.

Research and Development

- Ensure that clinical practice is evidence based and consistent with relevant Trust policies, procedures and NICE guidelines.
- Participate in clinical audit within the ward environment.
- Participate in research and development activity within the ward environment as and when required.
- To use research in practice and developing research work from ones own practice.

Governance – including quality , standards, documentation & ethics

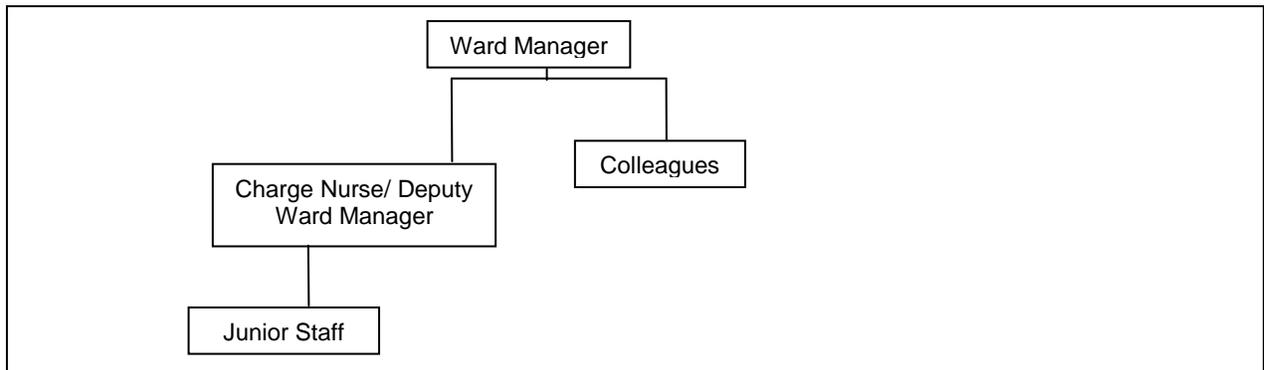
- Maintain clear and legible patient records in accordance with both Trust and professional standards for record keeping.
- Provide accurate written reports where required for CPA, Tribunals, Managers Hearings and other forums, as and when required.
- In conjunction with the Ward Manager and other senior members of the multi-disciplinary team to develop a positive culture and environment for both staff and patients.
- In conjunction with other senior members of the multi-disciplinary team to be responsible for and maintain a high standard of care within the Ward which is evidence based, consistent with legislation and embodies a recovery focus of care.
- Encourage service users in providing feedback on the quality of service provided on the ward both on a local and Trust level and provide leadership in implementing user focused quality improvement initiatives.

- Assist the Ward Manager in investigating complaints made by service users or their relatives in line with the Trust's Complaints Policy and to assist staff in making changes in practice where complaints reveal any short comings in the delivery of care on the ward.
- Continuously strive to improve the quality of nursing care service users receive, through the monitoring of care, participation in clinical effectiveness or service improvement projects.
- Work within the Nursing and Midwifery Council Code of Professional Conduct and any guidelines published by the NMC to develop and enhance their personal accountability.
- To adhere to the Nursing & Midwifery Council Code of Conduct, professional standards and ethics and comply with local and national standards of practice.
- To work within all of the Trust's policies and procedures.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist reports relevant to practice setting.
- To keep accurate and timely records.
- To seek and attend monthly clinical supervision.

Staff leadership and management

- To provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependant on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:
 - Understand the Trust's key priorities and those of your care group and translate these into key priorities for your care group.
 - Ensure clarity and effectiveness in developing and designing roles.
 - Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
 - Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
 - Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
 - Promote an effective team ethos.
 - Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
 - Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.
 - Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
 - Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or service users who wish to raise issues about discriminatory practice or experience.

Position in the Organisation & Key relationships



All staff are required to:

- **Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.**
- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.

- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.

Person Specification

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	Essential	Desirable	Evidenced by
A – Qualifications			
<ul style="list-style-type: none"> ▪ Professional qualification ▪ Diploma in Mental Health Nursing 	✓		A / C
<ul style="list-style-type: none"> ▪ Registered Nurse with current registration (mental health / LD/ Adult) appropriate to the job role. 	✓		A / C
<ul style="list-style-type: none"> ▪ Completion of Mentorship Course/ENB equivalent 	✓		A / C
<ul style="list-style-type: none"> ▪ Evidence of continuous professional development 	✓		A / C / I / T
B – Knowledge/Experience			
<ul style="list-style-type: none"> ▪ Significant post qualifying experience relevant to the care group 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Clinical knowledge/experience ▪ Experience of working alongside people with severe mental health problems particularly in their acute phase of illness ▪ Experience of supervising staff ▪ Experience of working within a multi-disciplinary team ▪ Experience of conducting clinical assessments including risk assessments ▪ Experience of partnership working within and across various statutory and non statutory teams and agencies ▪ Experience of working within the CPA process ▪ Understanding of clinical governance 	✓ ✓ ✓ ✓ ✓ ✓		
<ul style="list-style-type: none"> ▪ Lived experience of mental health issues 		✓	

	Essential	Desirable	Evidenced by
C – Skills –			
<ul style="list-style-type: none"> ▪ Communication/Relationship skills: ▪ Excellent written and oral communication skills ▪ Ability to communicate in a clear and unambiguous way ▪ Excellent negotiation and conflict resolution skills ▪ Ability to develop effective professional relationships with others ▪ Ability to develop good therapeutic relationships ▪ Establish and maintain communication with individuals and groups about difficult or complex matters overcoming any differences in communication ▪ Develop own skills and knowledge and provide information to others to help their development ▪ Participate in partnership working with individuals, groups, communities and agencies ▪ Promote people’s equality, diversity and human rights 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Analytical & Judgement skills: ▪ Skills of assessing and interpreting mental health service user conditions, communicating that with others and taking appropriate action. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Planning & Organisational skills: ▪ Organising and co-ordinating the activities of others within the ward environment ▪ Planning off duty rotas ▪ Co-ordinating ward meetings 	✓ ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ People Management/Leadership/Resources ▪ Experience of handling patient property and valuables ▪ Experience of acting as authorised signatory for staff timesheets ▪ Ordering stock and equipment as and when required 	✓ ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ IT skills: ▪ IT literate and willing to enhance skills ▪ Computer literate. Sound working knowledge of Microsoft Outlook, Word and PowerPoint ▪ Ability to use clinical information systems 	✓ ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Physical skills: ▪ Ability to carry out PMVA techniques ▪ Ability to administer IM medication as required. ▪ Ability to use manual handling techniques. 	✓ ✓ ✓		A / C / I / T

	Essential	Desirable	Evidenced by
<ul style="list-style-type: none"> ▪ Abilities – 			
<ul style="list-style-type: none"> ▪ Mental Effort: ▪ Frequent and intense concentration in service user assessment and observation; in the observation of the activities within the ward environment; and in the co-ordination of staff and competing priorities within the ward environment ▪ Liaison with other agencies in the co-ordination of service user discharge from the in patient setting Ability to work a flexible shift pattern 	 ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Emotional Effort: ▪ Ability to manage exposure to disturbed service users who may be acutely psychotic and exhibiting extremes of behaviour ▪ Ability to manage exposure to verbal and physical abuse on occasions, all of which can be potentially exhausting and skilled intervention is required to avoid burnout ▪ The ability to manage distressed relatives 	 ✓ ✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Working Conditions: ▪ Monitor and maintain the health and safety of self and others in the working area. ▪ Required to use a PC 	 ✓ ✓		A / I / T
D – Approach/Values:			
<ul style="list-style-type: none"> ▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust 	✓		
<ul style="list-style-type: none"> ▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role 	✓		
<ul style="list-style-type: none"> ▪ Team working 	✓		
<ul style="list-style-type: none"> ▪ Ability to travel across sites 	✓		
<ul style="list-style-type: none"> ▪ Punctual and flexible across hours of work when required 	✓		

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Approved

Manager

Date